

PHILLIPS HOUSE 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, or fax at 410-414-8020. In the event of inclement weather call 410-535-1600 ext. 2640.

GENERAL:

Rooms are available for use 8:30am-9:30pm, Sunday-Thursday. Friday/Saturday: 8:30am-10:00pm

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.

Parks & Recreation shall approve all requests for rooms for continuous groups on a yearly basis.

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 yearly.

Once approved, you will be notified by email and/or 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.

Any activity that is illegal and may incite riot or disturbance or is in violation of the Calvert County Government

The use of profanity is prohibited.

USE OF THE KITCHEN FACILITY IS PROHIBITED!

- See Back -

FEES:

No charge for usage 8:30am – 9:30pm, Sunday-Thursday, Friday/Saturdays 8:30am-10:00pm

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!

ISSUING OF KEYS TO THE HOUSE:

Whomever filled out the application shall be responsible for picking up the keys to the house and returning them. Pickup location will be the Harriet E. Brown CC at 901 Dares Beach Road, Prince Frederick, 20678. You may pick the keys up any time after 8:30 a.m. the day of your event. Once your event has concluded, you are responsible for dropping the keys off prior to 10pm (Monday through Thursday) or 11pm (Friday and Saturday). Our phone number is 410-535-7080. If you are having any issues with the house, please call that number.

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 will be taken with you and disposed of in a proper receptacle. 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.

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 the home (50 people).

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: PHILLIPS HOUSE, 28 Duke Street, Prince Frederick, MD
Phone: (410) 535-7080 (Harriet E. Brown CC)

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

NAME: ADDRESS: HOME #: WORK #: CELL #:

NO KITCHEN FACILITIES! NO ALCOHOL ALLOWED IN FACILITY or GROUNDS! NO FOG MACHINES! NO TAPE ON FLOORS! MUST BE A COUNTY RESIDENT! NO COMMAND STRIPS ALLOWED, PAINTERS TAPE OR PUTTY ONLY!

EMAIL

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
(Please include set-up and clean-up times.)

MUSIC: NO YES BOOMBOX

PURPOSE: TEEN EVENT: NO YES

*I Understand the use of the Phillips House 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:
There will be no EXCEPTION on House CAPACITY

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

OFFICIAL USE ONLY

RECEIVED BY: STAFF PERSON _____ **DATE** _____ **TIME** _____

ID VERIFICATION (21& OLDER) _____ **(STAFF INITIALS)** _____

Date Key Issued: _____

Date Key Returned: _____

APPROVED _____ **COMMENTS** _____

DENIED _____ **REASON** _____

SUPERVISOR SIGNATURE _____ **DATE** _____

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DATE CANCELLED _____ **REASON** _____ **STAFF INITIALS** _____

In book _____ initial _____ called _____ initial _____ mailed _____ initial _____

STAFF NOTES:

COMMUNITY CENTER USE POLICY

GENERAL

The Phillips House is provided to the citizens of Calvert County as a place where all citizens may participate in beneficial recreational activities. The house provides a place 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:

- 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.

PRIVATE USES

The house is 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 occupying group has the option to renew their use of give up their meeting time.

GENERAL INFORMATION

- a. Groups and individuals using the house 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 Recreation Coordinator 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. 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.
- g. Users shall be responsible for setting up and taking down tables and chairs and for clean up after use.
- h. Users shall be prepared to leave five minutes prior to closing time.
- j. No Fog machines!