Facility Rental Application

Today's Date:_____ Date of Rental:_____ Start time:_____ End time:_____

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 it), decorating, catering prep, cleanup, etc.

Name/Organization Requesting Rental:_____

Address:_____ City/State/Zip: _____

Phone: _____ Email:_____

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

Address:_____ City/State/Zip: _____

Reserving Your Rental:

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 Director of Operations 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. You will be contacted about your application within 2 business days. We must receive rental applications at least 2 weeks before the event date.

Rental Information

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

Description of Your Rental Event (please be specific):_____

Number of people expected:_____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.

Y / N: Do you plan to serve alcohol at your event? Alcohol may be served ONLY pursuant to the FRCC Rental Event Alcohol Policy (see back). This policy will be strictly enforced. Otherwise, alcohol is prohibited on FRCC property.

Please indicate the number of tables and chairs you are requesting:

#_____ 8-foot rectangular tables (approx 30 available) #_____ 5-foot round tables (approx 11 available)

#_____ Folding chairs (approx 125 available) #_____ Meeting-style armchairs (approx 75 available)

#_____ 6-foot & 5-foot rolling desktop tables (approx. 10 available)

____✓ here if you do NOT need any tables or chairs

We will advise you at the time of your rental application of 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.

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

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Table and chair set-up fees (optional):

FRCC staff can set up and tear down tables and chairs for you. Must be paid at least 24 hours in advance.
Check one:_____No set-up required **OR** the rental party will set up and tear down tables and chairs on its own

_____50 or fewer persons: Add $25 fee _____51-100 persons: Add $50 fee

_____101-150 persons: Add $75 fee _____151-200 persons: Add $100 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.**

Describe how you would like your tables and chair set up:_____

Additional amenities are available for a fee. (The fee includes set-up by our staff.) Please check items you are requesting:
_____PC projector/TV Screen $5 per hour _____Microphone and speaker $5 per hour

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Determine your rental fee:The following rates are valid during regular business hours: Monday-Thursday 5:30 am-8:30 pm, Friday 5:30 am-6:00 pm, Saturday 9:00 am-2:00 pm, Sunday 12:00 pm – 3:00 pm. For rentals scheduled outside regular business hours (if approved), add $15 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.
A deposit of 50% of the total is required to hold an approved rental. Your rental will NOT be reserved and placed on our calendar until the deposit is paid.

Room rental charge (select room(s)): **Gymnasium:** $50/hr non-mem or $40/hr mem Maximum room capacity: 300; loft area: 48. **Multi-Purpose:** $45/hr non-mem or $35/hr mem Maximum number of people: 150 **Meeting Room:** $70/hr non-mem or $50/hr mem No athletic activities. Maximum number of people: 50	**$_____/hr** **X** **# of ours_____** **Total:_____**
Additional amenities (Optional):	**$_____**
Table and chair set-up fee (optional): $25 charge per 50 persons **Must be paid at least 24 hours in advance of rental**	**$_____**
After Hours Fee (if any): $15/hr	**$_____**
TOTAL RENTAL FEE:	**$_____**
Deposit Due (Minimum: 50% of total):	**$_____**
Remaining Balance Due:	**$_____**
REFUNDABLE SECURITY/DAMAGE DEPOSIT: Check Only **A 20% ($25 minimum) refundable security/damage deposit is required for rental events during which alcohol will be served.** We ask that you pay this deposit with a separate check, which will be returned to you when (a) your rental event is completed, the facility is inspected and determined to be free of damage, clean, and restored to pre-rental condition, and (b) all other balances due have been settled. **Please review the Rental Event Alcohol Policy below.**	**$_____**

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.

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RENTAL RULES AND TERMS – PLEASE READ CAREFULLY!

1. A minimum of 50% of the total rental fee must be paid to reserve the date/time of your rental event. Dates will not be held without this payment. If you make an 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). The returned check fee is $25. The remainder of any balance due must be paid at least 24 hours before the time of your rental event.
2. If you cancel your event, a full refund will be given up to 30 days prior to the rental date, and a 50% refund 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. Non-athletic events in the Gymnasium and events during which food will be served may 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, which may incur an additional fee.
5. 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 an organization rents the facility, the adult must be affiliated with that organization.
6. If you need special assistance preparing for your rental, please notify staff at the front desk. We will do our best to meet your needs. However, additional fees may apply.
7. 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 is 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.
8. 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.)
9. At the conclusion of your event, please be sure the room has been cleaned up and put back in order as it appeared at the start of your event.
10. 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. 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 facility as well as on the outside grounds.
12. The use of alcohol is prohibited in the facility as well as on the outside grounds, except when being served pursuant to the FRCC Rental Event Alcohol Policy described below.
13. There are NO open flames allowed on the Fort Ritchie Community Center property at any time.

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.

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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 seven (7) days prior to the event date.
2. Individuals or groups wishing to serve alcohol must hold a minimum $1,000,000 liability insurance policy, including Liquor Liability coverage, for the rental event. A copy of the insurance certificate naming Fort Ritchie Community Center as an additional insured must be provided to the Community Center at least seven (7) days prior to the event date.
3. Persons under the age of 21 shall not be served or consume any alcoholic beverage.
4. Alcohol handled on FRCC premises may only be served to individuals or group members by a Professional Bartender with a valid TIPS training certificate.
5. Alcohol may be consumed ONLY in the areas designated on the rental agreement with FRCC.
6. 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.
7. 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.
8. 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.