

TWINBROOK COMMUNITY RECREATION CENTER RENTAL GUIDELINES

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

- You are required to complete a room set-up form. The room will be set up as requested on your set up plan.
- The rental only includes the use of the room you rent; you are not permitted to use any other part of the center. Please inform your guests to stay in your rental area.
- At the completion of your rental you are responsible for cleaning up all the trash in the room and for depositing the trash bag into the Dumpster outside the center. A \$60.00 fee will be charged if the room is left in an unclean condition. We reserve the right to deny future rentals when you choose not to follow the center policies and procedures.
- 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.
- Catering or DJ equipment can only be delivered on the day of the event. We ask that you let us know in advance when you are planning to have equipment delivered to the center. All equipment must be removed immediately following the rental. No cooking is to take place onsite ---- Foods are to be refrigerated or kept warm only. There is no freezer space or ice available.
- No pets are allowed in the building.
- Smoking is not permitted in the building.
- The use of rice, confetti, birdseed, and glitter are not permitted. A \$60.00 cleanup fee will be charged if this policy is not followed.
- You are required to bring all your own supplies and equipment.
- 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 use of alcohol is prohibited for all types of rentals.
- 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.

➤ I have read and understand the center guidelines for renting a room.

Signature _____ Date _____

Pre party signature _____

Staff pre party _____

Comments _____

Room is clean with no visible damage and set up for your rental.

Post Party Signature _____

Staff post party _____

Comments _____

Room has been left clean and free of damage.