

## GENERAL RULES FOR USE OF THE MEETING HOUSE

1. The security deposit must be paid at the time of the signing of the contract. If the deposit and signed contract are not received by the due date, Oakland Mills Interfaith, Inc., reserves the right to lease the premises to another party.
2. Room rental fees are due four weeks in advance of scheduled event.  
    **CANCELLATION AND REFUND POLICY:**

|                               |   |   |
|-------------------------------|---|---|
| over 30 days before the event | - | full refund of any monies paid                  |
| 15-30 days before the event   | - | no refund of security deposit; 50% of room fees |
| 0-14 days before the event    | - | no refund of security deposit or room fees      |

**\*Returned checks are subject to a \$15.00 fee.\***
3. The security deposit will be refunded within approximately three weeks after the date of usage provided the premises, and equipment are left in satisfactory condition. Oakland Mills Interfaith, Inc. reserves the right to deduct from the deposit an amount necessary to cover the costs of excessive clean up and the cost of repairs or replacements of any property. If the security deposit does not fully cover these costs, the user will be billed for the difference, and future use of the facility will be denied until these costs are paid. Groups using the facility are responsible for any and all damages that occur due to their use of the facility.
4. Space must be leased from the time that access is needed to the room until the conclusion of the event. Please assure that you, have booked sufficient time in advance of the start of your event for your caterer, florist, musicians, etc. Oakland Mills Interfaith, Inc. reserves the right to make reasonable additional charges for activities which start significantly before and/or run beyond the contracted time.
5. Smoking is not permitted within the facility.
6. If decorations are contemplated, the Facility Manager must be notified of the nature of the decorations and written permission obtained. Nothing may be affixed to any walls or ceilings; nails, screws, and/or tape are not permitted for hanging decorations. Pulleys are provided in some areas for the hanging of banners, etc. Easels and free standing tack boards are available upon request. The use of glitter and confetti is prohibited, and use of it will lead to deductions of all or part of the security deposit. Under no circumstances will any groups make any structural or electrical alterations to the building, and under no circumstances are pyrotechnics allowed in the building or as any part of any event. Oakland Mills Interfaith, Inc. requires a finalized floor plan for the event 30 days prior to function. Changes to the setup on the day of usage may result in special setup fees.
7. All caterers must have a certificate of insurance on file at The Meeting House prior to the function. If Lessee prefers not to use a caterer, said lessee must provide The Meeting House with general liability insurance which covers the function and all attendees for the duration of the event, or obtain a Temporary Food Permit from the Howard County Health Department. Oakland Mills Interfaith, Inc. assumes no responsibility for the serving or consumption of any food or beverage. Lessee may be assessed a fee due to excessive volumes of trash, usually the result of box lunches.
8. If alcohol is being served at an event the Lessee must have a caterer which has the proper insurance for the event. **NO ALCOHOL WILL BE PERMITTED WITHIN THE BUILDING UNLESS ALL PAPERWORK IS COMPLETED AND ON FILE AT THE MEETING HOUSE A WEEK PRIOR TO EVENT.**
9. Oakland Mills Interfaith, Inc. assumes no responsibility for the personal property of the lessee and, unless prior permission has been granted, lessee will remove all personal property from the premises at the end of the reservation time.
10. No event will be permitted to be disruptive to other events scheduled within the leased premises. Microphones are available for use with the in-house public address system only.
11. For reasonable cause, Oakland Mills Interfaith, Inc., reserves the right to refuse or cancel contracts.
12. Contracts are not transferable. The contract cannot be modified in any way without advance notification and written approval of Oakland Mills Interfaith, Inc.
13. In signing this contract, the lessee agrees to conform to the fire code regulations stipulated for each room. Failure to conform to the stated fire code maximums will result in the immediate cessation of the booking, as determined by the designated representative or staff member of Oakland Mills Interfaith, Inc. If such an occasion should arise, no fees will be returned to the lessee.
14. **SNOW POLICY:** If you are planning an event on a date which snow is probable, December through February, you may opt to take advantage of our snow policy. A second date is booked and held as a "snow date." If there is snow on your original date you may opt to use the "snow date." However, if The Meeting House is open and running on time on the original date; you will be billed for both dates.