TOWN OF MORNINGSIDE
6901 AMES STREET, MORNINGSIDE, MARYLAND 20746
Phone: 301- 736-2300

TOWN RESIDENT MEETING ROOM RENTAL AGREEMENT (Maximum Number of People – 70)

NAME: _____ PHONE: _____
ADDRESS: _____
EMAIL: _____
EVENT DATE: _____ START TIME: _____ am/pm END TIME: _____ am/pm
PURPOSE OF EVENT: _____ NUMBER OF PEOPLE: _____

……

Use of this Facility is restricted to the HALL, KITCHEN and RESTROOMS. The premises are being rented in an "as is" condition and the Town is not making any representation as to the suitability for use of the facility for any event. Renter shall not make any permanent changes or modification to any parts of the facility. No one is permitted access to any of the offices without permission.

……

HALL RENTAL HOURS (DEPENDING ON EVENT) CAN START FROM 11 AM AND END BY 11 PM. A **$300.00 DEPOSIT** PAID IN ADVANCE (CASH ONLY) IS REQUIRED TO HOLD THE ROOM. THERE IS A TWO (2) HOUR RENTAL MINIMUM. **$75.00 PER HOUR** RENTAL FEE FOR MORNINGSIDE RESIDENTS. IF ALCOHOL IS SERVED **AN ADDITIONAL $75.00 PER HOUR** IS REQUIRED FOR THE SERVICES OF A MORNINGSIDE POLICE OFFICER (2 HR MINIMUM). ***NOTE:*** **If alcohol has been served without the authorization of the Town, the renter will forfeit the entire security deposit and be placed on a "DO NOT RENT TO" list. Initial here:_____**

THE ROOM RENTAL FEE MUST BE PAID IN FULL (CASH ONLY) PRIOR TO THE EVENT. A KEY TO THE BUILDING WILL NOT BE ISSUED UNTIL THE ROOM RENTAL HAS BEEN PAID. KEYS MUST BE PICKED UP BEFORE **4:30 PM** ON FRIDAY IF YOUR EVENT IS BEING HELD ON THE WEEKEND.

……

The Renter will get 1 hour free at the end of the event for clean-up. If the Clean-up is completely satisfactory, (sweeping, tables-chairs-countertops wiped off, spot-mopping, kitchen area, bathrooms, hallway and outside areas cleared of food & debris), the key returned in working order, no damages exist, and all trash has been deposited in the dumpster by the police station, the $300.00 deposit will be returned to the Renter within five (5) business days. There will be **a minimum** charge of $50.00 (or more) depending on the extent of any clean-up requiring the services of Town employees in or outside the building, including disposal of trash. **Initial here:_____**

……

1. There will not be any assignment or sublease of this Agreement in any manner. The Renter signing this rental agreement must be on site for the duration of the event, including setup, actual event and clean-up.
2. If there are damages caused at the Renter's event and the cost to repair said damages exceed the deposit, a bill for the remaining amount will be presented to the Renter for payment.
3. No admittance fees may be charged to attend events. The meeting room cannot be rented for the purpose of selling goods and/or fundraising except by non-profit organizations pre-approved by the Town Council.
4. If the renter fails to cancel their event at least ten (10) business days prior to the date of the event, they shall forfeit one-half ($150.00) of the deposit. If they cancel their event less than ten (10) business days before the event then the entire deposit of $300.00 is forfeited.
5. Do not block the security cameras with decorations.
6. Do not use confetti (including confetti balloons) and/or glitter when decorating.

……

IF THIS AGREEMENT IS VIOLATED IN ANYWAY, ALL DEPOSITS SHALL BE FORFEITED

RESIDENT MEETING ROOM RENTAL AGREEMENT (pg 2)

……

The person(s) renting the Morningside Municipal Meeting Room as per this agreement shall note that neither the Town of Morningside, nor any of its employees or officials, is or will be liable for any injuries and/or other claims arising from the use of this building, grounds and facilities. Renters and guests shall indemnify and hold harmless the Town and any of the Town's Representatives from any and all liability from any and all cost including personal injury and/or property damages.

Deposit Paid:_____

Room Rental Due:_____ Room Rental Paid:_____

Key Picked-Up:_____ Key #:_____ I understand that I am responsible for the replacement value of $200.00 for this key should it become lost or damaged while in my possession. The cost of the key will be deducted from the security deposit.

Key Returned:_____ Deposit Returned:_____

_____ _____

Renter **Town Official**

_____ - I would like information on future Town events

……

Notes:_____

_____

_____

_____

(Last updated 12/17/24)