

# OWEN BROWN INTERFAITH CENTER - ROOM RENTAL CONTRACT

7246 Cradlerock Way, Columbia, MD 21045 Tel. 410-381-2000 ~ Fax: 410-381-6537 ~ Email: obicoffice@gmail.com ~ Website: www.OBIColumbia.Org

**Event:** \_\_\_\_\_  
(Name for Calendar or Room signs)

**Room(s):** \_\_\_\_\_

**One-Time Reservation:**

Date: \_\_\_\_\_ Num of Attendees: \_\_\_\_\_

Times: **In:** \_\_\_\_\_ **Out:** \_\_\_\_\_

NOTE: Renters must allow adequate time to setup for their event and clean up afterward to return rooms to their original state. Typical time is at least one hour or more before and after.

**Additional Reservation:**

Date: \_\_\_\_\_ Num of Attendees: \_\_\_\_\_ Room(s): \_\_\_\_\_

Times: **In:** \_\_\_\_\_ **Out:** \_\_\_\_\_ Note: (See above)

**Multiple or Re-occurring Reservation(s):**

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Day of Week: \_\_\_\_\_ Frequency: \_\_\_\_\_

Date(s): \_\_\_\_\_ Num of Attendees: \_\_\_\_\_ Room(s): \_\_\_\_\_

Times: **In:** \_\_\_\_\_ **Out:** \_\_\_\_\_ Note: (See above)

**Renting Party** (please print):

**Group Name:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Cell Ph:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

How did you hear about Owen Brown Interfaith Center?

Internet search       Been here before

Word of mouth       Other: \_\_\_\_\_

**Setup Items Requested:**

|  |                              |
|--|------------------------------|
|  | Chairs                       |
|  | Microphone                   |
|  | Podium                       |
|  | LCD Projector Screen         |
|  | Computer Speakers            |
|  | Easels, TV, DVD, VCR         |
|  | LCD Projector (\$20)         |
|  | Small Stage (\$100)          |
|  | Tables, Rectangular 6' x 30" |
|  | Tables, Rectangular 4' x 24" |
|  | Tables, Round 5' diameter    |
|  | Portable Sound System (\$20) |
|  | Laptop Computer (\$30)       |
|  | Other Setup Needs:           |

|  |                |
|--|----------------|
| Room(s) Rental Fee   |                |
| Discount (non-profit, etc.)  |                |
| Other fees (LCD Proj., etc.)   |                |
| Damage Deposit* (see next page)  | \$             |
| <b>RENTAL FEE TOTAL</b>  | <b>\$</b>      |
| <b>Security Deposit</b> <small>(min. 20% of fees + Damage Deposit)</small> | <b>Due: \$</b> |
| <b>Balance Due</b>   | <b>Due: \$</b> |

This contract is issued with the understanding that the party listed as contact person will be held responsible for adherence to regulations for the use of the Owen Brown Interfaith Center contained in "Rental Agreement and Contract" (see page 2).

**Sign below and return this form with your Security Deposit of**  
**\$ \_\_\_\_\_ by \_\_\_\_\_ to confirm your Reservation.**

**Date:** \_\_\_\_\_

Renter's Signature \_\_\_\_\_

Signature indicates signer has read, understands, and agrees to abide by the "Rental Agreement and Contract" and all policies contained therein.

FOR OFFICE USE:      Date      Type: (ck, cash, cd, crd. + 4% Fee)

Reserv. Dep. Rec'd: \_\_\_\_\_ Amount: **\$** \_\_\_\_\_

Damage Dep. Rec'd: \_\_\_\_\_ Amount: **\$** \_\_\_\_\_

Balance Due Rec'd: \_\_\_\_\_ Amount: **\$** \_\_\_\_\_

# OWEN BROWN INTERFAITH CENTER RENTAL AGREEMENT AND CONTRACT

**Contract for Space:** This 2 page contract is in effect when signed or when we receive your payment. Make checks or money orders payable to "O.B.I.C."

**Due Dates for Payments:** Your Security Deposit includes a Reservation Deposit of 20% of the quoted fee and a separate refundable Damage Deposit. Both are required upon the signing of this contract to reserve the space. Receipt of the 20% deposit obligates OBIC to hold the room until two (2) weeks prior to the event when full payment is required. The Damage Deposit is a minimum of \$150 for all groups and \$300 for groups serving food. The Damage Deposit is due at the time the reservation is made and is refundable (see below).

Full payment is due two (2) weeks before the scheduled event. Insufficient Funds checks will result in a \$35 processing fee and all future payments must be made by cash, money order or cashier's check. For reasonable cause such as insufficient funds, management reserves the right to refuse or cancel contracts. \_\_\_\_\_ initials

**Event Cancellation and Refund Policy:**

- ~If a cancellation occurs a two (2) weeks before the event, there will be 100% refund of all fees and deposits.
- ~If cancellation is made less than two weeks but more than 48 hours before the event, 20% of the cost will be charged. Any amount previously paid over 20% will be refunded.
- ~If cancellation occurs within 48 hours of the start of the event, there is no refund of the rental fee.
- ~OBIC reserves the right to cancel any event due to extreme necessity [e.g. loss of plumbing facilities, acts of nature, etc.]. All fees will be refunded in such an instance.

**Damage Deposit:** A Damage Deposit is now required from all Renters. It covers: (1) Responsibility for any and all damages that occur due to your use of the facility, (2) Extra cleaning or carpet cleaning, (3) Usage of space not in the contract. OBIC reserves the right to deduct fees to cover any and all expenses such as extra cleaning requirements, early arrival or late departure time charges, facility repairs, and replacement of OBIC property. Room(s) must be returned to the condition of cleanliness prior to when you arrived. If the deposit does not fully cover the costs, the Renter will be billed for the difference and future use of the facility will be denied until the damages are paid. The refund of the Damage Deposit will be issued within two weeks after your scheduled event. A Full refund will be issued if these conditions are satisfied.

**Extra Clean Up Charges:** Renters will be charged for any required cleanup at the rate of \$30/hour if they do not leave the facility in the same condition as at the start of their event. Glitter and confetti are discouraged and extra clean-up fees may be assessed.

**Professional Carpet Cleaning** that is required because of damage from your group is billed at a minimum charge of \$90/occurrence or the full bill for the cleaning. \_\_\_\_\_ initials

**Time of use (IN and OUT times):** This contract allows persons with your group to enter the room(s) at the IN time designated below. OBIC is responsible to have your specified setup ready at the IN time of your rental period. You must include within your paid rental period any necessary time for your own decorations or setup needs and final cleanup after your event. Typical rentals should include at least one hour or more before the event for your setup and another hour or more after the event for breakdown and cleanup. The OUT time is the time when the rooms have been returned to the same condition as before you entered and all people have vacated the premises so OBIC staff may begin preparations for our next event. \_\_\_\_\_ initials

IN Time: \_\_\_\_\_ OUT Time: \_\_\_\_\_ All events must have an OUT time no later than 11:00pm unless prior approval has been given.

**Early Arrival or Late Departure:** If members of your group arrive before the IN time or stay beyond the OUT time, you will be charged an additional fee for each 30 minute period or part thereof. Any disputes will be settled by using evidence from the surveillance cameras on site. \_\_\_\_\_ initials

**Rented Spaces Only policy:** Renters are not allowed to use rooms that are not a part of this Contract. OBIC reserves the right to deduct room usage charges from your Damage Deposit.

**Food Policy:** Renters may bring in their own food or have their event catered. OBIC has no liability nor responsibility concerning Renter food or drink. Lessee is solely responsible. \_\_\_\_\_ initials

**Policy on Children:** All minors under the age of 18 ("minors" as defined by law) must have adequate supervision. Minors are not allowed to roam the building or other OBIC premises outside of your rental rooms. At events for minors, chaperones must be present at the ratio of one adult to every 10 children (if under age 12), and one adult for every 15 teens. Names, addresses and phone numbers of chaperones must be furnished to the management at the time of booking. If chaperones are not present, OBIC reserves the right to refuse admittance. \_\_\_\_\_ initials

**Furnishings and Equipment:** Under no circumstances will chairs, tables or other equipment be removed from the premises. Delivery and pickup of additional equipment is fully the responsibility of the Renter. Storage space is available for a fee.

**Decorations:** Building management must approve all decorations. Nails, screws, and tape are **not** permitted for hanging decorations. Special "blue painter's tape" for decorations can be supplied. Permanent decorations belonging to the building will not be removed.

**Renter and Guest Personal Property:** OBIC assumes NO responsibility for the personal property of the Renter or attendees. Unless prior permission has been granted, Renter will remove all personal property and equipment from the premises at the end of the reservation time or they may be discarded.

**Alcohol Policy:** No alcohol other than white wine and beer is allowed at any event. Alcoholic beverages may only be served to attendees age 21 or older. Some form of food must be served at all functions where alcoholic beverages are present. Should any guest become intoxicated or impaired, Renter is responsible for safe transportation of the guest home. Renter IS responsible for all alcohol related injuries or property damage. Alcohol may not be sold without a license. Lessee is responsible for enforcing Howard County Liquor Laws.

**No Smoking Policy:** There is to be NO smoking anywhere in the building. All smokers should avoid smoking near doorways where others must pass to enter.

**Noise Policy:** Loud noise and music must not disturb other events in the building or OBIC residential neighbors as determined by OBIC staff on the premises during your event.

**Fire and Occupancy Regulations:** The Renter agrees to conform to the fire code regulations stipulated for each room. **Exceeding the occupancy maximum will result in the immediate cessation of the booking** as determined by the designated representative of OBIC, with no fees returned to the Renter. No flammable items, including candles and fireworks, shall be used during the event.

**Conduct and Safety:** OBIC assumes NO liability for any accidents of Renter or their guests during events. Renter is fully responsible and liable for the safety and conduct of their participants. Nor is OBIC liable for the conduct of Renter's guests. Illegal drug use, physical violence, or disorderly conduct will result in immediate termination of your event and expulsion from the premises, by Police force if necessary. In such cases, NO fees will be returned.

**Children's Playground:** The OBIC Playground is private property. You must request permission to use the Playground from OBIC staff. Adult supervision is required at all times of your children in a ratio of 1 adult (25 years or older) to 10 children. OBIC is NOT liable for any and all accidents. Damage to the playground will be billed to the Renter.

**Tolerance:** All Renters should be respectful of other persons using our building and all other events taking place at the same time. Christ United Methodist Church and the Unitarian Universalist Congregation of Columbia, owners of the Owen Brown Interfaith Center, are "welcoming" and "reconciling" congregations. This means that we welcome and celebrate the presence in our building and in the programs we house persons of all races, ethnic heritages, genders, handicapped conditions, and sexual orientations.

**Acceptance of Agreement and Contract for Event Rental:** I have read and agree to comply with all of the above rules and regulations and accept the responsibilities as outlined.

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_