

HARRIET E. BROWN COMMUNITY CENTER FACILITY USE INFORMATION

**Attached, please find an Application for Facility Usage. Please read all documents very carefully and submit to the Harriet E. Brown Community Center, 901 Dares Beach Rd., Prince Frederick, MD 20678. Facility Usage is based on availability; first come, first serve. All submitted applications are subject to approval, prior to final confirmation. If you have any questions, changes, cancellations or concerns, you may contact us at (410) 535-7080, or [hebccstaff@co.cal.md.us](mailto:hebccstaff@co.cal.md.us), or fax at 410-414-8020. In the event of inclement weather call 410-535-1600 ext. 2640.**

**GENERAL:**

Rooms are available for use 9:00am-9:30pm, Sunday-Thursday. Friday/Saturday: 9:00am-10:30pm

Groups will be allowed to meet only during the regular operating hours of the facility. Activities sponsored by Parks & Recreation have **FIRST** priority for scheduling.

Parks & Recreation Coordinators must first approve fliers and other printed material pertaining to activities held at the center. Any approved, posted information must be removed immediately following the activity.

Use of alcoholic beverages, non-prescription drugs, disorderly conduct or willful destruction of property, is forbidden. Violators will be prosecuted in accordance with the law. Possession and consumption of alcoholic beverages and drugs is prohibited.

A Parks & Recreation employee will be on duty at all times. All participants must abide by any, and all, recommendations he/she may make, regarding conduct and use of the facility.

Parks & Recreation should approve all requests for rooms for continuous groups every 3 months.

**APPLICATIONS:**

Applications should be completed and signed by an adult (ages 21 & older).

Applications should be submitted at least 2 weeks prior to the event date and are subject to approval. (Please include set up and clean up time when filling out application.)

Incomplete applications will **not** be processed.

Parks & Recreation reserves the right to deny applications.

Groups that meet on a regular basis must re-submit a new application each session (Fall, Winter, Spring, Summer).

Parks & Recreation reserves the right to relocate meetings, classes, etc., to alternate rooms within the Community Center, in order to facilitate maximum use. All individuals will be notified of any changes.

Once approved, you will be notified by phone and a copy of the approved application will be mailed to you.

All teen events, (birthday party, dance, etc) must complete chaperone list. Chaperones must be ages 21 & older.

**PROHIBITED USES:**

Use of the community center is prohibited to businesses or for-profit activities.

NO LOUD MUSIC! Other rooms are being utilized during the same time period.

The use of profanity is prohibited.

**THE KITCHEN FACILITY PROHIBITED!**

- See Back -

**FEES:**

**There is a \$25.00 charge for Room 113 ONLY if you intend on serving food and drinks. These fees are required to be paid in full at the time the application is submitted.** Payment for facility usage fees are cash, check, money order, VISA, MASTERCARD, or DISCOVER.

All other rooms: No charge for usage 9:00am – 9:30pm, Sunday-Thursday, Friday/Saturdays 9:00am-10:30pm

Violation of guidelines, rules & procedures and/or failure to adhere by regulations will result in immediate cancellation of the event. All facility usage fees will be forfeited!

**CANCELLATIONS:**

Parks & Recreation reserves the right to cancel meetings, classes, events, etc., if circumstances prevail.

Failure to comply with rules and guidelines will result in immediate facility usage cancellation and refusal of future requests.

Failure to arrive during your scheduled time may forfeit your room reservation. To avoid cancellation, patrons must notify Parks & Recreation no later than ½ hour past the scheduled time.

Any group or individual who fails to appear as scheduled or DOES NOT notify Parks & Recreation of cancelled meeting (24 hours in advance) after two (2) occurrences will have their request terminated.

Any group or individual unable to be present for the approved activity must notify the Parks & Recreation office. Twenty-four (24) hours advanced notification is required. If for any reason at the last minute, you find that you will be arriving late for your activity, you should call the Center (410-535-7080), and inform the staff person on duty. The room will only be opened for the person's name that appears on the request form.

The instructor or official of the group will be responsible for alerting participants and Parks & Recreation of any cancellations or program time changes. Parks & Recreation shall, first approve any changes in dates, time, etc.

**RESPONSIBILITIES OF PATRON(S):**

Users are responsible for setting up and taking down tables, chairs, and equipment.

Please prepare to leave at least 10-15 minutes before your end time. This is a courtesy for the next event. Organizations shall not remain in their rooms past the allotted time.

Clean up should include: A) Returning extra tables, chairs, mats, and equipment to their proper location. B.) Removing all decorations from the walls, tables, and ceiling such as balloons, tape, etc. C.) Tables and floors must be free of trash and debris. Trash should be placed in the large trash receptacle outside. Tables and countertops must be wiped down.

Group leaders, community organizations/club representatives, and event leaders will be held responsible for stolen or damaged property.

Must report activity attendance and/or any problems and concerns to the Facility Coordinator on duty.

Any group using the facility must accept responsibility for the supervision of all persons in their group, at all times.

Groups must comply with posted restrictions for the maximum number of people allowed in each room Room 113 cannot exceed 85 people, Room 103 (15 people), Room 108 (34 people), Room 118 (26 people), Per FIRE CODE.

t for room usage, it is recommended Calvert County does not provide insurance for non-sponsored activities. Although insurance is not a requirement.

**PERMISSION TO USE THE FACILITY IS GRANTED WITH THE UNDERSTANDING THAT APPLICANTS WILL ASSUME FULL RESPONSIBILITY FOR USE, AND WILL REIMBURSE THE COUNTY FOR ANY DAMAGES, WHICH MAY BE ATTRIBUTED TO THEIR USAGE.**

**ANY DISREGARD OF GUIDELINES AND RESPONSIBILITIES SHALL BE CONSIDERED CAUSE FOR TERMINATION OF THAT ACTIVITY, AND POSSIBLE NON-APPROVAL OF ANY FUTURE REQUESTS.**

ALL APPLICATIONS PENDING UPON APPROVAL

CALVERT COUNTY DIVISION OF PARKS AND RECREATION
APPLICATION FOR USAGE OF COMMUNITY CENTER FACILITIES

CENTER REQUESTED: Harriet E. Brown CC, 901 Dares Beach Rd, Prince Frederick, MD
Phone: (410) 535-7080

GROUP REPRESENTATIVE(S): \*Must be present upon check-in and check-out, or party may be asked to leave.

NAME: ADDRESS: E-MAIL ADDRESS: HOME #: WORK #: CELL #:

NOTE: Applicant must be ages 21 & older. Must show proof of age, government and/or state ID required. All Clubs/Organizations must submit a facility usage application each session. (Fall, Winter, Spring, Summer) NO KITCHEN FACILITIES! NO ACHOHOL ALLOWED IN FACILITY or GROUNDS! NO FOG MACHINES!

REQUESTED DAY(S): MON TUE WED THUR FRI SAT SUN
DATE(S):
TIME(S): A.M. /P.M. to A.M./P.M. Start Time
MUSIC: NO YES BOOMBOX
PURPOSE: TEEN EVENT: NO YES
\*\*I Understand the use of the Community Center is prohibited for Businesses or For-Profit activities. No sale, resale, or ticket sales. X
SIGNATURE OF REPRESENTATIVE

EVENT CHAPERONE LIST (If applicable)

The Event Chaperone List is a requirement for ALL teen-sponsored activities between the ages of 13-19 years. Teen-sponsored activities must also have a minimum of 5 chaperones ages 21 & older.

\*NOTE: Group leaders and chaperones will be held responsible for ALL damages and incidents. Applications WILL NOT be processed without an Event Chaperone List. (If applicable)

Table with 3 columns: NAME, PHONE NUMBER, AGE. Rows 1-5 for listing chaperones.

Approximate number attending: # of tables requested: 8ft Tables

There will be no EXCEPTION on room CAPACITY

ROOMS REQUESTED: Rm 103 (max 15) Rm 108 (max34) Rm 113 (max85) Rm 118 (max26)

I have received, read and understand the Community Center Policy and the Guidelines governing the use of the Calvert County Parks and Recreation Community Center facilities and hereby agree to abide by those regulations. I further agree to hold harmless Calvert County Parks and Recreation and its employees for any injuries, which may occur to individuals participating in our activity. I also understand that my group or organization will be held responsible for any damages that may be caused by our activity. Any falsification of information will result in denial of current and future facility usage request.

X SIGNATURE OF REPRESENTATIVE DATE



## **COMMUNITY CENTER USE POLICY**

### **GENERAL**

Community centers are provided to the citizens of Calvert County as places where all citizens may participate in beneficial recreational activities. Community centers provide places for Parks and Recreation sponsored programs, non-profit organization meetings, large community events, teen gathering and the pursuit of physical fitness activities.

### **USE OF CENTERS AND ROOMS; FEES**

- a. During regular operating hours, the centers and their rooms are available to County residents and non-profit organizations having their principal offices in the County free of charge with the exception of our large meeting room (Room 113).
- b. Fee for use of our large meeting room (Room 113) is \$25.00 if your party/meeting will be serving food and drink. This fee is in place because the room is carpeted and we must pay to have the carpet cleaned.

### **PRIVATE USES**

The community centers are available to citizens of Calvert County and non-profit organizations having their principal offices in Calvert County for recreational uses (birthday parties, baby showers, receptions, etc.), meetings, and non-profit fund raising.

### **PROHIBITED USES**

- a. Business or for-profit activities are prohibited. No person or organization shall be permitted to carry or conduct any business, trade, occupation or profession in any community center except in support of permitted uses.
- b. Any activity that is illegal, may incite riot or disturbance, or is in violation of the rules and regulations of Calvert County Division of Parks and Recreation is prohibited.
- c. Possession and consumption of alcoholic beverages is prohibited in building or grounds.
- d. Instructional, educational and related enrichment activities of the type usually offered in the public schools to children of school age, including activities in English language arts (such as reading, writing, and spelling), mathematics, science, social studies, art, music, health and physical education are prohibited, it being intended that the community centers not be used for such activities associated with meeting the State requirements for elementary or secondary education. This prohibition does not apply to activities conducted by any agency of the Calvert County Government, the Calvert County Public Library or the Calvert County Board of Education.

### **FREQUENCY OF USE**

- a. Time Limitations. For one-time events, the duration of the use shall be as agreed upon by the user and the Division of Parks and Recreation. The Division of Parks and Recreation shall regulate meeting length and allocate space in a manner that maximizes use of the facility.
- b. Length of Use – Groups utilizing rooms for regular meetings shall be permitted to do so for up to one year. After one year the space shall be offered to the general public on a lottery system. If no other group requests the space the current user will have the opportunity to utilize the space.
- c. Frequency of Use – Groups utilizing rooms are limited to one meeting per week.

### **ALLOCATION OF SPACE**

Generally, space will be allocated on a first come, first served basis. If the demand greatly exceeds the capacity of the facility, a lottery system may be initiated. The Division of Parks and Recreation shall use the method that it determines assures the most efficient use of the facility.

## GENERAL INFORMATION

- a. Groups and individuals using the centers shall be familiar with the rules and regulations and share with the County the responsibility for correct and proper usage of the centers.
- b. Applications for use of the centers or rooms for private functions shall be submitted through the Recreation Coordinator or the assistant of the center as far in advance of the event as possible. The Recreation Coordinator or Assistant shall have the right to refuse or revoke any application not in accordance with the provisions outlined herein.
- c. Division of Parks and Recreation activities shall not be postponed or cancelled to make facilities available to other groups. Division of Parks and Recreation activities shall take priority over all other programs.
- d. Organizations or groups applying to use the centers or their rooms shall furnish upon request Calvert County Parks and Recreation, upon request, one or more of the following:
  - A copy of the articles of incorporation, charter, by-laws, and/or other documents indicating the legal status and stated purposes of the organization; and
  - A Statement of use for the property or facilities requested; and
  - Other information as requested.
- e. Groups and individuals using the centers shall abide by all applicable Federal, State, and/or County public laws and the rules and regulations established by Calvert County Parks and Recreation.
- f. An inspection shall be made prior to and immediately after use to determine if damage to the facility has resulted. Groups and/or individuals shall be required to compensate Calvert County Parks and Recreation for any damages incurred during their use.
- g. If a group or individual is unable to use a reserved room, a member of the group or the individual shall give notification of the cancellation at least 24 hours in advance.
- h. Users shall be responsible for setting up and taking down tables and chairs and for clean up after use.
- i. Users shall be prepared to leave five minutes prior to closing time.
- j. No Fog machines!