

Mollohan Conference and Training Center Policies

(Renter – **please read thoroughly** and retain these policies for your records)

GENERAL POLICIES

1. The Mollohan Conference and Training Center is a *Smoke-Free* facility. There is to be absolutely NO SMOKING anywhere inside the Mollohan Center. You must exit the Center to smoke. Please dispose of your cigarettes butts when you are through or you may be charged for clean-up if cigarette butts are found outside the facility following your event.
2. For evening events – the camp caretaker will lock all facility doors and the front gates at 11:00p. Those staying longer than 11:00p must exit the grounds via the back gate. All guests, including the renter, are to be **off the grounds by 12:00a midnight**. It is the renter's responsibility to make sure that the back gate is closed following the departure of the last guest. Failure to comply with this policy will cause the forfeit of your security deposit.
3. When vacating the facility at the end of your event, it the responsibility of the renter to contact the camp caretaker so that he can come in and lock the doors and inspect the center. The contact numbers for the caretaker are on the last page of these policies. Contact information is also located beside the telephone in the hallway outside the kitchen.
4. Alcohol is permitted in the Mollohan Center with the following conditions.
 - No open containers are permitted outside the facility.
 - Possession of alcohol by individuals under age 21 is strictly prohibited.
 - If law enforcement has to be contacted due to any disturbances, the renting party may be refused rental privileges in the future and the security deposit could be forfeited.
5. When using the kitchen it is **absolutely necessary** to turn the exhaust fans on over the cooking equipment. Even if you are only using one piece of equipment, the fans are to be turned on. If you do not follow this procedure you could set off the sprinkler and alarm systems.
6. Please follow the written procedures (***blue binder located in kitchen***) for operating the kitchen equipment. If you have any questions, please contact a representative from the center listed at the end of these policies.
7. Air conditioning units are to be turned off before leaving the facility, and heating units are to be turned down to 55 degrees.
8. No kitchen utensils or cooking equipment are to leave the Mollohan Center.
9. Tables and chairs are **not** to be removed from the Center for any reason.

DECORATING

1. **Under no circumstances** are you permitted to tape or thumb tack objects to the ceiling or the walls of the center. Below is a list of decoration options:
 - a. Using clips to clip items to the ceiling tile tracks is permitted providing that they are removed very delicately and not pulled/yanked down.
 - b. Masking tape may be used on the chair rail around the walls providing all evidence of it is removed during clean up.
 - c. Items may be place in the window sills.
 - d. Please be **EXTREMELY** careful when using candles. Smaller votives used sporadically around the hall are a good choice. Floating candles are also an alternative. The tall tapered candles (the kind you see in candelabras) are more easily knocked over or could come in contact with flammable materials.

- e. Balloons are your best options for decorating. You can use large bouquets of them around the room to add color or allow them to float freely on the ceiling and lay on floors.
- f. Under no circumstances are you permitted to hang or tape anything to the sprinkler heads. These are damaged easily and are very expensive to replace.

CLEANING

1. OPTIONAL CLEANING SERVICE FEE – Renters can pay an up-front, non-refundable cleaning fee of \$300.00. This would allow the renter to vacate the premises immediately following your event. This fee is ADDED to the total cost of your rental, and you are still responsible for paying the \$150.00 refundable damage deposit
2. The following are items you will need to bring with you:
 - a. Powdered dish detergent for commercial dishwasher
 - b. Liquid dish washing detergent
 - c. Your own food storage containers (including foil, wrap)
3. Extra toilet paper can be obtained in the storage room. It is your responsibility to restock the supplies as needed during your event.
4. Garbage can liners can be found in the kitchen.
5. The following cleaning tasks **must** be completed before you leave the facility (* the tasks you are responsible for depend upon what portion of the facility you have rented):
 - a. BANQUET HALL:
 - i. All tables must be wiped off.
 - ii. Tables – any tables that were out prior to your event may remain in the banquet hall. However, you must return any extra tables to the storage dolly and returned to the store room.
 - iii. Chairs – ALL chairs are to be placed back on racks and returned to the store room.
 - iv. All garbage is to be bagged and placed in the dumpster at the rear of the facility. New liners are to be placed in the garbage cans.
 - v. Floor must be adequately swept and any spills mopped up.
 - b. BATHROOMS:
 - i. Brooms, mops and buckets are located in the mechanical room in the assembly hall.
 - ii. Upon leaving the facility make sure that the toilets have been flushed.
 - iii. Wipe up any excess water from around the sink.
 - iv. All garbage is to be bagged and placed in the dumpster at the rear of the facility. Replace garbage can liners. DO NOT leave crumpled paper towels or excess toilet paper laying on sinks and floors.
 - c. CONFERENCE ROOM(S):
 - i. Tables must be wiped off.
 - ii. Floor must be adequately swept and any spills mopped up.
 - iii. If you have moved tables, they must be returned to the original formation. If you have put out additional tables, they must be folded and returned to the storage room.
 - iv. Any garbage is to be bagged and placed in the dumpster at the rear of the facility. Replace garbage can liners.
 - d. KITCHEN:
 - i. Refer to the Procedures Manual (*located in the kitchen, on top of ice machine*) for instructions on properly operating and turning off appliances.
 - ii. Make sure that following the last load of dishes, the dishwasher is completely drained (please refer to the Manual for directions on doing this correctly).

