

LifeStyles, Inc.

Dear Patron,

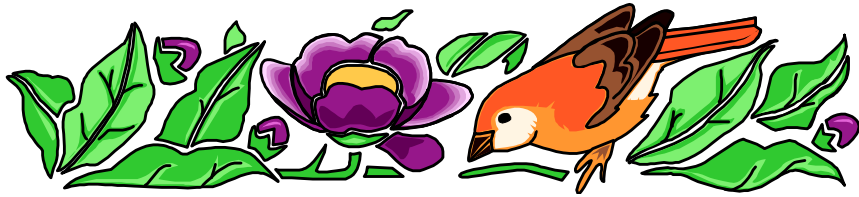
We at *LifeStyles of Maryland* would like to thank you for showing interest in our conference room rental. Conveniently located in the heart of La Plata, this setting is ideal for any local company with a need for meeting space.

This room is quite unique and can comfortably fit a room of 30 people in a theater style, 20 people in a conference room style, and 15 people in a classroom set-up. Additionally, we have equipment for rent such as a, LCD projector, TV/VCR, White Board, and easel. For small non-profit and/or community groups, we are able to provide space for a donation.

We have attached a copy of our Rental Application for your convenience. For more information or for booking, please contact Brenda Nussberger at: 301-609-9900 ext. 203, bnussberger@lifestylesofmd.org. Thank you and we look forward to speaking with you!

Sincerely,

Brenda Nussberger
Administrative Assistant



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CONFERENCE ROOM RENTAL APPLICATION

NAME OF CHURCH/ORGANIZATION: _____

CONTACT PERSON: _____

PROPOSED EVENT DATE(S) PURPOSE OF EVENT/# OF ATTENDEES TIME OF EVENT

1. _____

2. _____

3. _____

4. _____

ARE ANY OF THESE EVENT(S) RECURRING? YES NO

IF SO, WHAT DAYS/TIMES: _____

SPECIFIC REQUESTS: _____

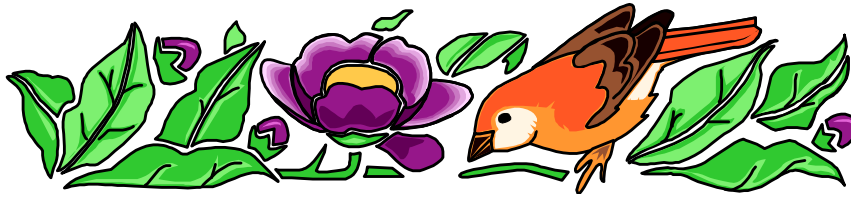
ROOM SET-UP: Classroom (15 people) Theater (30 people) Conference (20 people)

CONTACT PERSON'S INFORMATION

ADDRESS: _____

HOME: (____) ____-____ CELL: (____) ____-____ WORK: (____) ____-____

E-MAIL: _____



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BELOW SPACE RESERVED FOR MANAGEMENT ONLY

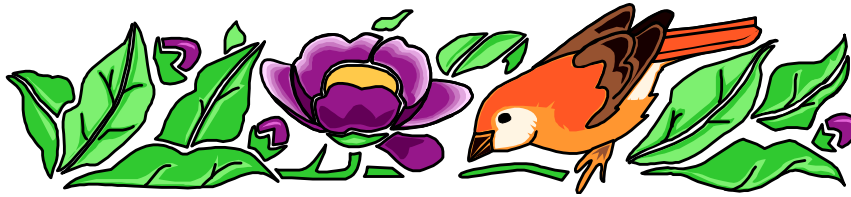
Base rent: \$_____ + Other charges: \$_____ = Expected rent: \$_____
Equipment Rental: LCD (\$10.00 a day) TV/VCR (\$10.00 a day) White Board (\$10.00 a day)
 Easel (\$5.00 a day)

Approved Disapproved (state reason why): _____

CONFERENCE ROOM RENTAL AGREEMENT

We have set a few guidelines to ensure everyone's comfort and satisfaction. Therefore, the following information has been put together to facilitate reservations.

1. The basic cost to reserve the conference room for a four-hour period is \$125.00 plus a \$50.00 refundable cash deposit/money order paid at least 5 days in advance to the day of booking. (If you are a non-profit or community group the room is available to you provided a donation is given.)
2. The conference room may be reserved by calling the LifeStyles office at (301) 609-9900 or toll free at 1-866-293-0623. Our office hours are 9:00 am to 5:00 pm Monday – Friday. Before persons/organizations can have access to the room, LifeStyles must have the following:
 - a. Signed Rental/Borrowing Agreement
 - b. Copy of photo identification
 - c. Contact information
 - d. Deposit, either cash or money order
3. If there is a rental, payment preferred is cash, money order, or organizational check. If paying by personal check, it must be approved by the appropriate LifeStyles staff member and received at least five business days prior to the scheduled meeting. If paying by other means (i.e., invoice) please make arrangements with the office in advance. There is a \$40.00 returned check fee.
4. Please ensure that the portions of the building where were utilized is clean when returning. The room(s) should be kept in the condition that it was left, including the position of furniture.
5. Equipment, furnishings, food and other items cannot be left after the event is held, without prior approval from a designated *LifeStyles* staff member. An additional \$25 charge/day will be added in this situation.
6. The borrower is limited to the use of the general bathroom and conference room, unless approved by a LifeStyles staff member.

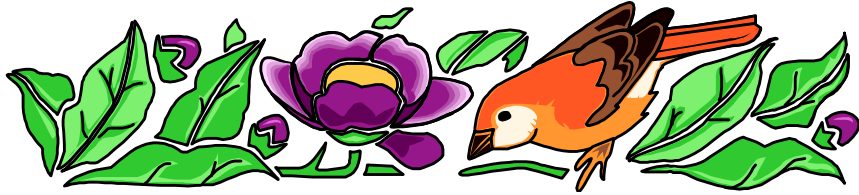


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7. There is to be no unauthorized use of LifeStyles' equipment, computers, copiers, administrative offices, etc.
8. Reservations will be honored on a first-come basis. We cannot "hold" the room; persons/organizations must both reserve the equipment and pay for it, if applicable, or it is likely someone else will reserve the room.
9. To facilitate scheduling, please make reservations at least 5 days in advance of the needed time. IT CANNOT BE ASSUMED THAT THE BUILDING/ROOM(S) WILL BE AVAILABLE.
10. The maximum length of time the room may be reserved for is no longer than a full-day period. Any requests for the conference room more than one day, or for recurring events, will need to be made in advance with the Executive Director's approval and a more detailed contract will be completed. The minimum length of time the room may be reserved for is one hour.
11. If a change of plans result in your not needing the room, please cancel your reservation at least 72 hours prior to reservation so that it is available to other individuals. Failure to do will result in you/your organization being charged \$50.00.
12. LifeStyles will be responsible for maintenance of the room and routine repairs, **unless there is damage that is clearly evident that the borrower created**, i.e., major carpet cleaning, bathroom/plumbing repair, painting of the walls.
13. If there are any questions about this agreement and/or other matters, PLEASE CALL BRENDA NUSSBERGER AT THE FOLLOWING NUMBER: 301-609-9900

Food Service and Beverage Guidelines

1. Food service may only take place in approved areas and may not be carried between rooms.
2. Food should arrive cooked and ready to serve with little or no preparation. Food may be warmed in the kitchen.
3. Lifestyle provides limited tables, chairs and kitchen facilities; portable stoves and cookware are not permitted. LifeStyles does not provide any equipment (i.e. coffee pots, urns, punch bowls, chaffing dishes, platters, pitchers, cups, plates, can-openers, knives, utensils, etc.)
4. While the use of glassware and metal cutlery are permitted, disposable plates, beverage containers, and cutlery are strongly encouraged.
5. Candles and open flames of any kind are not permitted unless approved by staff.



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6. The borrower must remove leftover food and equipment (i.e. coffee pots, serving platters, baskets, etc.) immediately after the event concludes.
7. The borrower is responsible for cleaning floors, appliances, furniture, and counter surfaces they have used. LifeStyles provides mops, brooms and vacuums, as needed.
8. Please notify the LifeStyles staff in the event of an accident or spill requiring our assistance.
9. The borrower should furnish their can liners and remove all bagged and/or boxed trash after each event.

Beverage Service

1. No Alcoholic beverages are permitted
2. No colas made with dyes are permitted. Only clear and light colored soft drinks (i.e. ginger ale, 7-up, Sprite) and water are acceptable.
3. No cranberry, grape, or tomato juices are permitted.
4. No dark punch bases (i.e. red or green) are permitted. Only clear fruit punch (i.e. lemon or pineapple based) is acceptable.

Food Service

Foods that are prohibited include, but are not limited to:

1. Potato chips and similarly greasy snack.
2. Dips and salsas.
3. Bowls of dressings and gravies

I, _____, have read and agree to the above terms and conditions.

Date

Signature of Authorized Representative

Date

Signature of *LifeStyles* Representative