



**FACILITIES AGREEMENT**  
**Wildlife Achievement Chapter (WAC)**  
**26430 Mullinix Mill Rd, Mt Airy, MD 21771**

It is by and between \_\_\_\_\_ who is signing this Agreement either 1) as a Member in good standing with the Wildlife Achievement Chapter of the Izaak Walton League of America, Inc., or 2) as an authorized agent on behalf of an Organization, and, in either case, who is signing this Agreement on behalf of their guests (collectively hereafter referred to as the "Renters") and the Wildlife Achievement Chapter of the Izaak Walton League of America, Inc. (hereafter referred to as "WAC") and it is agreed by the parties for the use of the following WAC property:

**WAC property being rented: (check all that apply)**

\_\_\_\_\_ Meeting Hall    \_\_\_\_\_ Warming Kitchen    \_\_\_\_\_ Full Kitchen Use    \_\_\_\_\_ BBQ Shed  
\_\_\_\_\_ Grounds or Other (describe): \_\_\_\_\_

**Information for which the WAC property will be used:**

Event Name: \_\_\_\_\_  
Event Type \_\_\_\_\_  
Date of Event: \_\_\_\_\_, 20\_\_\_\_ Day of the Week: \_\_\_\_\_  
Time of Event: From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm

**ALL EVENTS MUST FINISH BY 12:00 MIDNIGHT.**

Specify times for access needed for setup and decoration (there may be additional fees for multiple days and times):

Time when cleanup will be finished and the property ready for inspection: \_\_\_\_\_ am/pm **MUST BE BEFORE 1:00 A.M.**  
Please provide an estimate of the number of Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Vehicles: \_\_\_\_\_  
Please describe any special needs or requirements:

**Information about Member and/or Organization renting the WAC property:**

Name of Member: \_\_\_\_\_  
Name of Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Evening Phone: (\_\_\_\_) \_\_\_\_\_  
Cell Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**Rental Fee Rates:**

In addition to the Security Deposit mentioned below, the Renters must pay the appropriate Rental Fees as determined in the sole discretion of WAC or its designated agent:

Event of less than 20 persons - 2 hours maximum (no kitchen access):	\$ 50.00
Event of 20 to 40 persons - 4 hours maximum (no kitchen access):	\$100.00
Event of more than 40 persons - 8 hours maximum (no kitchen access):	\$200.00
Events with Warming Kitchen - 8 hour maximum:	\$100.00 Additional
Events with Kitchen for Food Preparation- 8 hour maximum:	\$150.00 Additional
Events with BBQ Shed for Food Preparation - 8 hour maximum:	\$150.00 Additional
Events with both Kitchen & BBQ Shed for Food Preparation - 8 hour maximum:	\$200.00 Additional

**NOTICE: The Rental Fee is refundable only upon WAC receiving at least one week advance notice of cancellation of event. Also, WAC reserves the right to reassess and charge the Renters the correct Rental Fee in the event that the Renters were not charged and did not pay the appropriate Rental Fee for the event that actually occurred.**

## **Security Deposit:**

In addition to the Rental Rate Charge mentioned above, the Renters must pay a Security Deposit in the amount of \$150.00 for Hall or grounds, plus \$100 for Kitchen or BBQ Shed, which will be deposited in a bank account owned by WAC and will accumulate no interest.

**NOTICE:** The Security Deposit will be used for prompt cleanup, repair of damage and to replace items removed by the Member and/or guests at the sole discretion of WAC or its designated agent discovered at the time of the closing inspection or as discovered at such other times within a reasonable time after the event. Also, the Renters agree to be jointly and severally responsible for any cleanup, repair of damage and to replace items removed by the Member or guests that is not covered by the Security Deposit. The Security Deposit is refundable in the event of cancellation where there is no use of the WAC property by the Member or the Member's guests. Also, any unused portion of the Security Deposit will be refunded within a reasonable time after the event.

## **Payment Of Rental Rate Charge & Security Deposit**

The Rental Rate Charge and Security Deposit must be paid by check or cash at the time of signing of this Agreement. **However, no Agreement will be accepted less than two weeks prior to the date of the event unless the full amount of the Rental Rate Charge and Security Deposit are paid in cash.** Any returned check will be subject to the maximum penalties, collection fees and costs allowed under the laws of the State of Maryland.

## **Indemnification and Hold Harmless**

The Renters shall indemnify, defend and hold harmless WAC and its officers, directors, partners, agents, members, and employees from and against any and all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorney's fees (collectively "Claims") arising out of or caused by the Member's or guests' negligence in connection with the provisions of the WAC property. WAC and the Member or guests shall not have waived or be deemed to have waived, by reason of this paragraph, any defense which they may have with respect to such Claims. Should events beyond the control of WAC and/or the control of the Renters such as strikes, acts of God, or civil disturbances materially affect either party's ability to perform, this Agreement shall be terminated without prejudice.

## **Terms and Conditions**

This Agreement with attached Addendum and any other attachments thereto constitutes the entire contract between the parties with respect to the subject matter hereof and shall supersede all previous proposals both oral and written, negotiations, representations, commitments and other communications between the parties. **There shall be no sales of any alcoholic beverages. Do not use tape, staples or nails to hang decorations. Do not hang decorations on or near ceiling fans.** Pets are allowed only under certain conditions and with express WAC permission and WAC reserves the sole right to determine those conditions. This Agreement may not be released, discharged or modified except in writing and signed by duly authorized representatives of both parties. This Agreement was entered into and shall be construed under the laws of the State of Maryland. This Agreement is not binding on either party until it is accepted by WAC by the signature of an authorized agent of WAC below and WAC reserves the right to refuse to rent without explanation.

**Notice to All Renters:** The facilities should be neat and clean when you arrive and must be left that way when you leave. The following items will be checked during a final inspection of the property rented within a reasonable time upon conclusion of your event:

- \_\_\_ 1. Remove all decorations and other items from the area rented and repair/report any damage to Chapter property.
- \_\_\_ 2. Return all tables and chairs to their appropriate racks and return table rack to storage area in lobby.
- \_\_\_ 3. Sweep floor of all debris and clean up and mop any spills, remove all trash to the dumpster next to the Maintenance Shed
- \_\_\_ 4. Close all windows and lock all doors upstairs and downstairs
- \_\_\_ 5. Check to make sure that the bathrooms are clean.
- \_\_\_ 6 Turn air conditioning off in the summer months and return heat to 58 at all other times.
- \_\_\_ 7. Turn off all lights, in hall, kitchen, and bathrooms.

**Notice to Renters providing food to guest:** All food service in any of the facilities must be operated to provide safe food, free from potentially dangerous or sickening contaminate. at all times. The entire WAC facility and grounds are under a Food Service Facility Licence and supervised by Certified Food Service Managers. Food Service Managers have the authority, either personally or through others, to immediately enforce Safe food Handling Procedures, during preparation, serving, storage, and display practices as well as enforcing good personal hygiene. Depending on rental requirements (see below), before Kitchen use is authorised, you must contact our Food & Beverage Committee soon as possible with your proposed menu for brief safety review. A licensed Food Service Managers may be required at any time if deemed necessary by a WAC Food Service Manager or Food & Beverage Committee member.

**No Kitchen or BBQ Shed Use:** Food must be brought from off site fully prepared and ready to serve. No access to Kitchen, BBQ Shed or utensil will be provided. No food may be warmed, cooked or prepared on site. No uncooked food may be brought to the facility. All event-provided food, utensil and dishes must leave the facility upon completion. No prior contact with the Food & Beverage Committee is required.

**Warming Kitchen Use:** Food may be stored, warmed, plated and served from kitchen . You must bring all food pre-prepared from off site. No food may be cooked or prepared. No uncooked food may be brought to the facility. You must contact the Food & Beverage Committee with your proposed menu for a brief safety review.

**Full Kitchen Use:** Food may be stored, prepared, warmed, plated and served from kitchen. You must contact Food & Beverage Committee with your proposed menu for safety review and coordination. A Licensed Food Service Managers may be required.

**The following procedures must be followed at the conclusion of the event using the Kitchen or BBQ Shed:**

1. All cooking items must be first washed in soapy water, then rinsed with plain water, then rinsed in a disinfecting solution (consisting of one table spoon of bleach to one gallon water) and placed on the rack for drip drying
  2. All items are to be towel dried, then returned to the storage places where they were found.
  3. Dirty/Used Kitchen towels are to be placed in the bin under the sink at the exterior door. Please be respectful of Towels usage.
  4. Counters must be wiped clean and floors are to be swept and mop clean. All trash removed to dumpster.
  5. All exhaust fans turned off and verify that all cooking appliances are switched off.
3. You are hereby advised that all cooking items are inventoried and must be returned clean to the location in which they were found. Any items that are missing or damaged must be reported. The security deposit may be used to replace damaged or missing items.

**Signature of Member or Organization**

By my signature below, I hereby certify that: 1) I am either a Member in good standing with the Wildlife Achievement Chapter of the Izaak Walton League of America, Inc. or that I have authority to enter into this Property Rental Agreement for my Organization, and 2) that I am signing this Agreement for myself, my organization and on behalf of my guests, and 3) that I will be present at all times during the times of access rented herein, including the inspection at the end of the event, and 4) that I will be responsible for the activities of the event and the conduct of all participants, and 5) that I have read this entire Agreement and it is fully understood, and 6) that I voluntarily signed this Agreement under seal, and 7) that I acknowledge receiving a copy of this Agreement.

\_\_\_\_\_(SEAL)

Signature of Member and on behalf of Organization and all guests

Date signed

**Acceptance by the Wildlife Achievement Chapter of the Izaak Walton League of America, Inc. :**

\_\_\_\_\_(SEAL)  
Signature of Authorized Agent

\_\_\_\_\_  
Date of Acceptance by WAC

\_\_\_\_\_  
Title

For information about the rental property or to schedule an inspection at the end of the event, contact the Rental Agent:  
Rental Agent: Tom Ouellette Phone: (301) 368-7738 Email: [tomouellette3@aol.com](mailto:tomouellette3@aol.com)  
Kitchen Contact: Ed McNally Phone: (240) 620-6393 Email: [Edward\\_McNally@comcast.net](mailto:Edward_McNally@comcast.net)