



Croydon Creek Nature Center Rental Rules, Policies and Guidelines

- Rockville resident rental rates apply to those owning property or living within the corporate tax district of the City of Rockville. Proof of residency such as a driver's license, utility bill in your name or lease agreement may be required.

- Contracting an available date at the nature center is on a first-come, first-served basis – we do not hold dates.

- All executed paperwork and full payment must be completed at the time of booking. The person signing the contract is the one responsible for the rental and must be in attendance on contracted date and timeframe.

- Set-up and clean-up times are subject to the per hour rental cost and must be included in the contract.

- Renter, guests, and subcontractors must adhere to contracted start and end times. Using the rental space outside of the contracted hours will result in additional charges and partial or full retention of the security deposit. If the security deposit is not enough to cover overtime charges, the renter will be billed, and payment is due immediately.

- Acceptable forms of payment include MasterCard, Visa, cash, money order or personal check payable to "City of Rockville." The City of Rockville, Maryland does not accept Discover or American Express. If a check is returned to the City of Rockville, a \$35 fee will apply.

- Security deposit paid by credit card is refunded (if applicable) to the credit card on which it was paid. Security deposit paid by check, money order or cash is refunded (if applicable) by check. If the security deposit was paid more than 120 days before the rental date, a refund check must be issued.

- A ten percent (10%) administrative fee will be charged for cancellations more than 60 days before the contract rental date. A twenty percent (20%) administrative fee will be charged for cancellations less than 60 days before the contracted rental date. The entire rental fee will be retained if the event is cancelled less than 30 days prior to the contracted rental date and the full security deposit will be returned.

- All renters and guests must enter and exit the building through the main/front door only. Rental only includes the use of the rented room, kitchen, and restroom facilities.

- Suitable guest parking is not guaranteed. Renter is responsible to arrange suitable parking and/or transportation services, as needed. Parking spaces in the nature center parking lot cannot be reserved or blocked off to accommodate a rental.
- Smoking and vaping is prohibited on City of Rockville, Maryland property.
- Americans with Disabilities Act (ADA) service animals are welcomed.
- Alcoholic beverages, helium balloons, rice, confetti, glitter, birdseed, and pets are prohibited in the nature center. Violating this policy will result in partial or full retention of the security deposit. If the security deposit is not enough to cover the addition of this fee, the renter will be billed, and payment is due immediately.
- Renters must ensure that no decorations damage the building. Decorations are only allowed in the room which is contracted. Renter must only use painters' tape when adhering decorations to surfaces.
- Music and any amplified sound must be set at a volume that cannot be heard outside the rental space or outside of the building. City of Rockville staff has full control over volume levels. Any complaint received from a customer or City of Rockville staff member must result in the volume of the music being immediately turned down and retained at the lower level throughout the remainder of the event.
- Renter must disclose any food/beverage/entertainment services, such as catering, etc., at least 14 calendar days prior to contracted rental date. A business license and certificate of liability insurance is required and must be on file with the nature center at least 14 calendar days prior to contracted rental date for all catering, entertainment, and support staff services. Please see **ATTACHMENT A: Rockville, Maryland Liability Insurance Requirements**.
- Entertainment services that provide services that the nature center could provide such as live animals shows or nature interpretation are prohibited.
- Any rented/personal equipment must be delivered and picked up on the date of the event during contracted rental hours. Renter must disclose at least 14 calendar days prior to contracted rental date any deliveries that may arrive at the nature center. The nature center does not accept deliveries on behalf of the renter, does not set-up and breakdown any rented/personal equipment, or operate/maintain any rented/personal equipment.
- Cooking is prohibited in the nature center. A refrigerator, freezer and microwave are available for use.
- FIREPIT RENTALS:** An adult **MUST** be present near the fire at all times. No running is allowed around the campfire ring. Be mindful of loose clothing when near the fire.

- The nature center does not supply ice, plates/napkins/utensils, food handling equipment, etc.
- Rentals are for private events only. Advertising events to the public, for an admission fee, or for instructions (classes/programs/workshops) is prohibited.
- Renter must adhere to all room capacities. If the number of people (including guests, subcontractors, etc.) exceeds capacity limits, the renter will be notified; additional guests will be turned away.
- Renter is responsible for any damages to the property, grounds, and equipment. Damages will result in additional charges and partial or full retention of the security deposit. If the security deposit is not enough to cover damage charges, the renter will be billed, and payment is due immediately.
- Renter is responsible for any rule violations, acts committed by all event attendees, and the behavior of all event attendees. Failure to obey City of Rockville staff, rules, and regulations will not be tolerated. Attendees involved in prohibited behavior will be required to leave the property immediately and the event may be terminated.
- The table/chair set-up plan is required at least 7 calendar days prior to contracted rental date. The nature center will set-up the tables and chairs in accordance to the set-up plan. If the tables and chairs need to be rearranged, please notify the staff and they will handle the request.
- Renter is responsible for returning the room to its original condition. This includes sweeping, mopping, removing and properly disposing of all trash and recycling, and wiping down tables/chairs. The nature center will provide additional trash bags and cleaning supplies, as needed.
- The user/renter shall be fully responsible for and shall indemnify and hold the City harmless from any damage to objects or property belonging to the City of Rockville and for any personal injury incurred during or as a result of such use. The user/renter is responsible for obtaining all permits and licenses necessary for the proposed activities. The user/renter also agrees to abide by the above and by the scheduled hours of use. The City of Rockville will not assume responsibility for personal items brought into or left in the facility by the user/renter, guest or subcontractor.
- I have read, understand, and agree to follow the rules, policies, and guidelines for nature center rentals.

Renter Signature

Renter Printed Name

Date

City of Rockville Staff Signature

City of Rockville Staff Printed Name

Date



ATTACHMENT A: City of Rockville, Maryland Liability Insurance Requirements

These requirements are mandated by the City of Rockville, Maryland Department of Human Resources, Risk Management.

Prior to the execution of the contract by the City, the User must obtain at their own cost and expense and keep in force and effect during the term of the contract including all extensions, the following insurance with an insurance company/companies licensed to do business in the State of Maryland evidenced by a certificate of insurance and/or copies of the insurance policies. The User’s insurance shall be primary.

The User must submit to the Purchasing Division, 111 Maryland Avenue, Rockville, MD 20850 a certificate of insurance prior to the start of any work. In no event may the insurance coverage be less than shown below. Unless otherwise described in this contract the successful User will be required to maintain for the life of the contract and to furnish the City evidence of insurance as follows:

Mandatory Requirements for Insurance

User’s insurance coverage shall be primary insurance as respects the City, its elected and appointed officials, officers, consultants, agents and employees and any insurance or self-insurance maintained by the City, shall be excess of the User’s insurance and shall not be called upon to contribute with it.

Type of Insurance	Amounts of Insurance	Endorsements and Provisions
1. Workers’ Compensation 2. Employers’ Liability	Bodily Injury by Accident: \$100,000 each accident Bodily Injury by Disease: \$500,000 policy limits Bodily Injury by Disease: \$100,000 each employee	Waiver of Subrogation: WC 00 03 13 Waiver of Our Rights to Recover From Others Endorsement must be signed and dated.
3. Commercial General Liability a. Bodily Injury b. Property Damage c. Contractual Liability d. Premise/Operations e. Independent Contractors f. Products/Completed Operations g. Personal Injury	Each Occurrence: \$1,000,000	City to be listed as additional insured and provided 30-day notice of cancellation or material change in coverage. CG 20 37 07 04 and CG 20 10 07 04 forms to be both signed and dated.

Alternative and/or additional insurance requirements, when outlined under the special provisions of this contract, shall take precedence over the above requirements in part or in full as described therein.

Policy Cancellation

The User shall furnish a new certificate prior to any change or cancellation date. The failure of the User to deliver a new and valid certificate will result in suspension of all payments and cessation of on-site work activities until a new certificate is furnished.

Additional Insured

The Mayor and Council of Rockville, which includes its elected and appointed officials, officers, consultants, agents and employees must be named as an additional insured on the User's Commercial and Excess/Umbrella Insurance for liability arising out of User's products, goods, and services provided under this contract. Endorsements reflecting the Mayor and Council of Rockville as an additional insured are required to be submitted with the insurance certificate.

Subcontractors

All subcontractors shall meet the requirements of this Section before commencing work. In addition, User shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

Certificate Holder

The Mayor and Council of Rockville

(Contract #, title)

City Hall

111 Maryland Avenue

Rockville, MD 20850