VILLAGE COUNCIL
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CLARA M. LOVETT, *Historian*
JULIAN P. MANSFIELD, *Village Manager*
LESLIE STRATHMANN, Village Manager 1987–1996

VILLAGE OF FRIENDSHIP HEIGHTS
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Website: www.friendshipheightsmd.gov

SHORT-TERM RENTALS
BOOKING FEE / SECURITY DEPOSIT

The initial booking fee will be retained as a security deposit upon payment of the rental fee.

INITIAL BOOKING FEE

$1,000 deposit required for any events held in the main hall.
$100 deposit required for any events held in the classrooms.

CANCELLATION POLICY FOR AUDITORIUM

If a reservation is cancelled prior to 60 days of scheduled event and within 2 weeks after receipt of deposit, the booking fee will be refunded in full.

If a reservation is cancelled prior to 60 days of scheduled event and after the 2-week grace period, the booking fee will be forfeited.

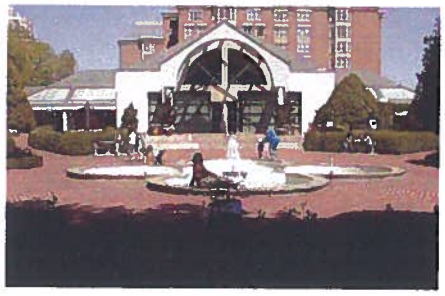
If a reservation is cancelled within the 60 days prior to the event, the rental fee will be forfeited in full and only the security deposit will be refunded.

CANCELLATION POLICY FOR CLASSROOMS - HOURLY RATE DURING REGULAR CENTER OPEN HOURS

Any cancellation made within 48 hours prior to the scheduled event will result in forfeiture of the rental fee.

All rates are subject to change. Call the Community Center Facilities Manager for current room rates.

Waiver or reduction of fees may be considered by the Council for certain circumstances including hardship.



April 2016