

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

**Group Leader Rules & Regulations Form**

Leaders who utilize the Clubhouse for group meetings such as; but not limited to: Scouts, sport team gatherings, Moms Club, Book Club, workouts, are required to follow the lists of rules below.

- (A) Leader must be a WCA Member to utilize the lodge.
- (B) Leaders are solely responsible for thorough cleaning/pick-up after use of any area(s) that they occupy during their meeting. **Sweep/vacuum/mop floors of the area you use and wipe down all surfaces (especially glass tables and doors).**
- (C) A **walk-through of the bathrooms is required** by the Leader every time before leaving the lodge to make sure there are no messes left behind. All cleaning supplies are located down the hall adjacent to the bathrooms.
- (D) Leaders are fully responsible for the conduct and action of all persons using the Lodge during use. i.e.: running in hallways, foolery, etc.
- (E) Smoking is not allowed in the Lodge. If smoking outdoors on Lodge property, cigarette disposal is not permitted on property or surrounding areas.
- (F) No member shall permit persons under the age of eighteen (18) years to use or occupy the Lodge without the on-site supervision of a suitable number of persons twenty-one (21) years of age or older.
- (G) Anything brought into the Lodge must be removed thereafter. This includes, but not limited to: all food, drink, crafts, and trash generated during the event/meeting. You are only required to empty the trash if it is ½ full. Trash bags are provided under the kitchen sink or at the bottom of the trash can.
- (H) Any furniture moved during the meeting must be returned to its original location. Room photos are provided in each room for reference.
- (I) Any decoration hung is to be removed with great care to avoid any damage. \*Painters tape only. \*No thumbtacks or scotch tape permitted.
- (J) The following items are strictly prohibited in the Lodge and exterior patio and sidewalk areas: confetti, glitter, sparkles, glitter or confetti filled balloons, or any other similarly small and difficult items to clean. This includes standing or hanging decorations/objects or apparel that contain glitter/sparkles/etc.
- (K) Leader must ensure that all entrances/exits are securely closed/shut upon departure.
- (L) Managing agents reserve the right to terminate usage of the Lodge if violation of any term of the signed agreement is not met.
- (M) The WCA or Management of the Lodge shall not be responsible for the loss of property left on the premises.
- (N) **The WCA lodge is a SHARED space and if there are other groups using the lodge at the same time, you are to be courteous and respect each other's space. There are 4 areas in the lodge that can be utilized by 4 different groups. If you would prefer to reserve the lodge exclusively, you may do so under a paid rental agreement (see rental policy at [www.ww-link.com](http://www.ww-link.com))**

Today's Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Member Address: \_\_\_\_\_

Email: \_\_\_\_\_

How many people: \_\_\_\_\_

Type of Event (Scouts, book club, exercise etc.): \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Time (start to finish): \_\_\_\_\_

Requested Day(s) of the Week: \_\_\_\_\_

<p><b><u>PLEASE DESCRIBE YOUR EVENT:</u></b></p>          
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Member Signature: \_\_\_\_\_

Printed Member Name: \_\_\_\_\_