



601 E. Highway 260 • Payson, Az 85541

928-474-2552

www.mountcross.org

FACILITY RENTAL GUIDELINES

1. When scheduling appointments for the facilities, please take into consideration the amount of time it will take for your group to set up and clean up.
2. With regard to the Dormitory, arrival time is no earlier than 11:00 AM on Friday. Departure time is no later than 1:00 PM on the date of departure.
3. With regard to the Conference Center, the tables and chairs may be put up or taken down according to your needs. Before check-out, the tables and chairs should be returned to the original placement.
4. Prior to departure, make sure that all toilets have been flushed, all windows are closed, and all doors are locked.
5. During your premise use, we ask that you maintain reasonable cleanliness in the showers and restrooms.
6. Your group is responsible for the following: clean tables, vacuum the carpeting, and sweep the bathroom floors. If you use the kitchen: Clean counters, wash any dishes used and sweep the floor. In addition, your group is responsible for appropriate cleaning of the used portion of the premise to protect against COVID-19, and to return the premise to the pre-use condition, including entrances and exits.
7. Please be sure to clean any and all trash inside and outside the immediate premises. This includes cigarette butts and any other miscellaneous trash at the gazebo, basketball court, playground, and any other areas used by your group. Take out all your trash from both the Conference Center and Dormitory, if used, and place it in the 4 cubic foot dumpster located between the Conference Center and the Dormitory.
8. If your group desires Mount Cross Lutheran Church to clean the facilities, there will be a charge of \$150.00. This request must be specified at the time of signing the Agreement for Use of Building so that appropriate arrangements can be made.
9. If the trash dumpster is filled by your group, an additional fee of \$100.00 will be assessed the time of the final billing.

10. Please dispose of sanitary products/non-flushable items into the trash containers. We will charge an additional fee if it is necessary to call a plumber due to improper disposal of these items into the waste system.
11. If your group uses an “excessive” amount of electricity, that amount will be included in your final invoice.
12. We prefer a 1 to 8 ratio of supervision for renters of ages under 18 at all times.
13. With regard to the Dormitory, you will need to bring your own towels, bedding, and personal items.
14. The fireplace and fire ring are available for group use. Please note: special arrangements to use the outside fire ring must be made with notification to the Payson Fire Department.
15. Food and drinks are NOT permitted in the Dormitory.
16. There are no firearms or other weapons allowed on the premises.
17. Tobacco and alcohol use are prohibited in all facilities.
18. Should Owner Representative need to be contacted during a weekend or after church office hours, the Representative can be reached only by cell phone listed on the Agreement for Use of Building.
19. All flammable liquids will be stored outside and away from the building, not on the porch.
20. We ask that you park all vehicles on the dirt area between the Conference Center and the Dormitory during your stay with us.
21. Renter is responsible to provide their own first aid, emergency care and emergency transportation. Rental group is also responsible for supervision of the group and their behavior and supervision at any special recreational activity.
22. Final billings will be sent out via email, or standard mail, within a couple of weeks after your stay.
23. All checks are to be made payable to Mount Cross Lutheran Church. Date of usage should be annotated on the memo line.
24. A refund of deposit will be given only if cancellation is received 7 (seven) days in advance of the reservation date.
25. You are WELCOME to come to attend our church services in the event you are on our campus on Sunday morning.

We appreciate your cooperation with the above guidelines and we wish you a Most Extraordinary Experience at Mount Cross Lutheran Church under the Pines!