



## Facility Rental Agreement

\_\_\_\_\_  
Today's date

\_\_\_\_\_  
Event Date

\_\_\_\_\_  
Event Time

\_\_\_\_\_  
Name of Renter

\_\_\_\_\_  
Email

\_\_\_\_\_  
Name of Company or Organization, if applicable

\_\_\_\_\_  
Company Position of the Renter

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Street Address (mailing address)

\_\_\_\_\_  
Apt. No.

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Total Facility Rental Cost

\_\_\_\_\_  
Deposit Dollar Amount Received

\_\_\_\_\_  
Remaining Amount Owed

- We \_\_\_\_\_ (Renter) acknowledge that we have read and agreed to the Payment Terms, Cancellation Policy & Maintenance Obligations.
- We \_\_\_\_\_ (Renter) agree to release MDTTC, LLC and its staff of all liabilities and responsibilities of any injuries or losses occurred on the premise of MDTTC.

\_\_\_\_\_  
Signature of the Renter

\_\_\_\_\_  
Signature of MDTTC Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Payment Term:** 50% deposit is required to reserve the space. The remaining balance must be paid in full one day prior to the event date.

**Cancellation Policy:** If cancellation becomes necessary and MDTTC is notified at least 14 days prior to the reserved event date, then the deposit - minus a \$25 non-refundable administrative fee - will be returned to the renter. If cancellation is made between 7 to 14 days prior to the event date, then only 50% of the deposit will be returned. The deposit is not refundable within 7 days of the event date.

**Maintenance Obligations:** No drinks or food in the playing area, except for water. No sitting on and no hitting the table tennis tables. Renters are responsible for cleaning up the facility when the event concludes. If MDTTC finds that additional cleaning is necessary, renters will be billed for the cost of the cleaning service. Cleaning services may be pre-arranged with MDTTC at \$80 for a half-day event and \$150 for a full-day event.