

MSC Facility Rental CANCELLATION Policy

Applicant **must** cancel a weekend rental by 10:00am the Friday before the rental.
Applicant **must** cancel a weekday evening rental by 10:00am the day of the rental

You will **forfeit your deposit** if you do not comply with this request. Another deposit will be required for the remainder of your rental period for a multiple-day rental.

Heating or cooling an empty building is inefficient and is costly to City tax payers.

The temperature settings (heat or air conditioning) for an evening or weekend rental are pre-programmed to accommodate occupancy after 4:00pm during the week and weekend hours. The City's maintenance department needs sufficient time to re-program these settings.