

**Facility Rental Agreement**  
**Ralph J. Bunche Community Center, Inc.**  
374 Mill Swamp Road • Edgewater, Maryland

**Applicant Information**

**Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City/ZIP:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_

**Rental Details and Cost** *(all renters & guests must vacate premises by 11:30 p.m.)*

**Date of Rental:** \_\_\_\_\_ **Type of Activity:** \_\_\_\_\_

**I would like to rent the Community Center from:** \_\_\_\_\_ **AM/PM to** \_\_\_\_\_ **AM/PM**  
*(NOTE: This is the time you enter the building to the time you leave. Please allow yourself adequate time to set up and clean up.)*

**A deposit of \$100.00 is due when agreement is signed.**

**\$325.00 Up to 6 Hours (\$50 for each additional hour)**

**\$425.00 Family Reunion**

**All payments are payable and should be mailed to:**

Ralph J. Bunche Community Center, Inc.  
c/o Glendola Salisbury  
1183 Grove Ave.  
Shady Side, MD 20764  
410-279-6101

**Policies and Procedures**

- This Facility Rental Agreement must be completed in advance of your event and the \$100.00 deposit received before reservation will be secured. An additional fee of \$35.00 will be charged for returned checks.
- Final payment to be made in cash, money order, or cashier's check.
- Doors will remain locked until 15 minutes prior to your rental time. Gaining access before and/or extending your time after the agreed upon rental time will result in additional fees.
- In the event you must cancel your function less than 30 days prior, NO refund will be given.
- The Facility will be rented to those who are 25 years of age or older.
- There should be at least 2 adults for every 25 teenagers on the premises. Children must be supervised at all times.

- **No Smoking, Alcohol and/or Drugs of any kind are permitted inside the Community Center or on the grounds.**
- Ticket sales are required to be paid in advance of an event and NOT at the door during the function.
- Decorations CANNOT be pinned, taped or otherwise affixed to the walls, ceiling, windows or tables.
- Please do not put any type of substance (baby powder, floor wax, or any other substance) on the floor to improve dancing.
- **Music played outside must be kept to a minimum noise level.**
- Tables and chairs are to be taken down and properly stored. Floors must be swept before leaving the facility.
- The applicant will remove all trash and place in dumpster in the back.
- The applicant and guests are not permitted to enter rooms not contracted on the rental agreement.
- Rentals may not exceed occupancy level for the facility area that is being contracted. Exceeding capacity may result in event being shut down.
- All items that have been brought in by the renter, or contracted services for the function, must be removed from the facility by the end of the rental time. Neither the Community Center, nor their employees can be held responsible for any item(s) left at the facility by either the renter or persons/companies providing the service and/or equipment for the rental party. Items for functions cannot be stored overnight.
- Applicant is responsible for all damages incurred to the facility during the rental. The applicant hereby assumes personal and individual liability of himself and on behalf of guests for any damages to the facility or equipment occurring through or during the occupancy or use of the facility. The applicant will leave the facility in good condition.
- In the event that you and/or your guests are unable to adhere to the above stated guidelines, you will be charged an additional rental fee and/or asked to vacate the premises by the facility staff. By signing below, the Applicant acknowledges that he/she is responsible for ensuring that all guests adhere to the above rules and will provide payment for the use of the facility by the assigned date.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_



Visit Us on the Web: [www.ralphjbunche.org](http://www.ralphjbunche.org)

**All proceeds will go toward restoration of the Ralph J. Bunche Community Center, Inc.**