

CONTRACT FOR ROOM RESERVATION

WILDE LAKE INTERFAITH RELIGIOUS CENTER, INC. (WLIFRC)
DBA WILDE LAKE CENTER
 10431 Twin Rivers Road
 Columbia, Maryland 21044
410-730-7920
410-740-9253[fax]
www.wildelakecenter.org

Date _____

Permission is hereby granted for _____ to use
 _____ [Name of Organization or Individual Renter]
 room(s) _____ or other equivalent space provided by
 _____ [Room Number(s)]

WLIFRC for the purpose of conducting _____
 _____ [Type/Name of Activity]

This contract is issued with the understanding that _____
 _____ [Name of Responsible Party (ies)]
 at _____
 _____ [Address]

_____ will be responsible for adherence to regulations

_____ [Contact Number(s)]

for the use of WLIFRC and to the Terms and Conditions for Use contained herein.

Dates	Time		
_____	_____ to _____	# of Participants	_____
_____	_____ to _____	Room Rental Fee	_____
_____	_____ to _____	Room Deposit	_____
_____	_____ to _____	Security Deposit	_____

The WLIFRC equipment required: (Projector is Supplied by Client, if Required)

- | | | |
|--|---|---|
| <input type="checkbox"/> Tables: 72" Rectangular | <input type="checkbox"/> Empty A/V Cart w/Ext. Cord | <input type="checkbox"/> Mic on Stand |
| <input type="checkbox"/> Tables: 60" Round | <input type="checkbox"/> Room Screen | <input type="checkbox"/> Easel Stand Only |
| | <input type="checkbox"/> Podium w/Microphone | <input type="checkbox"/> Flat Screen TV on Cart |
| # of Chairs _____ | <input type="checkbox"/> Registration Table | <input type="checkbox"/> Box Lunches Over 50 People |
- \$150, waived during COVID

Other: _____

TERMS AND CONDITIONS FOR USE OF THE WILDE LAKE CENTER

1. ROOM USE: Space must be rented from the time that access is needed to the room until the conclusion of the event. Please assure that you have booked enough time in advance of the start of your event for your caterer, florist, musicians, etc.
2. SECURITY DEPOSIT: The security deposit must be paid at the time of the signing of the Contract. If the deposit and signed contract are not received by the due date, WLIFRC reserves the right to rent the premises to another party. The security deposit will be refunded within approximately three weeks after the date of usage provided the premises and equipment are left in satisfactory condition. WLIFRC reserves the right to deduct from the security deposit an amount necessary to cover the costs of excessive clean up and the cost of repairs or replacement of any property, or for activities which start 30 minutes before and/or run 30 minutes beyond the contracted time. Renter may be assessed a fee due to excessive volumes of trash, usually the result of box lunches. If the security deposit does not fully cover these costs, the user will be billed for the difference, and future use of the facility will be denied until these costs are paid. Groups using the facility are responsible for any and all damages that occur due to their use of the facility.
3. PAYMENT: Room rental fees are due four weeks in advance of scheduled event. A 25 percent room deposit must be paid at the time of the signing of the Contract. The room deposit will be applied to the rental fee. ***Returned checks are subject to a \$30.00 fee.***
4. CANCELLATION AND REFUND POLICY:

over 30 days before the event	-	full refund of any monies paid
15-30 days before the event	-	no refund of security deposit; 50% of room fees
0-14 days before the event	-	no refund of security deposit or room fees
5. SMOKING: Smoking is not permitted inside or within 20 feet of the facility.
6. DECORATIONS: If decorations are contemplated, the Event Manager must be notified of the nature of the decorations and written permission obtained. Nothing may be affixed to any walls or ceilings; nails, screws, and/or tape are not permitted for hanging decorations. (Painter's tape is permitted.) **The use of glitter and confetti is prohibited and use of it will lead to deductions of all or part of the security deposit.** Under no circumstances will any groups make any structural or electrical alterations to the building, and under no circumstances are pyrotechnics allowed in the building or as any part of any event. WLIFRC requires a finalized floor plan for the event 14 days prior to the function. Changes to the setup on the day of usage may result in special setup fees.
7. KITCHEN: WLIFRC does not have a licensed commercial kitchen; therefore, kitchen refrigerator and freezer use are only for the owner congregations.
8. NURSERY/PLAYGROUND: Rental of the nursery is permitted in conjunction with the rental of meeting rooms; however, the nursery and playground **MUST** be chaperoned by adults at all times: WLIFRC assumes no liability for accidents.
9. INSURANCE: Renter must use an insured, licensed caterer or food provider. All caterers/food providers must have a certificate of insurance with general liability coverage for their operations in an amount of at least \$1,000,000, on file at the WLIFRC a week prior to the function and WLIFRC must be an additional named insured on the certificate.
10. LIQUOR: If alcohol is being served at an event the Renter must have a caterer that has the proper insurance and certification for the event, including liquor liability insurance of at least \$1,000,000, and WLIFRC must be an additional named insured on the certificate. **NO ALCOHOL WILL BE PERMITTED WITHIN THE BUILDING UNLESS ALL PAPERWORK IS COMPLETED AND ON FILE AT THE MEETING HOUSE A WEEK PRIOR TO EVENT.**
11. PERSONAL PROPERTY: WLIFRC assumes no responsibility for the personal property of the Renter and, unless prior permission has been granted, Renter will remove all personal property from the premises at the end of the reservation time.

12. **COVID-19: It is the Renter's responsibility to ensure that all governmental requirements and guidelines with regard to COVID-19 that are in place at the time of the event, including, where applicable, social distancing and use of personal protective equipment, are maintained and enforced at their event.**
13. **DISRUPTIONS:** No event will be permitted to be disruptive to other events scheduled within the rented premises. Microphones are available for use with the in-house public address system only. If the event is disruptive, WLIFRC reserves the right to shut down the event and/or ask disruptive individuals to leave the facility. Should WLIFRC be forced to shut down an event based on the behavior of the Renter and/or Renter's guests, no fees will be returned to the Renter.
14. **CANCELLATION:** For reasonable cause, WLIFRC reserves the right to refuse or cancel Contracts.
15. **NON-TRANSFERABLE:** Contracts are not transferable. The Contract cannot be modified in any way without advance notification and written approval of WLIFRC.
16. **FIRE CODE REGULATIONS:** In signing this Contract, the Renter agrees to conform to the fire code room capacity stipulated for each room. Failure to conform to the stated fire code maximums will result in the immediate cessation of the booking, as determined by the designated representative or staff member of WLIFRC. If such an occasion should arise, no fees will be returned to the Renter.
17. **SNOW POLICY:** If Renter is planning an event on a date when snow is probable (generally December through February), Renter may opt to take advantage of our snow policy. A second date is booked and held as a "snow date." If there is snow on Renter's original date Renter may opt to use the "snow date." However, if the Wilde Lake Center is open and running on time on the original date; Renter will be billed for both dates.
18. **FORCE MAJEURE.** No party shall be liable or responsible to the other party, nor be deemed to have defaulted under or breached this Contract, for any failure or delay in fulfilling or performing any term of this Contract, when and to the extent such failure or delay is caused by or results from the following force majeure events ("**Force Majeure Events**"): (a) acts of God; (b) flood, fire, earthquake, or explosion; (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot, or other civil unrest; (d) government order or law; (e) actions, embargoes, or blockades in effect on or after the date of this Contract; (f) action by any governmental authority; (g) national or regional emergency; (h) strikes, labor stoppages or slowdowns, or other industrial disturbances; (i) shortage of adequate power or transportation facilities; (j) pandemic, or (k) other similar events beyond the reasonable control of the party affected by the Force Majeure Event. The affected party shall give notice within ten (10) days of the Force Majeure Event to the other party, stating the period of time the occurrence is expected to continue. The affected party shall use diligent efforts to end the failure or delay and ensure the effects of such Force Majeure Event are minimized and shall resume performance of its obligations as soon as reasonably practicable after the removal of the cause. In the event of a Force Majeure Event, the event may be rescheduled, with Renter responsible for any additional cost for the rescheduling of the event.
19. **INDEMNIFICATION:** Renter agrees to indemnify and hold WLIFRC harmless from and against any and all costs, losses or expenses, including reasonable attorneys' fees, that WLIFRC may incur by reason of any third-party claim or suit arising out of or in connection with Renter's material breach of this Contract, as well as the negligence, gross negligence, or intentional misconduct of Renter, its employees, agents, and representatives, contractors or subcontractors, including the employees and representatives of said contractors or subcontractors, if any.
20. **DISPUTE RESOLUTION:** This Contract and any dispute arising under or relating to it directly or indirectly shall be governed and interpreted under Maryland law, without giving effect to its conflict of law provisions and all actions brought under this Contract shall be brought in Howard County, Maryland. If WLIFRC must take any action including to send a notice of default or to pursue enforcement of this Contract, whether or not a legal action or other proceedings is commenced, WLIFRC shall be entitled to recover its reasonable attorneys' fees and other costs incurred, in addition to any other relief to which it may be entitled, provided it is the prevailing party. The prevailing party shall be determined based upon an assessment of which party's arguments or positions could fairly be said to have prevailed over the other party's arguments or positions on major disputed issues. Such assessment should include evaluation of the following: the amount of the net recovery; the primary issues disputed by the parties; whether the amount of the award comprises a significant percentage of the amount sought by the claimant; and the most recent settlement positions of the parties.

RENTER HAS READ AND AGREES TO COMPLY WITH ALL OF THE ABOVE TERMS OF THIS CONTRACT. BY SUBMITTING THIS CONTRACT, RENTER AGREES TO ADHERE TO GOVERNMENT REQUIREMENTS AND GUIDELINES WITH REGARD TO COVID-19. BY ENTERING INTO THIS CONTRACT AND ENTERING THE WLIFRC, RENTER ACKNOWLEDGES THAT WLIFRC CANNOT GUARANTEE PREVENTION OF EXPOSURE TO COVID-19. BY ENTERING INTO THE WLIFRC, RENTER IS ASSUMING THE RISK ASSOCIATED WITH EXPOSURE TO COVID-19 BY DOING SO.

Please sign contract and return copy within [10] days.

Rental payment due by:

Signature below indicates signer has read and understands the policies outlined on the back of this contract.

Thank you, _____

ACCEPTED BY:

Wilde Lake Interfaith Religious Center, Inc.

[Renter]

September 09, 2021