

**RULES AND REGULATIONS FOR USAGE OF ROOM WITH A BREW, L.L.C,**  
**BY INDIVIDUALS OR ORGANIZATIONS**

1. All persons using Room with a Brew, L.L.C do so at their own risk and sole responsibility. The individual person or organization making the reservation is responsible for the conduct of each of his/her organization members. The organization member, on behalf of himself/herself and any of their organization members releases Room with a Brew, L.L.C owners, employees or property owner(s) from any claims arising from the usage of Room with a Brew, L.L.C. The organization member or individual shall indemnify and hold harmless the owners, employees, or property owners from all damages and costs, (including attorney's fees) which Room with a Brew, L.L.C and it's owners incur as a result of claim being brought against the use of Room with a Brew, L.L.C.
2. Room with a Brew, L.L.C, it's owners, employees nor the property owner(s) shall be held responsible for the loss or any damages to any personal property or equipment, or personal injury of any kind.
3. An organization or individual that wishes to use Room with a Brew, L.L.C can obtain a request for usage. The form must be completed and returned to the Room with a Brew, L.L.C. for scheduling the event. Reservations will be approved if the Room with a Brew, L.L.C. is available at the time of the request. A fee to use the facility will be required ahead of time to secure the Room with a Brew, L.L.C. The amount will be determined at the time of the reservation, as well as the agreement by both parties as to what percentage the organization or individual responsible for the reservation.
4. Any organization or individual requesting to use the facility will be required to pay an initial deposit of \$25.00 toward the total fee. Should damages or clean-up fees occur, the organization or individual will be assessed an invoice from Room with a Brew, L.L.C. for all such costs. The organization or individual will be required to pay to balance required for reparations within 30 days of invoice.
5. The Room with a Brew, L.L.C. shall be left clean and undamaged. Clean-up must be completed upon completion of scheduled event. Room with a Brew, L.L.C. owner or employee will perform a walk through of the Room with a Brew, L.L.C. and the following will be inspected:
  - Floor has been swept of any large debris, all litter removed from the floor area and bathrooms.
  - All trash and litter have been properly deposited in trash bags, (provided). New bags are provided and will have been placed in trash cans. Trash will be removed from the site of in and disposed of in trash dumpster located in the rear of the building.
  - All bathrooms have been properly cleaned, floors are free of trash and spills, sinks are cleaned and toilets are flushed, not clogged. All bathroom fixtures and appliances remain undamaged.
  - All equipment that has been used is stored away properly, and is clean and undamaged.
  - Where applicable, return keys to Room with a Brew, L.L.C. Representative.

6. The organization or individual will be responsible for all missing items and for any damages to the Room with a Brew, L.L.C. furnishings such as stains, on furniture or carpet, damages to the walls, floor, and/or equipment. Any work required to restore and/or repair the room, carpet or furnishings to their original condition will be billed to the organization or individual.
7. The organization or individual responsible for the reservation shall be responsible for all actions by persons using the facility for the scheduled event. Any functions involving minors must be properly supervised. No alcoholic beverages may be consumed, served or transported by minors in the Room with a Brew, L.L.C. in accordance with Maryland State Law.
8. Smoking is NOT permitted in the Room with a Brew, L.L.C. at any time. The organization or individual must direct anyone who smokes to do so outside the facility, and dispose of the cigarette butts in the appropriate receptacles.
9. An inspection of the Room with a Brew, L.L.C prior to use will be arranged with the organization and/or the person responsible for the reservation of the Room with a Brew, L.L.C. Any existing damages will be noted at the time of pre-inspection.
10. As the deposit is part of and not in addition to the total rental fee and is only required to reserve the Room with a Brew, L.L.C, it will not be returned.

These rules may be revised or additional rules established as needed depending on the event, at any time as approved by Room with a Brew, L.L.C.

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Name of individual/organization requesting use of Room with a Brew, L.L.C.

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Signature of representative of user/using organization

\_\_\_\_\_  
Date

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Name of individual representing Room with a Brew, L.L.C.

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Signature of representative

\_\_\_\_\_  
Date