

# **ROOM USE AGREEMENT**

Town of Preston  
105 Back Landing Road  
Preston, MD 21655

This Agreement between \_\_\_\_\_  
and the Town of Preston defines the terms and conditions for the use of the  
meeting room by Preston town residents.

The following terms and conditions apply to all room usage:

1. The meeting room fee is \$25.00 and due at time of reservation.
2. Use of the Town meeting room will be on a first come, first served basis. Town meetings take priority.
3. Use of the Town meeting room is for Town residents and In-Town non-profit organizations only. An organization is an "In-Town non-profit" if the person making the arrangements is a resident of the Town of Preston and if he/she agrees to be present throughout the event. The Commissioners may extend this privilege to non-residents and non-resident organizations by majority vote on an individual basis.
4. Meetings may not be scheduled more than 6 months in advance.
5. The Town building and the meeting room are for business related purposes only. No personal events are to be scheduled.
6. There are to be no sales endorsement meetings held for the public from any User.
7. The Meeting room is set up with tables and chairs. Should Users require a different set-up, the using party will be responsible for the supplying of any additional chairs or tables as required. The User will be responsible for the removal of their equipment immediately following the event and the return of the room to its normal condition.

8. Users are responsible for any damage to the facilities and/or contents and fixtures. All damage must be reported to the Town Manager immediately. Room Users will be expected to cover all repairs and replacement cost of any damage to the facility itself and or the contents of such.
9. The Room must be left in proper order, with all paper, trash, cups, etc. properly disposed of and removed by the User. The User will be required to pay a cleaning fee, if cleaning is required.
10. Users may bring beverages and light foods, but no alcoholic beverages.
11. Smoking is not permitted in the building.
12. No weapons will be brought into the building at any time, except by duly-authorized law enforcement officials.
13. The User states that the information on Page 3 of this Room Use Agreement is true and correct. If any of that information changes between the signing of this Agreement and the event, the User will supply that corrected information to the Town of Preston. Failure to supply that corrected information may result in the Town of Preston withdrawing its permission and canceling the event or terminating it early.
14. For after hour meetings, charges may apply. The User will ensure that the lights are turned off and the building is secure.
15. The meeting room shall not be used for any fraudulent purpose.
16. It is understood, The Town of Preston is in no way responsible for any personal injuries, property damages, or other liabilities that may be incurred during use of their facility. User agrees to release, indemnify and hold The Town of Preston and its Commissioners harmless of any such damages.
17. No decorations, signs, or notices will be attached to or secured onto the walls or ceiling.
18. If the User is a non-resident or non-resident organization, the User will pay a damage deposit of \$100 when this Agreement is signed. The Town of Preston will refund this deposit if there are no damages to the building.

BY: \_\_\_\_\_  
(Authorized Signature)

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

## **INFORMATION ABOUT THE EVENT**

DATE OF EVENT: \_\_\_\_\_

NAME OF CONTACT: \_\_\_\_\_

TITLE OF CONTACT: \_\_\_\_\_  
(Print or Type)

CONTACT INFO: \_\_\_\_\_  
(Phone and/or Email)

PURPOSE OF USE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NUMBER OF PEOPLE EXPECTED: \_\_\_\_\_

DESCRIPTION OF THE EVENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_