

Rules and Regulations

1. Rental Agreement Form and Payment in **FULL** is due at the time of making the reservation. Whenever possible, reservations should be made at least forty-eight (48) hours in advance of the event. Completed forms and payment are to be submitted to the Talbot County Community Center during office hours of 8:00AM-4:30PM, Monday through Friday. Forms can be submitted in person, emailed, or faxed. Payment is accepted via cash, check, or credit card. Credit card payments may be made over the phone, in person, or via our online reservation system.
2. **Event Cancellation:** Please call (410-770-8050) or email (parks@talbotcountymd.gov) if you need to cancel your reservation for any reason. No refunds shall be provided for any cancellations made less than five (5) business days from the date of your scheduled reservation.
3. Applications for events held by an entity, organization, or other group must be completed by an individual authorized to act on behalf of such group and include contact information for both the individual and the group. The application shall also state the purpose of the event, along with any documentation thereof, such as a flyer or online post. At least one (1) individual legally authorized to act on behalf of the group must be present at all times during the event.
4. You are responsible for your event guests at all times, and guests shall remain in the designated rental area only. Any misconduct and/or failure to follow the rules may result in you being directed to terminate your party/event and vacate the premise. **NO** refund will be given for the lost time.
5. **Events with consumption or distribution of alcohol must obtain event insurance coverage and any required permits, such as an alcoholic beverage license.** Alcohol use without such approval or proof of insurance on file will result in immediate termination without refund and possible law enforcement involvement.
6. The use of the TCCC for illegal purposes or activities, including any violation of federal, State, or local laws, regulations, or ordinances is strictly prohibited and shall be grounds for referral to the appropriate law enforcement authorities.
7. Political activity other than County events may be permitted only if approved by the Director.
8. Reservations must vacate the building by **11:00 PM**. Special approval by the Director is required to extend the reservation.
9. Please note: while the Community Center does offer complimentary Wi-Fi (TCCC-WIFI), it is not guaranteed.
10. All groups are required to sign a liability waiver, which shall be signed by an individual legally authorized to act on behalf of the group.
11. **TCCC has a limited number of tables and chairs for large events;** you may need to rent these items from an outside vendor at your expense.
12. Only blue painters tape can be used to adhere decorations on surfaces. All decorations must be removed at the end of your event. Trash cans will be provided.

Violations of these Rules and Regulations may result in exclusion from future rental through Talbot County Department of Parks & Recreation.

DAMAGE WAIVER

I, the undersigned, assume the responsibility for damage that may be caused by this group and agree to reimburse Talbot County for same within 10 days of being billed for it by the County. I agree to assume liability for damage as ascertained by the Parks & Recreation Director. Failure to reimburse Talbot County for damage shall result in charges being filed by the County Attorney as well as possible civil action in state court. I have read the rules and understand and accept them. I assume responsibility for the conduct of this group.

Please Note: During hours in which the county offices are open, persons in charge of activity are accountable to the Talbot County Recreation Department. At any time an activity becomes an interference with county business or when conduct is not in accordance to accepted standards, such activity will be halted and all persons will be removed.

GENERAL LIABILITY RELEASE

I understand, in consideration of receiving permission from Talbot County, to engage in athletic events, participation in community service, or to engage in the utilization of any of the services and facilities of Talbot County, the receipt of such permission being hereby acknowledged and in further consideration of receiving permission to participate, the undersigned does hereby release Talbot County, its agents, officers, servants, and employees, of and from any and all liability, claims, demands, actions, and causes of action whatsoever, arising out of or related to any loss, damage, or injury, including death, that may be sustained by the undersigned, while in, on, or upon the premises or engaged in such activities, owned by, sanctioned by, or under the supervision of Talbot County. The undersigned being duly aware of the risks and hazards inherent upon engaging in such activities or participating in such activities hereby elects voluntarily to enter upon the premises, and to engage in or participate in such activities knowing that said activities or participation may be hazardous. The undersigned hereby voluntarily assumes all risks of loss, damage, or injury, which may be sustained as the result of such participation and activities. Therefore, in consideration of the premises extended to me by Talbot County, through its officers and agents for such participation, I do hereby for myself, my heirs, personal representatives, remise, release, and forever discharge Talbot County and all of its officers, agents, and employees, acting officially or otherwise, from any and all claims, demands, actions, or causes of action, on account of any injury to me which may occur from such activities or participation.