

**SPONSOR RESPONSIBILITY LIST FOR BURBA PARK COTTAGE**

**For use of this form, see FGGM 215-1; the proponent agency is DFMWR ( Community Recreation Division)**

1. As the sponsor, I understand that I must:

- Meet the caretaker for check in at the main office, at 2300 Wilson Street and checkout at the cottage. Times are listed on the receipt.
- Provide a credit card number at check in. failure to provide this or an alternate source for deposit will result in cancellation of the function and loss of the rental fee. (NOTE: **NO** charges will be applied unless the cottage has been damaged, left unsecured, or not cleaned by the standards set by the ODR Management. The sponsor will be notified prior to any charges to their credit card).
- Check in and Checkout times can **ONLY** be changed two (2) weeks prior to the event.
- An alternate eligible patron must be named before the event, if the sponsor cannot arrive in time for check in or check out.
- Be continuously present and responsible for the proper conduct of the group.
- Only thumbtacks are permitted for use. Upon end of event, they must be removed. Adhesive tape and/or staples will not be used in the cottage.
- Place all foods and trash in the dumpster.
- Clean and restack all chairs in the hall by the kitchen
- Clean and restack all tables in the alcove in front of the fireplace
- Remove and dispose of all decorations (including tape on tables, candle wax, balloons, etc)
- SWEEP and MOP ALL floors in the facility and rinse the bucket.
- remove excess ashes from the fireplace and place them in the ash collector, then take outside of the facility.
- Ensure walls are clean and free of stains and/or fingertips
- Floor mats are not to be taken or left outside.
- Specific cleaning instructions will be in accordance with check in/out list the day of the event.
- There will be a **\$200.00 cleaning fee** if the cottage has not been cleaned properly and/or trash has not been removed. If the cottage is damaged, charges will be assessed based on the repair costs.

2. Sponsor will NOT leave the cottage unsecured. If for some reason you must leave the cottage unattended (including unlocked or open windows), you will place your own padlock on the door. If the building is left unsecured, the sponsor is liable for the building, damages and its content. If building is found unsecured, you will be charged \$100.00

3. Use of audio equipment is authorized, but patrons must use discretion when establishing volume levels, particularly during duty or late evening hours. Failure to maintain a reasonable volume level may result in termination of the function. Live bands and DJs are authorized to play in the cottage. DJs may play outside on weekdays, Monday- Friday from 1100-1600 only. DJs may not play outside on weekends or federal holidays.

4. The consumption of alcoholic beverages is permitted in the Burba Park Cottage for persons 21 or older.

5. No parking is allowed on seeded or grass areas. Approval for any excepted vehicle must be obtained in advance from Outdoor Recreation.

6. Reservations are not to be made on behalf of a non- Fort George G Meade (FGGM) group in an attempt to avoid paying the appropriate fee.

7. Failure to abide by the above rules may result in loss of privilege to use any Burba Park facility and loss of the deposit.

8. By signing below, I acknowledge I have read and have understood and will abide by the above rules.

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SPONSOR SIGNATURE

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DATE