



Guidelines for the Use of Company Facilities

The following guidelines are set forth as a policy to be followed for any use of company facilities. The MTC Board of Directors, Management and Staff want to encourage the use of company facilities to responsible and properly organized groups so long as these activities do not interfere with daily business operations.

Any person or organization should request use of the building one month in advance of the proposed date of use. (Exceptions will be considered on a case-by-case basis.) The request to use the facility will be submitted in the form of an application; the application is available at and returned to the MTC front desk.

Once approved for use the person or organization shall assume all responsibility for damage to the facilities during the period of use. MTC will determine whether any type of security will be necessary for the proposed use. In the event that it is necessary for security personnel to be on duty, the approved user of the facility will be responsible to ensure this requirement has been met.

All requirements identified in the application will be enforced. The facility fee for use and required deposit shall be paid once the request has been approved. Advance payment of the fee and deposit is needed to reserve the facility. Upon completion of the event or activity, the MTC facility will be returned to its original condition. This applies to cleanliness as well as the arrangement of furniture (chairs and tables). The user will not be permitted to mark on, nail to or tack-up on the walls, floors, doors, ceiling, counters, cabinets, appliances, chairs or tables at the MTC facility. MTC has a vacuum, broom, mop and bucket which can be used for clean-up. Any items brought in by the person or organization will be removed by the user of the facility, to include trash.

The primary point of contact for the facility use (as designated on the application) is responsible for restricting the use of the building to the conference room and restrooms. It is not acceptable for anyone at the event or activity to be in an office. A violation of this policy will be reason for loss of deposit and could restrict the person or organization from using the facility in the future.

No smoking or consumption of alcohol is permitted in the MTC facility or on the adjacent property.

In the event that the MTC facilities are used to conduct an activity for profit, MTC reserves the right to charge an additional fee that will be passed on to community youth program. Exceptions will be considered if the group using the facility has designed the activity with the purpose to benefit youth events, activities or organizations.