

**Room Rental Contract**  
**Deep Run Recreation Center**  
1788 Dorsey Road, Hanover MD 21076  
410-222- 0800



**Contact Name:** \_\_\_\_\_

**Group Name (If applicable):** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone # :** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Requested Date:** \_\_\_\_\_ **Event Start Time:** \_\_\_\_\_ **Event End Time:** \_\_\_\_\_

**Purpose of Rental:** \_\_\_\_\_

**Estimated number of Guests:** \_\_\_\_\_

**Type of Rental (Please Check One):**

- ☐ Multipurpose Room (Max of 45 people) \$119 per hour  
☐ Conference Room (Max of 10 people) \$41 per hour

**By initialing the following statements, I acknowledge that:**

\_\_\_ **I have received and agree to abide by the Room Rental Policy and Procedures**

\_\_\_ Rental dates are not valid without a signed contract and proof of payment. I have 10 days (from the date on this contract) to make full payment of the reserved date or forfeit the party slot.  
I will abide by the rental policies maximum number of participants allowed.

\_\_\_ I agree to contact the Recreation Center office 1 week prior to the party date to confirm the total number of participants. I know that I am responsible to pay for the confirmed number of participants.

\_\_\_ I acknowledge that Party Room Rental fees and specified times will not include early arrival or extra clean up time. All participants and guests must exit by the end time provided on the reservation.

\_\_\_ I acknowledge that the host is responsible for all the participants and guests.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date