



**King Farm Citizens Assembly, Inc.
Community Center Rental Agreement and Policies**

Rules and Pre-Rental Policies:

1. ALL rentals require a completed Rental Application, Payment (deposit/rental fee), Signed Rental Agreement, and Signed Clean Up Check-List Agreement.
2. There is a \$400 rental fee and \$400 security deposit required to rent the room. Security deposits will be returned within 30 days of the rental, provided that your event finished on time and no damages or cleaning issues occurred.
3. Reservations are available for events Friday – Sunday. No rental shall exceed seven (7) hours and all rentals must be complete by 11pm. The rental time frame for rentals is from 10am - 11pm (Sat/Sun) and 3pm – 11pm Fridays.
4. A pre-event walk through with a management representative will be conducted with the renter to assess the current condition of the Community Room prior to the planned event.
 - a. During this time, the key to the Community Center will be provided to the renter.
5. The fitness room and administrative offices are NOT available for rent or in any way to be used in conjunction with a reserved activity and no scheduled rental impede the use of the fitness room.
6. Reservations do NOT include the use of the pool deck or the balcony.
7. In the event a private event is scheduled, and it is subsequently determined that the Assembly requires use of the Community Center, the private event shall be canceled, and all fees shall be refunded. Should this occur, every effort will be made to notify the resident as far in advance as possible. Outside of this exception, all rental fees are non-refundable.
8. No animals, except service animals, are allowed in the Community Room.
9. The Saddle Ridge Community Center occupancy may not exceed **100 persons***. No event shall exceed the posted occupancy rating.

*All guests must park in the parking lot located behind the pool/community center. If the parking lot is full, park their cars on the adjoining streets of King Farm.

Set-Up Policies:

1. Any supplies necessary for the reservation (i.e. additional chairs, tables, linens, dishware, etc.) must be delivered, and removed, within the 7-hour reservation period.
 - a. Resident understands that the Assembly is not responsible for the safety and security of these items.
2. Smoking is not permitted in or within 50 feet of the Community Center. Smoking must be done outdoors and away from the building.

3. Tabletop decorations are permitted. No other decorations can be attached to the walls, furniture, fixtures, or the like.
 - a. Confetti, glitter, glue, tape, thumbtacks, and the like are not allowed.
 - b. Balloons are permitted, but MUST be removed (including any that have floated to the ceiling) at the end of the rental period.
4. Red wine, grape juice, fruit punch, cranberry juice, and other red/purple-colored drinks are not allowed in the Community Room.
5. Beer kegs are not permitted within the facility.
6. Burning candles, or open flames, are not permitted or allowed.
7. Residents must comply with the City of Rockville Noise Control Ordinance. Music and conversational noise are not to project beyond the walls of the facility.
8. Dance floors may be used only if they will not damage the existing flooring.
9. No doors leading to the exterior of the facility may be propped open at any time.

Clean-Up Policies:

1. All renters must sign and agree to the “Community Center Rental Clean Up Check-List and Agreement”. Renters are required to clean up and follow the guidelines listed on the cleanup checklist.
2. Report any damage(s) caused by the renter or their guests immediately to Management.
 - a. In the event of an emergency, please contact the appropriate agency first (i.e., 911/Police), then contact Management.
 - b. Damages that result from the Renter or their guests will be charged against the Renter.
3. All guests must depart, and all clean up must be completed, prior to the end of the seven-hour rental period/no later than 11:00 PM.
 - a. If all guests have not vacated prior to the end of the rental period, the resident shall be charged a minimum of \$250 for exceeding the rental period.
4. The resident understands that he or she must leave the Community Center in the same, or better, condition than existed prior to the event.
 - a. **If the Assembly incurs any costs for cleaning, replacing/repairing furniture, or furnishings after the event, the Resident will be charged for all associated costs.**
5. **Furnishings/furniture may not be moved outside the facility.** Furniture that is moved during an event must be returned to its original location at the end of the event.
 - a. this includes chairs, which must be restacked. Stacking the chairs improperly creates a safety hazard and therefore will affect the return of the security deposit.

II. COMMUNITY ROOM RENTALS

The primary purpose of the Community Rooms is to support the operations of the King Farm Citizens Assembly, the sub-Associations of King Farm and King Farm approved activities. Functions/activities of a community-wide nature, and approved by the Board of Trustees, shall have priority over private use of the Community Room. When not in use for these purposes the Community Room is available to King Farm residents, and approved organizations on a case-by-case basis, by reservation only.

In addition to the rules and procedures stated above, the following rules are adopted regarding renting the Community Rooms:

1. Rentals are for the Saddle Ridge Community Center, which is located at 300 Saddle Ridge Circle, Rockville, Maryland 20850.
2. Reservations are made on a first-come, first-served basis and cannot be held with partial payment.
3. Management reserves the right to enter the facility at any time during the rental.
4. Residents of the apartment complexes (Huntington Apartments) within King Farm are not permitted to rent the Community Room.
5. Only Residents who have registered with Management will be allowed to rent the Community Room. **If renting, a copy of the current lease must be submitted.**
6. The Assembly reserves the right to deny the rental of the facility to any individual, or entity, for any reason, not specifically prohibited by law. Management also reserves the right to terminate the reservation and/or the event at any time if Resident violates any of the rules of King Farm.
7. Non-resident owners shall NOT be permitted to reserve the Community Room.
8. Charging admission to an event is prohibited.
9. The facilities may not be used for political events unless the event is sponsored by the Assembly.
10. All rentals by organizations that are considered "for-profit" or "non-profit" entities will require the approval of the Board of Trustees. Such requests shall be considered during regularly scheduled meetings of the Board and shall not be considered outside of a meeting.
11. Children under the age of 12 must be accompanied by an adult at all times and no one under the age of 21 may reserve the Community Rooms.
12. Renters are responsible for their actions as well as the actions of their guests.

AGREED TO AND ACKNOWLEDGED BY:

Printed Name

Signature

Date