

Upper Montgomery County Volunteer Fire Department, Inc.

Agreement for Use of Second Floor Meeting Room

19801 Beallsville Road, Beallsville, MD 20839

Admin Office: 301-972-8719

THIS AGREEMENT made this day of: _____ by and between the
Upper Montgomery County Volunteer Fire Department, Inc., hereafter "UMCVFD"
Or "Lessor" and _____ hereafter "Lessee", who
will be using the room for the purpose of: _____

WITNESSETH:

NOW THEREFORE, in consideration of the payment of a retainer as called for below, the parties

Agree as follows:

1. The UMCVFD grants permission to the Lessee to use the 2nd floor meeting room located at 19801 Beallsville Road, Beallsville, Maryland, hereafter referred to as the "Premises", for one day on _____ between the hours of _____. This includes use of folding banquet tables, chairs, and coolers.
2. On or before _____ the Lessee shall give the UMCVFD a retainer in the amount of \$225. The retainer should be in the form of 2 checks: one check in the amount of \$150 for the use of the hall: and a separate check in the amount of \$75 for the security deposit. The security deposit shall be returned to you if the room is properly cleaned up according to the rules in this document and there are no damages following inspection by UMCVFD. Checks should be made out to: UMCVFD Auxiliary
3. The Lessee acknowledges that the Premises shall be inspected prior to usage and any problems duly noted.
4. The Lessee shall provide trash bags for all receptacles and provide their own paper towels if needed. All trash and debris must be placed in exterior dumpsters provided (via the dumb waiter). If recyclable bins are used, they shall be placed outside on the north side of the building.
5. The Lessee agrees to leave the premises at the end of the day in the same condition as the premises were found. This includes but is not limited to: the banquet hall, bathrooms, stairway, and entrance foyer... The floors shall be completely swept and in areas where there are spills, it should be mopped.
6. Fees for breakage, improper cleanup, and destruction of property shall be assigned based on an inspection conducted by an Officer of the Corporation or by an Admin. Officer. The security deposit may be withheld, based on the determination of the inspecting UMCVFD representative. Damages to the property and / or breakage in excess of the security deposit are the responsibility of the Lessee.
7. If the security fee is retained or if damages exceed the amount of the security deposit, the Lessee will be notified in writing by an Officer of the corporation or Admin. Officer within 10 days of the rental. Lessee is responsible for any repairs for damages to the property or to replace breakage in excess of the \$75 security deposit.

8. In addition, the Lessee agrees to the following rules:
 - a) Motor vehicle parking shall be on the gravel parking area only.
 - b) This agreement applies only to the large 2nd floor meeting room, the adjacent board room, bathrooms, the entrance foyer, and the stairway or elevator. All other locations inside the fire station are considered off limits to civilians.
 - c) There is no smoking inside the building.
 - d) Use of this room shall NOT be for profit producing activities.
 - e) The Lessee shall comply with all the laws regarding the dispensing of food and alcoholic beverages and permits shall be obtained if necessary.
 - f) No charges shall be made for alcoholic beverages served.
 - g) Guests shall not enter into other areas of the building with the exception of using the restrooms in the area adjacent to the meeting room.
 - h) Children are the responsibility of the Lessee and should be closely supervised at all times.
 - i) The kitchen shall only be used for food storage, briefly, prior to and during an event. If any cooking is to be done on the premises, an additional Kitchen Use Rental Form must be completed and an additional fee of \$75 must be paid.
 - j) If UMCVFD coolers are used they shall be emptied, cleaned and left open to dry in the kitchen area. Coolers shall NOT be dragged across the tile floor at any time as they can damage the floor.
 - k) No food shall be left behind in coolers, refrigerators, or freezers.
9. The Lessee shall indemnify and hold the UMCVFD harmless from any and all claims arising out of the Lessee's use of the Premises, including but not limited to: bodily injuries; and property damage to Lessees, guests, and the general public.
10. The Lessee, individually and on behalf of its agents, employees, and guests, hereby releases and forever discharges the UMCVFD and its personnel, agents, and employees from any and all liability for bodily injury, property damages – directly or indirectly – arising from the use of the Premises during the agreed time period.
11. The Lessee agrees to be present from the beginning of the use of the Premises until all guests have departed and the Premises have been properly cleaned.
12. This agreement represents the entire agreement of the parties and there are no representations or warranties not contained herein.

IN WITNESS WHEREOF, the parties have executed this Agreement

As of the day and year written below.

Lessee's Signature: _____ Date: _____

Print Name: _____ Company/Association: _____

Telephone: Day: _____ Evening: _____ Cell: _____

Address: _____

UMCVFD Signature: _____ Date: _____

Name: _____ Title: _____