

Panamnik Building Deposit Policy

Policies for the operation and use of the building are under the following guidelines.

All facility use shall fall under the guidelines of our mission statement.

The mission of the Mid Klamath Watershed Council is to collaboratively plan and implement watershed restoration, coordinate education on land management issues, and promote community vitality by operating a community center and creating sustainable local economic opportunities.

You are welcome to use the building, even if it doesn't fall under the mission statement, but you must purchase your own event insurance.

MKWC requires a \$100 refundable deposit which is payable by a check made out to MKWC. The deposit reserves the date and covers all items that may be used. This includes, but is not limited to, tables, chairs, cooking equipment, kegerator, etc. This deposit will also cover any additional cleaning of the building. Sweeping, mopping and outside trash removal is required. **You are responsible for your own recycling.** If a MKWC staff has to be paid to do any of this, money will come out of the deposit. If the building is left in the clean state it was found in and nothing is lost or broken, the fee will be returned. **All clean up must be complete within two weeks of the event and the deposit picked up.**

All cancellations must be received in writing or electronically **5 days** prior to use of the building.

****If you have reserved a monthly 3rd Thursday we require 3 weeks' notice of cancellation in writing or electronically. ****

No refunds will be issued on cancellations received after that date.

I agree to these terms. My signature indicates that I have received the Benefit Dinner Coordination and signed the Panamnik Building Use Policies:

Print Name _____ Contact phone _____

Signature _____ Date _____

Check # _____ Date received _____

Signature of MKWC
employee _____

Date check destroyed/returned _____ Employee Initials _____