



P.O. Box 755, 14421 Lake Royer Drive, Cascade, MD 21719  
 Phone: 301-241-5085 Fax: 301-241-5086  
 www.TheFRCC.org

**Facility rental application**

Today's Date: \_\_\_\_\_ (not the date of your rental)

Name/Organization Requesting Rental:

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Organization Representative's Name and Address (if different from above): \_\_\_\_\_

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

Phone Number (H): \_\_\_\_\_ (W): \_\_\_\_\_ (C): \_\_\_\_\_

**RESERVING YOUR TIME**

Rentals at the Fort Ritchie Community Center ("FRCC") are scheduled on a first-come, first-served basis. In many cases we will be able to approve your rental immediately. However, this application will automatically be forwarded to the Executive Director for review and approval if any of the following circumstances apply: (a) You have requested to rent at a time outside our regular business hours, (b) Your rental time and/or room may conflict with other FRCC programs or activities, (c) You have unusual requests or requirements, (d) Your event will be open to the general public, (e) You wish to serve alcohol at your event, (f) You have requested non-profit rates. In such cases we will do our best to respond to your application within 2 business days.

**PAYMENTS DUE - PLEASE READ CAREFULLY**

**Two separate payments are required in order to hold an approved rental.** Your rental will NOT be reserved and placed on our calendar until both of the following payments are received:

**1. A 10% (\$25 minimum) refundable security/damage deposit.** We ask that you please pay this deposit with a separate check, which will be returned to you when (a) your rental event is completed and the facility is inspected and determined to be free of damage, clean, and restored to pre-rental condition, and (b) all other balances due have been settled. **Note: A 20% deposit is required for rental events during which alcohol will be served.**

**2. Payment of 50% of the total rental charge is also due in order to hold your reservation.** The balance of the remaining 50% is due at least 24 hours prior to the rental.

The following rates are valid during regular business hours (Monday-Thursday 6am-9pm, Friday 6am-6pm, Saturday 9am-5pm, Sunday 10am-4pm). For rentals scheduled outside regular business hours (if approved), add an additional \$10 per hour. Rates include the use of available tables and chairs. Some amenities are extra. Please see additional fees, rental rules and specifications elsewhere on this application.

	<u>FRCC Member Hourly Rate</u>	<u>Non-Member Hourly Rate</u>
Gymnasium	\$40.00	\$50.00
Multi-Purpose Room	\$35.00	\$45.00
Meeting Room 1	\$25.00	\$35.00
Meeting Room 2	\$25.00	\$35.00

**TAX-EXEMPT NON-PROFIT ORGANIZATIONS, RELIGIOUS GROUPS AND EDUCATIONAL INSTITUTIONS RECEIVE THE FRCC MEMBER HOURLY RATE. HOWEVER, THE FRCC EXECUTIVE DIRECTOR MUST REVIEW AND APPROVE ALL SUCH RENTAL APPLICATIONS. YOUR ORGANIZATION MAY BE REQUIRED TO SHOW PROOF OF ITS IRS-RECOGNIZED TAX-EXEMPT STATUS.**

**To be completed by staff when application submitted**

Date rental application received: \_\_\_\_\_

Security/damage deposit received \$ \_\_\_\_\_  
 10% (\$25 minimum); 20% for events w/alcohol served

50% of total rental fee received \$ \_\_\_\_\_

Balance due \$ \_\_\_\_\_ Due Date \_\_\_\_\_

Staff member taking application \_\_\_\_\_

Check one:

\_\_\_ Rental reservation approved (Date/time is reserved  
 ONLY if required payments have been received)

\_\_\_ Forwarded to Executive Director for review/approval

**To be completed by Executive Director, if applicable**

\_\_\_ Rental reservation approved/required payments received

\_\_\_ Rental reservation approved pending required payments

\_\_\_ Rental application denied

Remarks \_\_\_\_\_

**To be completed by staff when balance is paid in full**

Balance Paid \$ \_\_\_\_\_ Date \_\_\_\_\_

Staff member signature \_\_\_\_\_

## Rental information

PLEASE PROVIDE ALL APPLICABLE INFORMATION. Failure to fully complete and sign this form will delay approval of your rental application.

Date(s) of Rental: \_\_\_\_\_

Day(s) of Week: Su M T W Th F Sa

Start time: \_\_\_\_\_ a.m./p.m. End time \_\_\_\_\_ a.m./p.m.

*Please keep in mind that you must pay rent for the entire time you plan to occupy your room(s), including time for table and chair set-up (if the rental party is handling), decorating, catering prep, cleanup, etc. Please figure these requirements into your start and end times.*

Description of Your Rental Event (please be specific): \_\_\_\_\_

\_\_\_\_\_ Number of persons expected: \_\_\_\_\_

\_\_\_\_\_  here if you plan to serve food at your event. Describe: \_\_\_\_\_

A health department permit may be required if you sell or give food away to the public during your event. Contact the Washington County (MD) Health Department for more information.

\_\_\_\_\_  here if you plan to serve alcohol at your event. Alcohol may be served **ONLY** pursuant to the FRCC Rental Event Alcohol Policy (see below). This policy will be strictly enforced. Otherwise, alcohol is prohibited on FRCC property.

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**Tables and chairs are free of charge (up to the number we have available). Please indicate the number you are requesting:**

\_\_\_\_\_ 8-foot rectangular tables (approximately 34 are available)

\_\_\_\_\_ 5-foot round tables (approximately 12 are available)

\_\_\_\_\_ Folding chairs (approximately 126 are available)

\_\_\_\_\_ Meeting-style armchairs (approximately 79 are available)

\_\_\_\_\_ 6-foot rolling desktop tables (approx. 12 available for use in the Meeting Rooms or Computer Room only)

\_\_\_\_\_  here if you do NOT need any tables or chairs

We will advise you at the time of your rental application the number of tables and chairs we have available for you. You will need to provide any additional tables and chairs at your own expense.

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Free Meeting Room amenities include the use of existing white boards, pull-down projection screens and a podium.

**Additional amenities are available for a fee. (The fee includes set-up by our staff.) Please check items you are requesting:**

\_\_\_\_\_ PC projector \$5 per hour

\_\_\_\_\_ Portable 80-inch projection screen \$5 per hour

\_\_\_\_\_ Portable audio mixer, microphone and speakers \$5 per hour

\_\_\_\_\_ All three items above \$10 per hour

\_\_\_\_\_ Portable stage (available in 4x16 or 8x8 configuration; includes stairs and black bunting) \$10 per hour

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**Table and chair set-up fees. FRCC staff can set up and tear down tables and chairs for you. Check one:**

\_\_\_\_\_ No set-up required **OR** the rental party will set up and tear down tables and chairs on its own

\_\_\_\_\_ 30 or fewer persons: **FREE**

\_\_\_\_\_ 31-100 persons: Add \$25 fee.

\_\_\_\_\_ 101-150 persons: Add \$50 fee.

\_\_\_\_\_ 151+ persons: Add \$75 fee.

If FRCC staff sets up tables and chairs, we will also remove and store them after your event. **If you elect to set up and tear down tables and chairs on your own, you must account for the time necessary to do so as part of your total rental time.**

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## **Determine your rental fee**

Base rental charge (see rates on Page 1) \$ \_\_\_\_\_  
Additional amenities (if any): + \$ \_\_\_\_\_  
Table and chair set-up fee (if any): + \$ \_\_\_\_\_  
  
TOTAL RENTAL FEE: \$ \_\_\_\_\_  
50% of this amount is due in order to reserve your rental.

Remaining 50% balance is due at least 24 hours prior to the rental.

REFUNDABLE SECURITY/DAMAGE DEPOSIT: \$ \_\_\_\_\_  
10% of Total Rental Fee above (\$25 minimum); 20% for events serving alcohol

You may delay making any payments until your rental application is approved. However, keep in mind that your rental date/time will NOT be reserved and entered on our calendar until the required fees and deposit are paid.

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## **Room capacities and specifications for use**

**GYMNASIUM:** Full rental of space only (no ½ space rental). Maximum room capacity: 379; mezzanine (bleacher) area: 48. Non-athletic events and events during which food will be served require us to lay a special gym floor protective covering. FRCC staff will consider this requirement when reviewing applications for rental events in the gymnasium.

**MULTI-PURPOSE ROOM:** Full rental of space only (no ½ space rental). Maximum number of people: 53.

**MEETING ROOMS 1 AND 2:** Rent rooms separately for \$25 (members)/\$35 (non-members) per hour or the combined space for \$50 (members) /\$70 (non-members) per hour. No athletic activities. Maximum number of people for each room: 40.

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## **Rental rules and terms – Please read carefully!**

1. A minimum of 50% of the total rental fee PLUS a 10% (\$25 minimum) refundable security/damage deposit (20% for events serving alcohol) must be paid in order to reserve the date/time of your rental event. Dates will not be held without these payments. If you make advance payment and your rental application is not approved, a full refund will be provided. Cash, MasterCard, Visa, Discover, and checks are accepted (make checks payable to Fort Ritchie Community Center). Returned check fee is \$25. The remainder of any balance due must be paid at least 24 hours prior to the time of your rental event.
2. If you cancel your event, a full refund will be given (minus the security deposit) up to 30 days prior to the rental date, and a 50% refund (minus the security deposit) will be given up to 2 weeks prior to the rental date. No refunds are made less than 2 weeks prior to the rental date. In the event of inclement weather, refunds are not given, however, events may be rescheduled.
3. Depending on the nature and size of your rental event, FRCC reserves the right to require that you provide proof of liability insurance coverage prior to the date of your rental naming Fort Ritchie Community Center as an additional insured.
4. You must be 18 or older to fill out this application. At least one adult, 18 or older, must be present throughout the rental and accountable for all minors in attendance. If the facility is rented by an organization, the adult must be affiliated with that organization.
5. If you need special assistance preparing for your rental, please notify staff at the front desk. We will do our best to accommodate your needs. However, additional fees may apply.
6. You may occupy the room(s) rented only during the rental period specified on this application. Additional time may be requested at the front desk, and if approved, payment made under the terms of this agreement. If additional time is approved while a rental event is underway, payment for the added time is due immediately. Any renter occupying the room(s) after the end time specified on this application without prior approval will be charged for the added time plus a 20% penalty, all due upon receipt.
7. All time required for set-up, decorating, catering preparation, cleanup and other related activities taking place in the room(s) you have rented, must be included in your total rental time. (The only exceptions: (a) set-up and tear-down when you have paid a fee for FRCC staff to handle, and (b) time for FRCC staff to lay gymnasium floor protective covering.)
8. At the conclusion of your event, please be sure the room has been cleaned up and put back in the order as it appeared at the start of your event. Your security/damage deposit may not be returned if the room has not been cleaned properly and returned to its pre-rental state and/or you have a balance due.
9. Applicant assumes full responsibility for any and all damage incurred by the rental party during the course of the rental and agrees to reimburse FRCC for the cost of replacement or repairs to the facility or its equipment resulting from such damage.

10. Only your invited guests OR those who have registered and paid (if applicable) for your program/event are allowed to attend. If you intend to allow admittance by members of the general public, your rental application must be approved in advance by the FRCC Executive Director.
11. Smoking and the use of any illegal substance are strictly prohibited in the Center as well as on the outside grounds.
12. The use of alcohol is prohibited in the Center as well as on the outside grounds, except when being served pursuant to the FRCC Rental Event Alcohol Policy described below.

**RENTAL ROOM CONDITIONS AND INDEMNIFICATION**

1. Use of the room shall be at Applicant’s sole risk, cost and expense. Fort Ritchie Community Center makes no representations or warranties regarding the condition of the room or the suitability or safety of the room for your intended use.
2. Applicant hereby acknowledges that Applicant has inspected the room and accepts the same for his/her rental event in an “as is” condition.
3. Applicant shall make no alterations or modifications, structural, non-structural or cosmetic, to the room without the prior approval of Fort Ritchie Community Center.
4. By signing this application, Applicant shall, on behalf of himself and his rental party, indemnify and hold harmless Fort Ritchie Community Center, its staff, members and board, from and against any claim, cost, action, damage, liability and expense in connection with the loss of life, personal injury and/or damage to personal property and/or contractual claim arising from or out of the use of the rented room(s) and any other part of the Fort Ritchie Community Center by Applicant and its guests.

**RENTAL EVENT ALCOHOL POLICY**

1. All individuals or groups wishing to serve alcoholic beverages during a rental event at Fort Ritchie Community Center will be required to select a licensed food and/or alcoholic beverage business or catering vendor to be responsible for the dispensing of alcohol. Renters must provide FRCC with copies of the selected vendor’s insurance certificate and valid license at least 24 hours prior to the event date.
2. Individuals or groups wishing to serve alcohol must hold a minimum \$1,000,000 liability insurance policy for the rental event and provide a copy of a certificate of insurance naming Fort Ritchie Community Center as an additional insured at least 24 hours prior to the event date.
3. Persons under the age of 21 shall not be served or consume any alcoholic beverage.
4. Alcohol may be consumed ONLY in the areas designated on the rental agreement with FRCC.
5. A refundable security/damage deposit of 20% of the overall rental cost will be charged to cover ANY damages (not just alcohol-induced) that Fort Ritchie Community Center incurs during the rental event. Individuals and groups are required to clean up after an event and return the room(s) to their pre-rental condition. You may forfeit all or part of your deposit if these conditions are not met and/or you have a balance due.
6. The rental party must strictly adhere to all alcohol laws and serve alcohol responsibly. Individuals and groups in violation of any of these and other applicable FRCC policies, local ordinances, or state laws will be asked to leave the premises immediately and will not receive any refund, including the security/damage deposit.
7. All individuals and groups assume full responsibility for themselves and all guests with respect to any risk of bodily injury, death or property damage while in, about or upon the premises of the Fort Ritchie Community Center and/or while using the premises, facility, or equipment thereon, and/or after the conclusion of the event.

**By signing this form, you agree to accept responsibility on behalf of yourself, your organization (if applicable) and your rental party to abide by all procedures, policies, rules and specifications outlined in this form as well as any posted FRCC facility rules. You also understand and agree that, while FRCC staff will be present in the facility during your rental event, staff will not supervise the event, and the rental party assumes full liability for the safety and care of participants. All equipment brought into the event and used by the rental party is at the risk of the participants. By signing below, you understand and agree that any failure to abide by these policies may result in the immediate termination of this agreement and the removal of the rental party and participants from the community center without refund.**

Applicant’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please understand that a rental request will not be approved if FRCC staff or the Executive Director determines that the request is not an appropriate fit for space rental at FRCC.**