

**GRASONVILLE COMMUNITY CENTER, INC.**  
**P O BOX 383**  
**5601 Main Street**  
**Grasonville MD 21638**  
**FACILITY RENTAL AGREEMENT**  
**Rental POC: Christina Rochester/410-699-1414**

**Rental Information**

Date Requested: \_\_\_\_/\_\_\_\_/20\_\_\_\_      Type of Activity: \_\_\_\_\_

Rental Time: (including set up/clean up\*) \_\_\_\_\_ am / pm - \_\_\_\_\_ am / pm

You will be charged for any time that you require over and above your rental time at a rate of \$50.00 per hour. \*Please allow enough time for set up/clean up.

Estimated Attendance \_\_\_\_\_

**\$100 DEPOST REQUIRED TO RESERVE THE FACILITY**

**Applicant Information**

Last, First, Middle Initial: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone \_\_\_\_\_

I have received a copy of the rental policies and procedures and agree to the conditions listed.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Renter Initial: \_\_\_\_\_

Date: \_\_\_\_\_

### **Policies and Procedures for Community Center Rentals**

The Grasonville Community Center facilities may be utilized for any lawful use that will not be injurious to the property or to individuals. The determination of lawful use shall be made by the Grasonville Community Center in consultation with their Attorney. An event contact person shall be present during contracted use of the facility and must be in possession of this Contract whenever it is required to be produced by a member of the Queen Anne's County Sheriff's Office, or other Officials. The Grasonville Community Center may require, and applicant shall furnish, supplemental information when, in the opinion of the Grasonville Community Center, such information that is necessary to ensure adequate safeguards for the protection of the property of the Grasonville Community Center.

RENTER agrees to pay all costs for repairs and restoration for any damages occurring during the period of contract. In addition, the RENTER shall be liable to any person who shall receive actionable injury through the exercise thereof, and shall also hereby agree to hold harmless the Grasonville Community Center, its duly elected officials and appointed officers from any and all claims of negligence and harm associated directly or indirectly with RENTER'S or patron's use of said facility. Security will be requested if there is a band or disc jockey (DJ) after 10:00pm

Security requirement may be determined by the Board of directors and approved by the membership. The fees for janitorial and security are at the rates established by the Grasonville Community Center. Payment is made for these services to the Grasonville Community Center.

Due to the significant demand for buildings, the Renter's hold on a date is not official until this Rental Agreement has been completed, and the deposit of \$100 has been paid. The balance of the rental is due no later than 14 days prior to the RENTER'S event. Failure to pay the balance 14 days prior to the event will result in cancellation of the contract.

***Reservations are only made by completion of this form and presenting to 5601 Main Street Grasonville, MD 21638 or to a member of the Board of Directors.***

**A. Cancellation.** If the Renter cancels their reservation at least 60 days in advance of the reserved date, 100% of their Deposit will be refunded. **The return will be issued by check and forwarded by mail 7-10 days after cancelation.** If canceled with less than 60 days' notice, the deposit will not be refunded.

**B. Alcohol & Drugs.** The Renter will be subject to ejection and prosecution for the consumption of intoxicating beverages by minors, whether it is occurring with or without the Renter's knowledge. Absolutely no sale of alcoholic beverages is allowed without permit/liquor license. The Renter shall indemnify and hold the Grasonville Community Center harmless for any liability introduced by the consumption of alcoholic beverages upon Grasonville Community Center's property during the rental period. Bring Your Own Bottle (BYOB) is acceptable during social events such as adult dances, weddings, etc. DRUG use is not allowed on the property.

**C. Nuisance.** The Renter is responsible for the conduct of guests during the rental period, causing a public nuisance may, at the discretion of the Police Department or the Grasonville Community Center, be grounds for ejection from the facilities.

**Renter Initial:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**D. Parking.** Parking is permitted in designated areas only.

**E. Trash.** Trash containers will be provided; Renters must ensure that all refuse is placed in these containers and bags. At the end of the event renters must place all trash from these containers in the large dumpster located in the rear parking lot. Renters must dispose of trash in the containers outside of the facility at the end of the event.

**F. No Smoking.** The Grasonville Community Center is classified as a smoke free facility. Smoking therefore is not permitted within the confines of the building. The Renter will be in violation for not following the no-smoking policy.

**G. Damage.** The Renter's responsibility shall not be limited to the amount of rental. In the event of a violation of this Rental Agreement, the Grasonville Community Center has the right to recover any and all damages from the Renter legally. The RENTER shall be responsible for all lost, stolen or damaged property which occurs during the hours of rental. This includes during the time of set-up and cleaning.

**H. Minimum age.** Renters must be at least twenty-one years of age.

**I. Maintenance.** Do not lean any furniture against the wall or slide tables and chairs across the floor. Renters must sweep and wet mop to remove dirt and spilled liquids.

**I. RENTER.** The Renter has read and agrees to all provisions set forth in this contract. This contract does not prevent the Grasonville Community Center from canceling this contract to schedule elections, municipal meetings, or other official Grasonville Community Center business if emergency circumstances dictate. The Grasonville Community Center will notify the RENTER as quickly as possible if such emergency circumstances arise.

**J. Kitchen.** If the kitchen is used and it's not part of your initial agreement there will be an additional charge for the usage. The additional charge is \$100.00. The rental of the small rooms does NOT include the kitchen.

The RENTER is required to leave the kitchen in the condition received. The renter is required to provide their own materials needed including (1) cooking oils, (2) cleaning cloths and (3) seasonings. The Grasonville Community Center will provide hand sanitation gloves plus sanitation and dish washing liquids, and paper towels.

**NOTE:** Do not drain food or grease down the sink due to possible clogging. The renter is responsible for relaying these requirements to any caterers used. Upon completion of the rental, the renter must secure all kitchen appliances, leave no food, or used oils behind, turn off all ceiling fans and lights, and lock doors. There will be no usage of the fryer.

**Renter Initial:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**\*PRICES ARE SUBJECT TO CHANGE\***

All rentals are for 6 or 8 hours unless otherwise stated. The 6 or 8 hours includes set up and clean up unless otherwise stated. There is an additional \$50.00 charge for each additional hour.

**Hours of Operation: 6:00am – 2:00am**

<u>Rental Type</u>	<u>Total Hours</u>	<u>Security Deposit</u>	<u>Total Cost</u>	<u>Reimbursement 2 weeks after rental pending checklist. Pg. 5</u>
Small Room (Kitchen not included)	Paid by the hour	\$100.00	\$50.00 per hour	\$100.00
Funeral Repast	6 hours or less	\$100.00	\$300.00	\$100.00
Church or Non-Profit Events	6 hours or less	\$100.00	\$300	\$100.00
Kitchen Only (Take-out Meals etc.)	6 hours or less	\$100.00	\$300	\$100.00
Large Hall (Kitchen included)	6 hours or less	\$100.00	\$450	\$100.00
Large Hall (Kitchen included)	8hours	\$100.00	\$525	\$100.00

**Please Note: A 10% discount will be applied to all active members of the Grasonville Community Center.**

**OFFICE USE ONLY**

**\$100 DEPOST REQUIRED TO RESERVE THE FACILITY**

Date Received by Office: \_\_\_\_\_

Amount Paid \$ \_\_\_\_\_ Receipt # \_\_\_\_\_ Staff Initials \_\_\_\_\_

Paid by: Check # \_\_\_\_\_ Money Order # \_\_\_\_\_ Cash \_\_\_\_\_

Balance Due \$ \_\_\_\_\_ Due Date: \_\_\_\_\_

**Full Rental Fee Received:**

Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Receipt # \_\_\_\_\_

Deposit Returned \_\_\_\_\_ Date \_\_\_\_\_ Staff Initials \_\_\_\_\_

Comments \_\_\_\_\_

Renter Initial: \_\_\_\_\_

Date: \_\_\_\_\_

**Checklist**

**Please Note: The \$100.00 security deposit will be reimbursed 2 weeks after the rental pending review of checklist below with renter on checkout.**

Item	Condition at Check In	Renter Initial	GCC Initial	Condition at Check Out	Renter Initial	GCC Initial	Comments
Trash taken out (Center will provide two trash bags per trashcan)							
Bathroom Cleaned (Male)							
Bathroom Cleaned (Female)							
Floor Cleaned in Auditorium							
Chairs stacked neatly (As they were found)							
Tables returned to shed neatly							
Kitchen Floor Cleaned							
Dishes in Kitchen Cleaned and put away							

Renter Initial: \_\_\_\_\_

Date: \_\_\_\_\_