



**CONFERENCE ROOM
LEASE AGREEMENT**

THIS LEASE AGREEMENT ("LEASE") is made by and between The Family League of Baltimore City, Inc. ("FLBC"), this day of, **2015** and

(Organization/Department/Company Name)

(Address)

(Name of person in charge)

The purpose of this Lease is to set forth the terms and conditions under which the Lessee may lease space from FLBC. Please read and initial the following terms and conditions to indicate your understanding and compliance with the terms contained in this Lease.

_____ The Reservation Form is attached hereto as Exhibit A and incorporated by reference herein (the "Reservation Form").

_____ Lessee is responsible for reading all room rental policies and procedures located on the FLBC website: <http://www.flbcinc.org>

_____ Lessee shall pay to the FLBC the sum of \$ _____ for the **Family** Room prior to the event in accordance with the Reservation Form. A second invoice will be provided by FLBC if supplemental charges are incurred. FLBC reserves the right to cancel the event if payment has not been received prior to the event date.

_____ Lessee shall be invoiced for any damages to the facilities, equipment or furniture.

_____ Lessee shall be responsible for Lessee's own catering services and notify the FLBC of any catering arrangements three (3) days in advance by providing the vendor's information on the Reservation Form.

_____ Lessee shall pay a **\$25.00** cleaning fee if FLBC determines that it is necessary to clean the facility after the event (normal wear and tear excepted).

_____ Lessee shall pay FLBC an additional fee of \$20 per hour if the rental space needs to be accessed before or after the hours of operation 8:00am-5:30pm. If the rental space needs to be accessed on the weekend there is additional fee of \$200.00 per day.

_____ Lessee will be given a 15 minute grace period as "post-access" time to allow for cleanup and exiting the building.

_____ Lessee shall indemnify and hold harmless FLBC, its officers, employees, agents and directors from any and all claims, costs, damages (including reasonable attorneys' fees) and/or liabilities resulting out of or in any way related to Lessee's use of FLBC's premises and/or property. Lessee hereby releases FLBC, its officers, employees, agents and directors from any and all claims, costs, damages and/or liabilities resulting out of or in any way related to Lessee's use of the FLBC's premises and/or property.

_____ Lessee acknowledges and agrees that FLBC reserves the right to suspend or terminate the function in the event of non-compliance with posted seating/room capacities, non-compliance with any rules posted by FLBC at [www: flbcinc.org](http://www.flbcinc.org), and/or if the attendees of the event disrupt the affairs of the FLBC.

FLBC agrees to:

- 1). Reimburse any payments if the function is cancelled within 72 hours before the event.

IN WITNESS WHEREOF, the parties have set their hands and seals the day and year first above written.

LESSEE:

FLBC:

THE FAMILY LEAGUE OF BALTIMORE CITY, INC.

Signature: _____

Signature: _____

Name: _____

Name: Rena McMahon-Moore, CB

Title: _____

Title: Accounting Manager