Willow Grove Community Agreement

As a Willow Grove Partner, I acknowledge that the collective success of the Willow Grove Partners is dependent on mutual respect for one another and for the Grove. In order to ensure that the Grove remains a positive, productive, and collaborative environment for everyone, I agree to the following rules and expectations:

Shared Purpose

I understand that the Grove's primary purpose is to support folk and traditional artists in Montgomery County by providing free and reduced-fee space for cultural heritage activities. I agree to use the Grove only for activities that honor this purpose.

Community Expectations

- **Reservations and Cancellations:** I understand that the Grove has an established procedure for booking and cancelling reservations, which is outlined in the Willow Grove Use Policies. In order to ensure that the Grove can be utilized to the fullest extent possible, I agree to adhere to these procedures to the best of my ability.

- **Keypad Security:** I understand that by allowing my independent use of the Grove via keypad entry, the museum has placed trust in me. I will not share my keypad code with any person who is not a co-organizer of my event. Further, I acknowledge that my keypad code will become active no earlier than the start of my reservation and will expire no later than the end of my reservation. When reserving time at the Grove, I will include sufficient time for my set-up and clean-up needs.

- **Fee Collection:** I acknowledge that collection of fees or money exchange is prohibited without prior approval. If I intend to collect entrance fees for an event associated with my reservation, I agree to indicate this on my booking request.

A/V Equipment Library

If I wish to use any piece of equipment from the Willow Grove A/V Equipment Library:

- **Certification:** I will complete a certification session for that piece of equipment, which I can schedule with the Cultural Heritage Manager at culturalheritage@sandyspringmuseum.org.

- **Acceptable Use:** I will use A/V equipment only for purposes agreed upon between myself and the museum, and in no way that conflicts with the museum's mission or values.

- **Storage & Maintenance:** When I am finished using equipment, I will move any digital files from the device to my own personal storage device and return the equipment to the condition in which I found it. If I notice that a piece of equipment is damaged in any way, or if a piece of equipment becomes damaged in my care, I will report the damage immediately to the Cultural Heritage Manager at culturalheritage@sandyspringmuseum.org.

Facility Safety, Cleanliness, and Maintenance

To ensure the safety and cleanliness of the Grove:

- **Food Safety:** I agree to follow all Willow Grove Use Policies regarding food safety, including by refraining from using cooking appliances in the Grove and by removing all food, trash, and recycling from the facility at the conclusion of my reservation.

- **Cleanliness:** I agree to follow all Willow Grove Use Policies regarding cleanliness, including by cleaning surfaces and floors as needed, putting away chairs and tables, and removing trash and recycling from the facility at the conclusion of my reservation.

- **Alcohol:** If my event includes alcohol in any capacity, I will notify the Cultural Heritage Manager in advance at culturalheritage@sandyspringmuseum.org and acquire a liquor license if necessary. I assume responsibility for ensuring that alcohol is consumed only by individuals of legal drinking age and that guests associated with my reservation consume alcohol responsibly, and will ask any guest engaging in excessive drinking or disruptive behavior to leave the event.

- **Parking:** I acknowledge that vehicle parking is allowed in designated parking areas only.

- **Facility Maintenance:** I acknowledge that the Grove is a shared, community space and that I have an obligation to treat it with care. If I notice that the facility or any item in the facility belonging to the museum is damaged in any way, or if damage occurs during my reservation (accidental or otherwise), I will report the damage immediately to the Cultural Heritage Manager at culturalheritage@sandyspringmuseum.org. I understand that in the event that any part of the facility suffers major damage in connection with my reservation or activity, I may be held liable.

By signing this agreement, I acknowledge that I have read, understood, and agree to abide by these rules and expectations of Willow Grove Cultural Commons.

Willow Grove Partner

_____ _____

Artist/Organization Name (Print) For Organizations: Primary Contact (Print)

_____ _____

Signature Date