

General Rules and Regulations

1. Smoking is not permitted in the Community Center.
2. Event sponsors must be present during the entire event to ensure that the guests follow the rules and regulations, and adequate adult supervision is mandatory for all events for children under the age of 18.
3. Events sponsors must assure that the community Center is not used for unlawful purpose or any purpose prohibited in these rules and regulations.
4. Event sponsors must supply all materials necessary to support the event.
5. County regulations require that the kitchen be used for food warming only, not preparation. Event sponsors must ensure that the kitchen is used only for warming of food.
6. Event sponsors must ensure that there is no excessively loud music, disturbing noises, or any act that interferes with the enjoyment of other members present at the community center.
7. At no time shall any event become rowdy or uncontrollable. The sponsors bear full responsibility for maintaining the proper atmosphere for the event.
8. Shirts and shoes must be worn in the community center.
9. Animals are **NOT** permitted in the community center
10. Sponsors must clean the facility according to the exiting checklist.
11. Balloons are to be secured in the large room and the lounge areas. If the balloons are not secured and are released in those areas into the ceilings, deposit will be forfeited.
12. No items can be attached to the walls (pictures, banners, etc.)
13. The Center can provide tables and chairs for 150 people. If more tables/chairs are required. The sponsor must make arrangements to provide the additional tables/chairs. These additional tables/chairs must be removed from the center at the end of the event unless prior arrangements have been made.
14. The sponsor is responsible for putting up and taking down the tables and chairs used for their event, unless prior arrangements have been made.
15. The sponsor is responsible for removing all trash from the center, unless prior arrangements have been made.

NOTE: (The Ridgelys Run Community Center Board of Directors may change the Community Center Regulations at any time)

Signature of Sponsor: _____

Date: _____

Effective June 1, 2019

Ridgelys Run Community Center
8400 Mission Road, Jessup, MD 20794

Overview:

The center may be rented in part or in its entirety as follows:

Rental of the Conference Room (17' x 32') with kitchen	\$75.00 per hour (\$100.00 security deposit)
Rental of Large Room (48' x 56') with kitchen	\$175.00 per hour (\$250.00 security deposit)
Rental of entire building	\$225.00 per hour (\$500.00 security deposit)
Conference Room Screen rental - \$25.00	
Large Room Screen rental - \$50.00	

Reservations & Payment:

There is a \$25.00 processing fee that is required for rental of the facility. This fee will **NOT** be refunded if the event is cancelled.

To reserve the use of the building, you must be at least 21 years of age. Reservations are made on a first-come, first-served basis. A reservation contract **MUST** be completed, signed and dated.

A request to "**hold**" a date is not considered to be a contract and does not guarantee that you will receive the requested date. A security deposit fee is required when the contract is signed. Final payment **MUST** be made thirty (30) calendar days prior to the event. If final payment is not made by that time, the deposit **WILL** be forfeited and the date **WILL** be released.

Cancellation:

The event sponsor can cancel their reservation without loss of the entire security deposit, only if written notice is received by the Ridgelys Run Community Center thirty (30) calendar days prior to the event; however, the \$25.00 processing fee will not be refunded and will be deducted from the security deposit. A phone call will **NOT** be considered as notification. If no written notice is received, the event **will be cancelled** and the event sponsor shall **forfeit** the deposit.

Set-up:

One (1) hour (before the paid time) will be allowed for the sponsor to set-up at no additional charge. The event sponsor must supply all materials necessary to support the event. If requested, the RRCA will, for an additional charge of \$50.00, be responsible for the set-up and take-down of the tables (round – six foot diameter and/or rectangular tables (2.5' x 8') and padding folding chairs.

Use:

The event sponsor must be present and must provide for the safety and security of all attendees. All attendees must wear shirts and shoes. Adequate adult supervision must be present for all children under the age of 18. Event sponsors must ensure that the center is not used for unlawful purposes and that the number of attendees does not exceed the fire marshal posted maximum occupancy.

No smoking and no pets are allowed on the property, and no alcohol can be sold during any event. All egress to exits must remain clean and unblocked. The RRCA office and its facilities are off limits. The use of balloons is permitted; however, if any balloons are released into the ceiling, the deposit will be forfeited. No exceptions!!!

Event sponsors must ensure that the kitchen is only used (per county regulations) for warming of food. Any event that continue beyond the reserved time (e.g., paid) time will result in the loss of the deposit and/or additional money is to be paid for the additional time. The entire building must be vacated no later than 12.30 am. Any event the continue pass 12.300 am will forfeit the deposit fee and an additional \$100 will be charged. No exceptions!!

Clean-up:

One-half (1/2) hour (beyond the paid time) will be allowed for clean-up at no additional charge. The event sponsor is responsible for cleaning any tables used and returning the building to the same condition as it was prior to the beginning of the event or the deposit will be forfeited. The event sponsor is also responsible for any damages that occur during the use of the building.

The event sponsor is also responsible for providing trash bags and the removal of all trash on the floors and in the rooms used for the event, including bathrooms. If any trash is not removed, an additional fee will be charged and/or the deposit will be forfeited. If requested, RRCA will be responsible for removing trash bags from the premises for an additional fee of \$50.00.

Deposit Refund:

If all conditions cited above are met, the deposit, excluding the \$25.00 processing fee, will be mailed to the event sponsor's address within thirty (30) calendar days after the event.

Reservations Contact:

For more information, please contact **Ms. Bessie Bordenave** at: **443/280-1935** **bbordena01@yahoo.com**

Security presence is required for any event sponsor 30 years of age or under.

**If any of the above rules are violated and not corrected,
the sponsor will not be able to use the Ridgely's Run Community
Center for future events**

Note: In case of emergency and the event has to be cancelled (weather or building security), payment will be refunded or the event can be rescheduled. Also, if an event becomes unruly or disruptive, the event **WILL** be cancelled and attendees will be asked to leave the premises. **No** refund will be given to the event sponsor.

Signature of sponsor: _____

Date: _____

Signature of Ridgely's Run Administrator: _____

Date: _____