

# RENTAL GUIDELINES

Thank you for choosing Twinbrook Community Recreation Center for your rental occasion.  
*Please adhere to the following guidelines.*

- You will be responsible for any damages to the property or building during use. If any damage is incurred to the building, equipment, or fixtures while you renting the space you will be billed for the full cost of the repair.
- You will be responsible for any rule violations or acts committed by members or guest while in the building or on the grounds.
- You will be responsible for wiping tables, cleaning spills and trash on the floor, depositing trash in containers provided, and taking trash to the outside dumpster.
- Catering or DJ equipment must be delivered on the day of the event, and removed at the conclusion of the event. We ask that you let us know in advance when you are planning to have equipment delivered to the center. No cooking is to take place. Small freezer and refrigerator space is available.
- Alcohol beverages are prohibited and smoking is not permitted in the building.
- Rentals are not allowed for events advertised to the public where tickets are sold and when the rental space is used for class instruction.
- The rental only includes the use of the room and bathroom facilities. Guests are not permitted to use the services in the building. Your rental cannot expand into hallway and the lobby.
- The rental group is responsible for their guest parking when the existing parking is not sufficient. The group is responsible for making arrangements for additional parking.
- Rice, confetti, birdseed, and glitter are not permitted.
- We reserve the right to keep your **\$60.00** security deposit and/or deny any future rentals when you choose not to follow the center's policies.
- Set-up and clean-up time must be included in the per hour rental cost. We are unable to open the building prior to our set operational hours or stay later than our set hours for your rental.
- All groups must provide a set up plan to the center office when the reservations are made, and provide all their own supplies.
- The building is primarily used for recreational opportunities for the residents of the City of Rockville, and availability is on a limited basis. Rentals can be made no more than three months in advance of date.
- Pets are not permitted in the building.
- Rental fees are due at the time of reservation, and must be reserved and paid by the hour.
- A 10% administrative fee will be charged for cancellations more than 60 days before the event. A 20% administrative fee will be charged for cancellations less than 60 days before the event. The entire rental fee will be retained if the event is cancelled less than 30 days prior to the event.
- The user shall be fully responsible for and shall indemnify and hold the City harmless from any damage to objects or property belonging to the City of Rockville and for any personal injury incurred during or as a result of such use. The user is responsible for obtaining all permits and licenses necessary for the proposed activities. The user also agrees to abide by the above and by the scheduled hours of use. The City of Rockville will not assume responsibility for personal items brought into or left in the facility by the user, guest, or subcontractor.