Thurmont Senior Center, Inc.

806 E. Main Street, Thurmont, MD 21788
301-271-7911

2026 RENTAL AGREEMENT

1. **The use of the Thurmont Senior Center, (TSC or Center), located at 806 East Main St., Thurmont, MD, is available upon approved request.**
2. **The only exception to this rental agreement rule is only the following organizations, such as the Thurmont Civic Town meetings and the local Scouting (boys or girls) may use the Center gratis.**
3. **Our license states that the Thurmont Senior Center may only occupy a maximum of 125 persons. Please limit your event attendees to ONLY this amount.**
4. **There must be a responsible adult/s for the care, safety and behavior of any and all children at all times.**
5. **All areas of the Thurmont Senior Center must be left in the order it was found and rented, including both restrooms, kitchen, and outside yard and parking area. Please bring your own cleaning supplies. Please return table & chairs as you found them and DO NOT leave anything leaning against the heaters. THANK YOU.**
6. **No one is ever allowed in the storage or office area, and there will be no phone usage at all.**
7. **There will be no cooking or grilling on the Center premises. You may use the refrigerator, freezer, ice machine and the Bun Coffee Machine. You may not use the steam table or the dishwasher. You may not use anything in the drawers or cabinets. You are permitted to use your own crock pots.**
8. **If you are using a caterer, the Center needs to be informed of this at the time of rental.**
9. **In order to reserve the use of the Center, a rental fee of $200.00 MUST accompany a completed TSC rental contract. $50.00 will be returned to the renter, by mail, if there is no damage to appliances, equipment, or insufficient clean-up either inside or outside of the Center. If damages are determined to be more than $50.00 the rental patron will be billed accordingly.**
10. **Charges for admission or a cover charge for rental events held at the Center are prohibited unless prior written approval from the TSC Board of Directors is granted.**
11. **No open flame, candles or non-fire proof decorations are allowed to be used for any event held at the Center (cake candles and sterno for food warmers are ok).**
12. **No tampering with the thermostats (heating or air conditioning), lighting fixtures, any other Center equipment and/or furnishings either inside or outside of the center is prohibited.**
13. **Adults only may request the usage of the piano, electronic or media items for an event.**
14. **For safety and liability reasons no children are allowed to be in the kitchen, or to use items in the cabinets or closets of the Center.**
15. **The Center is 100% SMOKE & ALCOHOL FREE.**
16. **Parking on the grass is strictly forbidden by the Town of Thurmont. There is additional parking on the street out front, behind the police station next door (path to our lot) and across the street at the school (providing there is nothing going at the school).**
17. **You will be contacted by a member from the Center to find out what time you need to gain access to the center and they will unlock the door for you and give you further instructions. Contact person: Tara Miller 301-606-3894 , John Dowling 240-285-6561 or Pam Robbins 301-728-9783.**
18. **The Thurmont Senior Center, Inc., and the physical location will not be responsible for any accidents under any circumstances.**
19. **Please Do Not Move the Bookcase**
20. **Please do not lean anything against the baseboard heaters. They get very hot.**

21. **Renter must agree to disinfect tables, chair backs, kitchen surfaces, door handles, or other surfaces that were touched, etc. by wiping and letting it dry with either bleach water or disinfectant to kill COVID germs. If you don't agree to this, a $50.00 cleaning fee will be charged. The recliners are cleaned only with soap and water if needed as disinfectant will harm the vinyl.**
22. **Please do not allow children to use the lift recliners.**

I _____(please print name), do understand, and accept all of the above mentioned rules and regulations specified by the Thurmont Senior Center, Inc., Town of Thurmont, and Frederick County Fire and Health Department.

Address of Responsible Patron: _____

Home Phone: _____

Cell Phone: _____

Work Phone: _____

Email: _____

Date of Use: _____

Time of Use (include set up and clean up times) _____

Rental Amount with deposit ($200.00) Paid _____

Cash or Check No._____

Responsible Party Signature: _____Date _____

For TSC Use:

TSC Signature: _____Date:_____

Deposit Returned: _____ Date: _____

PLEASE ALSO FILL OUT THE ATTACHED SHEET FROM

THE TOWN OF THURMONT WHO OWNS THE BUILDING.

THANK YOU.