

WCA Lodge Rental Policy

1. Reservations will be accepted only for Members (**21yrs of age and older**) determined eligible, based upon facility availability, receipt of this signed application/agreement, and all fees. Recreational Facilities members are permitted to reserve the lodge twelve months in advance of an event. WCA members, who are not Recreational Facilities members, are permitted to reserve the lodge six months in advance of an event.
2. All WCA members that are current on membership dues/HOA dues receive a **one-time per year discounted rental rate of \$25** (for their 1st rental of the current year). If member chooses to rent multiple times throughout the year, all other rentals will be at full price listed below.

| Description | Security Deposit | 3 Hour Rental | 6 Hour Rental |
|--------------------------------------------------------|------------------|---------------|---------------|
| Lodge & Covered Side Patio | \$400 | \$150 | \$250 |
| Arts & Crafts Room | \$400 | \$50 | \$75 |
| Cleaning Fee is mandatory for all party sizes | | \$75 | \$75 |
| 75 or more guest require staff present; additional fee | | \$25/hr | \$25/hr |

3. The facility can only be reserved by WCA members for private events. A WCA current member may sponsor an event for a non-WCA member however, that WCA member is responsible for the sponsored event and guests adhering to all policies and must be present at the event.
4. There will be a six hour time limit on all events; this includes set up and breakdown. No overnight lodging.
5. Rental fee and security deposit are required to secure/confirm the reservation.
6. If damages occur during the rental period, the cost of restoration will be deducted from the Security Deposit. Damages in excess of the Security Deposit amount will be due immediately from the renting member.
7. Cleaning service is required for all party sizes due to current health requirements. YOU are responsible for taking all trash to the dumpster at the end of the parking lot (**cleaning service does not do this**) and if you do not comply, you will be charged **\$50 service fee**.
8. ALL fees are to be made by money order or personal check, payable to WCA. **PAYMENT MUST BE FROM A WCA MEMBER (name on check MUST match name on Lodge rental application). WE DO NOT ACCEPT CASH**
9. Bounce House requirement - The owner/operator of the bounce needs to provide evidence of General Liability which adds Wildewood Community Association as an additional insured and also provides a waiver of subrogation in favor of the Association.
10. All reservations must be made with a lodge designated staff member during normal lodge operating hours at least two working days in advance of the event date.

Wildewood Community Association
23050 Wildewood Drive, California, MD 20619 301-862-1478

11. Events exceeding the time reserved will be charged an additional fee of \$25.00 per hour until such time that the member has ended the event. This in no way implies that the lodge is available for extra hours at \$25.00 per hour; the rate of \$25.00 per hour is accrued as a penalty if the scheduled event does not end on time.
12. No WCA advertising and no admittance charges will be allowed for the event by the member reserving the facility.
13. The member agrees to be personally in attendance during the reserved hours. The member agrees to assume full responsibility for any loss or any damage to the building, furniture, furnishings and equipment and for the proper conduct of guests while they are on the premises of the lodge whether inside or outside of the building. The function will be terminated if the member is not in attendance during the reserved hours.
14. Any activity to be attended by persons under eighteen (18) years of age shall be chaperoned. All chaperons shall be twenty-one (21) years of age or older, and there shall be one (1) chaperon for each ten (10) persons under the age of eighteen (18) present within the lodge at all times reserved use.
15. Staples or tacks are prohibited to use to attach anything to any lodge surface. Low adhesive painter's tape is the only type of tape permitted for use in attaching any items such as decorations and signs to lodge surfaces.
16. Smoking is strictly prohibited in the lodge.
17. No *selling* of alcoholic beverages is allowed.
18. The following decoration items are strictly prohibited in the Lodge and exterior patio and sidewalk areas: sparkles, glitter or confetti filled balloons, or any other similarly small and difficult items to clean. This includes standing or hanging decorations/objects.
19. The renting member is required to have their access card on hand at the time of rental to gain access to the Lodge. Staff is not required to be present upon member's arrival or during the reserved rental time unless there are 75+ guests present. Occupancy limit: 132
20. A **\$25.00 fee** will be applied for all returned checks.

This Agreement is for the use of The Lodge at Wildewood. In the event that the Association fails to fulfill its obligations under this User Agreement, the Association's liability for damages is limited to the amount of the fees paid by the reserving Member for use of The WCA Lodge.