

**RIVER FALLS COMMUNITY CENTER ASSOCIATION, INC.**  
7915 Horseshoe Lane, Potomac, MD 20854  
**RENTAL AGREEMENT**

This rental agreement between River Falls Community Center Association  
Inc. (RFCCA) and \_\_\_\_\_ (Lessee), a Member in good  
standing, Membership No \_\_\_\_\_, Email Address \_\_\_\_\_,  
residing at \_\_\_\_\_, covers rental of the:

\_\_ Clubhouse (SECURITY DEPOSIT \$100.00)

\_\_ Small Field \_\_ Large Field      EVENT COST \_\_\_\_\_

\_\_ Swimming Pool                      RFCCA, INC FUNCTION-RULES ONLY

on \_\_\_\_\_, \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

for \_\_\_\_\_.

It is expected that approximately \_\_\_\_\_ people will participate (all previous  
information hereinafter referred to as the "Rental"). By signing my name below I  
represent that I have read, understand and agree with the attached Terms and Conditions  
for Rental. (IF 40 or more people are attending this event see Sections 10 and 14)

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
RFCCA Governor Signature

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Date

**SIGN and put in appropriate Governor's mailbox along with the checks. Checks are payable to "RFCCA". Separate checks should be written for the deposit and for the fee. Pick up keys from Governor's mailbox day before or day of event and return to same.**

**PICK UP KEYS FROM GOVERNOR'S MAILBOX THE DAY BEFORE OR DAY OF CLUBHOUSE RENTAL AND RETURN TO THE SAME MAILBOX AFTER EVENT**  
**Terms and Conditions:**

1. Lessee must be present for the entire rental period. There shall be no subleasing or assigning of this agreement. Lessee must abide by all applicable state, federal and local laws and regulations.
2. Children must be supervised by an adult during all activities.
3. Children must stay off of the tennis courts, and away from the conduit or drains. No one is allowed in the pool area when pool is closed.
4. The grounds must be left as they are found. All trash bags must be collected in plastic bags, securely tied and placed in the outside garbage area (on the left side of the Clubhouse, the area next to the air conditioning units). The trash gate should be closed.
5. Lessee agrees to be fully responsible to pay for all damages that occur to the property during the rental period, other than Acts of God. If RFCCA must bring legal action to collect monies for damages, lessee shall pay all reasonable attorneys fees and costs.
6. All guests shall abide by the rules and regulations listed in the RFCCA members' handbook located in the members' section, [riverfalls.org](http://riverfalls.org), under documents.
7. Use of the Community Center shall be consistent with the terms of the special zoning exception granted by the County Board of Appeals. The RFCCA Board of Governors must approve questionable uses under the zoning restrictions. The Community Center may be used for educational and service activities and social functions. Public meetings and advertising to general public or the sale of tickets at the door is not permitted.
8. Social functions at the Community Center are limited to one day per weekend, either Friday or Saturday evenings, but not consecutively, and a Sunday event ending no later than 8:00 p.m.
9. To the fullest extent permissible by law, Lessee shall indemnify and hold harmless RFCCA and any of its representatives from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from the rental, provided that any such claim, damage, loss or expense is attributable to bodily injury to or destruction of tangible property including the loss of use resulting there from, and to the extent only that it is caused in whole or in part by any negligent act or omission of the Lessee or by anyone for whose acts the Lessee may be liable. The obligations of the Lessee under this paragraph shall not extend to claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or in any way attributable to the negligence of RFCCA.
10. Proof of homeowner's liability insurance coverage is required for all functions serving alcoholic beverages and/or involving 40 or more individuals.
11. If Rental is of the SWIMMING POOL:
  - (a) The Rental may not be for normal hours of operation.
  - (b) The Pool Manager may, at any time, suspend any person from further use of the pool and of RFCCA property.

(c) In the event of bad weather, the Rental may be cancelled. Cancellation may be made the day before the event for a full refund of fees paid. If the event is cancelled the day of the party the manager and each guard will be paid for one hour. *After consultation* with Clubhouse Governor, if there are no conflicting events scheduled in the clubhouse, the party may be moved into the Clubhouse (in which case, Lessee agrees to abide by Paragraph 13 below).

(d) The pool staff is responsible for the safety of your guest while they are swimming: they are NOT responsible for organizing your party. The staffing requirements are as follows:

1-15 guests	Manager and one guard
16-50 guests	Manager and two guards
51-75 + guests	Manager and three guards

(e) The fees are as follows:

Deposit	\$100.00
Pool Usage Fee	\$ 200.00

Staffing Costs:

Manager	\$40 per hour x	hours =	
Each Guard	\$20 per hour x	_hours =	Total \$_____

(f) Reservations are not finalized until this rental contract; proof of insurance; deposit; rental fee and staff costs have been received by the Pool Governor.

(g) Pool parties must end promptly at the end of the contracted for time.

12. If Rental is of the FIELD (1 session per week): There will be a \$150.00 charge per season for use of the field. Please return completed contract to the Grounds Governor.

13. If Rental is of the CLUBHOUSE:

(a) There is a limit of 126 persons allowed in the Clubhouse.

(b) Alcoholic beverages may be introduced into and consumed in the Community room ONLY and only in connection with community sponsored events or private parties. NO MINORS may be served. No alcoholic beverages are to be left on the premises before or after Rental. RFCCA does not have a liquor license.

(c) If a band or DJ is used, amplifiers must be turned down at 11:00 p.m. so that music cannot be heard beyond the clubhouse premises. Music must be turned off by 11:45 p.m. Evening social functions will end by midnight with clean-up quietly completed by 12:30 a.m. There is to be NO MUSIC set up on the patio terrace.

(d) No smoking devices (including those used by magicians) may be used, as they will set off the fire alarm system. Provided key will turn off alarm.

(e) Do not use the top burners on the stove, as this would be a fire code violation. Oven and microwaves may be used. Spills should be cleaned up.

- (f) Return all tables to the storage room and separate by size. Put the chairs on the main floor on the caddies provided with the chairs facing the same direction on the caddies.
- (g) All decorations should be carefully removed. No nails or tacks should be put into the walls or woodwork. Only removable tape should be used. **DO NOT USE GLITTER OR CONFETTI!**
- (h) Clean the floors in the main room, and kitchen, and storage room closet. Use a damp rag (water only, please) on wood floor before sweeping if there is a spill. Mop tile floors in the kitchen for sticky spots and spills, using only clean water.
- (i) If dishwasher is used, remove clean dishes same day or arrange to do so the following day.
- (j) Party items must be removed from the refrigerator and spills cleaned up.
- (k) Bathroom sinks must be cleaned, wastebaskets emptied and bathrooms left in a tidy condition. Cleaning supplies can be found under the kitchen sink. Plastic bags are located in the kitchen closet.
- (l) If the fireplace is used, arrange to clean it the following morning and close flue at that time.
- (m) Return the temperature controls to proper settings, as indicated on the instructions located by the thermostats (heating set to 60 degrees and air conditioning to OFF.) Heating and A/C controls are different thermostats.
- (n) Windows must be securely locked, blinds pulled down and evenly lined, and opened.
- (o) Lock all doors securely and return keys to the Clubhouse Governor.
- (p) The Fees and Deposit are as follows:
  - + Birthday Parties; General Events; Social Functions:-\$100.00 for minimum four hour use which includes set up and clean up .
  - + Additional hours are \$50.00 per hour.
  - + All Day Events - \$300.00, includes set-up and clean up.
  - + Special Theme Party - \$400.00, includes two days: ½ day set-up, one day for party and 1/2 day for clean up.
  - + Wedding Receptions - \$500.00, includes three days: one day for set-up, one day for reception and one day for clean up.
  - + Book Clubs - \$25.00 per hour.
  - + Exercise Classes - \$21.00 per hour
 Refundable Deposit for all Rentals if clean-up is done and there is no damage to the facilities - \$100.00.

14. All checks should be made payable to "RFCCA"; however, a separate check should be written for the deposit and for the fee. Please deliver the appropriate checks with a signed copy of the first page of this Agreement (and the proof of insurance, if required) to the Clubhouse Governor. Keys may be picked up the day before or day of the event from the Clubhouse Governor.

*Revised 7/10/2012*