

CROFTON SWIM AND TENNIS CLUB

Rental Rules and Regulations

AVAILABILITY: Only Crofton Swim and Tennis Club members in good standing may rent the facility. The renting CSTC Member must be onsite during the entire event.

RESERVATIONS: Reservations are on a "first come, first serve" basis. Official CSTC events have priority over individual rentals. Reservations must be made a minimum of one week in advance. A reservation is not considered final until all paperwork is submitted and deposits paid. Cancellations within 72 hours of the rental will result in a forfeiture of the security deposit.

RENTAL PERIOD: All rentals are for a two-hour minimum. Additional time will be billed for each hour, or fraction thereof. The renter may access the clubhouse room sixty (60) minutes prior to the rental time in order to set up. Deliveries must be scheduled during the rental period. Ending time is calculated as the time the last guest has left and you have cleaned up. Failure to vacate the facility thirty (30) minutes after the scheduled end of the event could result in forfeiture of the deposit.

FEES: See Contract for Rental Rates. There are no refunds due to weather.

APPROVAL: The CSTC Board of Directors has the right to review any reservation for approval prior to rental, and reserves the right to reject any request.

SUPERVISION: Parties and gatherings of persons under 21 years of age must be supervised at all times by the member who made the reservation.

CLUBHOUSE HOURS: All functions must end by 11:00 PM. Bands, DJ's, music, or other amplification equipment must be stopped by 11:00 PM on weekends and 10:00 PM weeknights. Excessive noise, not in character with a neighborhood facility, could lead to the immediate termination of the event.

CHECK IN: Guests of parties held during pool hours must check in at the pool check in station, and will be directed to the clubhouse room. Guests of parties held after pool hours may enter the clubhouse through the main entrance.

CAPACITY: The clubhouse room capacity is 60 people. Any excess of that number is prohibited.

RULES: All CSTC rules and regulations are applicable during the rental period. Glass and/or breakable items are strictly prohibited on CSTC grounds. The lifeguard on duty represents CSTC, and has the authority to terminate the event due to non-compliance with CSTC rules, Anne Arundel County and/or Maryland state laws. Failure to appropriately supervise the event, and/or comply with CSTC rules and these rental rules and regulations could result in the immediate termination of the event, forfeiture of all monies paid and/or revocation of the renting members' membership according to CSTC by-laws Article 5, Section 5 – Suspension of Membership Privileges and Revocation of Membership.

Initial _____

RENTALS DURING POOL OPERATING HOURS: Rental of the clubhouse room during regular pool operating hours entitles the renting member exclusive use of the room and Upper Deck and

balcony. **The pool and balance of the CSTC facility will continue to be available for use by the general membership.**

RENTALS AFTER POOL OPERATING HOURS: Rental of the clubhouse room after regular pool operating hours entitles the renting member exclusive use of the room, upper deck and balcony. Access to the pool and other aspects of the CSTC facility are prohibited unless prior rental arrangements have been made.

FURNITURE: Deck furniture is not to be moved into the clubhouse, and clubhouse room furniture is not to be moved outside to the deck. Furniture that is moved during an event must be returned to its original location.

DECORATIONS: Decorations may not be taped, tacked or otherwise adhered to the walls or moldings of the clubhouse, either inside and out. Balloons should be securely fastened with weights.

SMOKING: There is no smoking at any time within the clubhouse or on the upper deck. Burning candles or other lit items are also prohibited, with the exception of sternos used with chafing dishes.

ALCOHOL: If serving alcohol at an event, a temporary liquor license must be obtained from Anne Arundel County, and must be displayed during the event. A copy of the temporary liquor license must be provided to CSTC at least three days prior to the event. The sale of alcohol is prohibited on CSTC property. Glass bottles (beer or wine) are prohibited. The renter is responsible for the conduct and behavior of drinking guests. The renter is responsible to insure that no guests leave CSTC intoxicated, and acknowledges that if they do, they can be held responsible, and agrees to hold CSTC harmless.

It is illegal to serve alcohol to anyone under age of 21. Serving alcohol without appropriate permits, and/or in violation of any of the above policies and procedures may result in a police citation, immediate termination of the event, forfeiture of all monies paid and/or revocation of your membership.

CLEANING: Clubhouse must be returned to its original condition. All personal items including food, beverages, stereos, and other possessions must be removed at the end of the rental period. Basic cleaning supplies and trash bags will be supplied by CSTC. All trash must be removed and placed in the dumpster. Areas to be inspected include the entire interior of the clubhouse as well as the deck and balcony.

RETURN OF DEPOSIT: The member and a CSTC representative will conduct a joint on-site inspection of the facility prior to the planned event, and another following the event. During a pre-event inspection, deficiencies will be noted in writing, and signed and dated by both the member and the representative. Immediately after the event, during a post event inspection, deficiencies will be noted in writing, and signed and dated by both the member and the representative. If no new deficiencies are noted during the latter inspection, the deposits will be refunded in full. However, if a deficiency or deficiencies are noted, the cost of repairs or replacement, or extra cleaning will be deducted from the deposit. If the cost exceeds the deposit amount, the charge beyond that amount will be charged to the member. If such damages are not paid within thirty days after a bill for the damages has been sent to the member, the Association may limit a member's access to the Club pursuant to the by-laws. The Security Deposit will be returned within two weeks after the function, providing no damages or additional costs were incurred.

LIABILITY RELEASE: I hereby release Crofton Swim and Tennis, Inc. from all liability for any loss or damage to the lessee or to any damage, loss, or injury caused by, or the result of an exclusive negligent act of omission or commission on the part of the Crofton Swim and Tennis Club, Inc. or any of its agents, servants, and employees, the lessee shall, and does hereby, indemnify and forever save the Crofton Swim and Tennis Club, its successors and assigns, harmless from and against all claims and demands, suits, judgments, expense, counsel fees, losses, or liability to persons or property arising from the possession, occupancy, use or misuse of the subject property and facilities by the lessee, its agents, employees, members, guests, contractors or other invitees.

MISCELLANEOUS:

1. Doors may not be propped open at any time.
2. Room temperatures are regulated.
3. A basic first aid kit is located in the kitchenette area.
4. No animals or pets allowed.
5. CSTC is not responsible for lost or stolen items

Member Signature

Date

Member Signature

Date

Member Signature

Date

CSTC Representative

Date