



# Nanjemoy Community Center

4375 Port Tobacco Rd. Nanjemoy, MD 20662  
(301) 246-9612  
Fax: (301) 246-9031



## Facility Rental Agreement

### Client Information

Client Name:		Date:
Client Address:		
Client Primary Number:	Client Secondary Number:	
Client Email:		
Additional Contact Person:	Contact Number:	

### Event Information

Event Date Requested:		Type of Event:		
Set Up Start Time:	Event Start Time:	Event End/Cleanup Time:	All Parties Exit Time:	
Second Choice Event Date:		Estimated Number of Guests:	Total Rental Hours:	
Circle/Highlight Room Choice:	Multipurpose Room Seats 100 Ideal for parties & large events	Community Room Capacity 25 – No food allowed Ideal for meetings & fitness classes	Billiard Room Capacity 20 – No food allowed Ideal for game nights & tournaments	Parking Lot with bathroom access For distributions only
Does existing setup meet your needs? (circle): Yes                      No		If no, please specify what is needed: Long Tables: _____ Round Tables: _____ Folding Chairs _____		
Additional Equipment Rental: Circle selection *one-time fee*				
All Rooms Projector (\$10)	Multipurpose Room Only (circle) Steam Table w/ Cooling Table (\$15)    Sound System (\$10)    Billiard Room with Multipurpose Room Rental (\$40)			

### Pricing Information

Room Choice	Category 1	Category 2
Multipurpose Room	\$35	\$50
Community Room	\$20	\$35
Billiard Room	\$20	\$30
Parking Lot w/ Bathroom Access	\$15	Not Available

*Rates shown above are for county residents. If non-resident, there is an additional \$5 per hour.*

- **Category 1** – Fees apply to community organizations such as scouts, churches, and non-profit organizations.
- **Category 2** – Fees apply to private functions such as birthday parties, for-profit organizations/events, and *Category 1* organizations that charge an admission fee.

Rental Category:
Hourly Cost of Room Choice:
x Number of Hours:
+ Additional Equipment Cost:
= Total Rental Fee:
Deposit is 50% of Total:

### Price Calculation For Office Use Only

- Deposit due at the completion of the rental agreement.
- Final payment due on the day of the rental.

*Copies of the receipt for the deposit and final payment should be attached to this document as proof of payment.*



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## Rental Policies

### *Refund & Cancellation Policy*

- Registrant assumes risk of changes in personal affairs.
- No refunds will be approved unless notification is received, in written form, seven working days prior to scheduled reservation. *A \$20 administration fee will be deducted from the total refund, regardless of circumstances.*
- Reservation may be canceled because of inclement weather or other circumstances beyond our control. Such cancellations will be rescheduled whenever possible, or the renter will receive a full refund. *This is only case where a full refund is permitted.*
- All cancellations, inquires, and inclement weather information should be addressed to the Nanjemoy Community Center by calling 301-246-9612.

### *Rental Procedures & Policy*

- Rental requests must be submitted with a 50% deposit a minimum of 30 days prior to the rental date. This is to ensure adequate staff coverage. *Reservation cannot be guaranteed without deposit.*
- Reservation may be rescheduled by the registrant without additional charges so long as the facility is able to provide adequate staffing.
- Registrant will abide by the selections made on page 1 of this document including room(s) in use, rules specific to the space (no food allowed in Billiard and Community Rooms), and number of guests in the space.
- Should additional time be used/needed, the registrant is responsible for payment the day of the event. An hour will be charged to those exceeding 15 minutes over scheduled rental.
- The registrant may hire a band or DJ for their event. Bands and DJ's are permitted in the building, on the stage, and/or in the multipurpose room, at the expense and liability of the registrant. *Bands and DJ's are not permitted to perform outside.*
- Moon bounces and other inflatables are not permitted and may only be authorized for department managed/sponsored events.
- No alcoholic beverages or tobacco products will be allowed on the premises.
- Any gambling (including bingo, raffle, or games of chance) must be approved in advance of the event date, with proof of a temporary gambling permit required (attach copy of approved permit to this agreement). *To obtain a temporary gambling permit, please call 301-645-0555.*
- Use of kitchen area is prohibited except for counter space for preparation. No cooking in the kitchen is permitted. Staff will assist with getting ice from the ice machine.
- Use of open flames such as candles, sparklers, or tabletop roasting elements are prohibited in County Government buildings. Licensed caterers may use Sterno cans to heat chaffing dishes provided they have adequate liability insurance.
- Registrant is responsible for cleanup of trash, sweep and mop floors, wiping tables and chairs, etc. as needed to remove debris from the event or made by event guests.
- Rowdy or rough play, inappropriate behavior or language is prohibited. Facility staff have the authority to close the facility and/or ban any participants from the facility as circumstances arise. Registrant is responsible for damages which occur during rental.

### *Acknowledgement Signature is required by the client:*

- I do hereby release and hold harmless Charles County, Maryland, its officials, employees, instructors, and volunteers from any and all liabilities arising from any injuries that might occur during the supervised program and/or facility rental.
- I do hereby release and hold harmless Charles County Maryland, its officials, employees, instructors, and volunteers from any and all liabilities arising from any food born illness that might occur as a result of consuming foods served at a rental function. It is understood that any food serviced during a rental function are not guaranteed in any way by this facility.
- I also authorize the Charles County Department of Community Services to take photographs of me/my child for promotional and/or educational purposes. Staff will not take photographs without oral consent from each party prior to taking the photo.
- I agree to the terms, policies and procedures as noted on both pages of this document and agree to all payments as outlined.
- It is hereby stated and declared by me that the released information stated is freely, willingly, and voluntarily made.

\_\_\_\_\_  
Signature of Registrant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Staff

\_\_\_\_\_  
Date