







## FACILITY USE INFORMATION FOR NORTHEAST COMMUNITY CENTER AND NORTH BEACH RECREATION CENTER

Please read all documents carefully and submit to Northeast Community Center, 4075 Gordon Stinnett Avenue, Chesapeake Beach, MD 20732, fax to (410) 257-2860 or email to [necstaff@co.cal.md.us](mailto:necstaff@co.cal.md.us). Rooms are reserved on a first-come, first-served basis as determined by the receipt date/time of a completed reservation form. If you have any questions, changes, cancellations or concerns, you may contact us at (410) 257-2554, or e-mail to [necstaff@co.cal.md.us](mailto:necstaff@co.cal.md.us).

### GENERAL:

Rooms at Northeast Community Center are generally available for use Sundays-Thursdays 9:00am-9:30pm and Fridays/Saturdays from 9:00am-10:30pm - except for certain holidays.

At North Beach Recreation Center, rooms are generally available for use Mondays-Fridays 9:00am-3:00pm and 6:00-8:30pm and Saturdays 1:00-6:30pm. The facility is closed on Sundays and Calvert County Government's legal holidays.

Fees cover daily use. All private events must end 30 minutes prior to the center's scheduled closing time (including clean up).

No food preparation, clean-up or storage areas are available for public use. There are electrical outlets in each room that can be used to plug in hotplates, crock pots, etc. *No "Sterno" or similar heating element may be used.*

Individuals and groups will be allowed to reserve space only during the regular operating hours of the facility. Activities sponsored by Parks & Recreation have **FIRST** priority for scheduling.

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 shall consider all requests for rooms on a first come, first serve basis.

### APPLICATIONS:

Applicants must be Calvert County residents. For non-profit organizations, the organization must have its principal offices in Calvert County and provide a copy of their Non-Profit Certificate.

Applications must be completed and signed by an adult (18 years and older).

Parks & Recreation reserves the right to deny applications.

Parks & Recreation reserves the right to relocate meetings, classes, etc., to alternate rooms within the Community Center, in order to facilitate maximum use.

All teen events, (birthday parties, dances, etc) must complete the chaperone section.

### **PROHIBITED USES:**

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.

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

NO BANDS, LIVE MUSIC, DEEJAYS, INFLATABLES OR LIVE ANIMAL SHOWS. Other rooms nearby are being used at the same time. You are welcome, however, to have recorded music where the volume can be better controlled.

**FEES:** Rooms range in fees, depending upon the room reserved.

These fees are required to be paid in full no later than two weeks from the date of confirmation when the application is submitted two or more weeks in advance of the event date and no later than two days from the date of confirmation when the application is submitted less than two weeks in advance of the event date

**All fees are to be paid in cash in the exact amount due for the rental.**

A full refund will be issued when notification of a cancellation is made 72 hours before the event.

### **CANCELLATIONS:**

Parks & Recreation reserves the right to cancel meetings, classes, events, etc., if circumstances prevail. We will provide as much notice as possible should these situations arise. Re-scheduling will be offered, subject to room availability or issuance of a refund will be given.

Failure to comply with guidelines, rules and procedures will result in immediate facility usage cancellation and possible refusal of future requests. All facility usage fees will be forfeited.

### **RESPONSIBILITIES OF APPLICANT:**

Users are responsible for setting up and taking down tables, chairs, and equipment. There is a Room Setup Sheet in each room. Please make a note of the number of tables & chairs that are to be left in your room(s). If you are unsure as to how to properly return items to their original placement, then please ask staff for assistance.

Decorations maybe hung using "Sticky Tack" reusable adhesive or a similar product. **Absolutely no tape, tacks, nails or staples may be used.**

Clean up will include, but is not limited to: 1) Returning tables, chairs and equipment to their proper location, 2) Removing all decorations from the walls, tables, and chairs, 3) Floors must be swept, mopped or vacuumed as needed to restore the room to its original condition, 4) Tables and/or countertops must be wiped down after use 5) Trash must be properly bagged 6) Windows closed and locked and 7) Room lights must be turned off. *All necessary cleaning supplies will be provided at no additional charge.*

Applicant will be held responsible for any damaged or stolen property. Immediately report any damages or issues to the Front Desk Staff on duty.

Groups must comply with maximum capacity of assigned room. Any group using the facility must accept responsibility for the supervision of all the people in their group at all times. Users must confine their activities and participants to their assigned room. Room rentals do not include use of the gym, game room, lobby. etc.

## **CALVERT COUNTY PARKS & RECREATION COMMUNITY CENTER USAGE 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.
- b. After normal operating hours, the centers and their rooms are available (pending approval) to County residents and non-profit organizations having their principal offices in the County for a fee of \$30.00 per hour, per room where and when applicable.

### **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. Non-Profit organizations must furnish a copy of their certification upon request.

### **PROHIBITED USES**

- a. Businesses 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 and illegal controlled substances is prohibited.
- 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 of the requested center as far in advance of the event as possible. The Recreation Coordinator 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 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, the individual that requested the room shall give notification of the cancellation at least 72 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 thirty minutes prior to closing time.

## ROOMS AVAILABLE

### Northeast Community Center

Room	Capacity Parties/ Meetings	Number of Chairs/Tables	Approximate Square Footage	Fee with food/drink	Fee No food/drink	Floor Type
A	65/85	65/14	1,218	\$25	Free	carpet
B	65/85	65/14	1,218	\$25	Free	carpet
C	65/85	65/14	1,118	\$25	Free	carpet
Mini Gym	100/150	100/21	2,112	\$50	\$50	synthetic wood
Pre-School	35/40	28/2	744	\$25	Free	carpet and tile
Exercise	35/45	35/10	970	\$0	Free	tile
Multipurpose 1	35/35	35/7	592	\$0	Free	tile
Multipurpose 2	25/25	25/7	471	\$0	Free	tile

All tables in Room A, B, C, Exercise, M2 and Mini Gym are 6-foot rectangular tables.

All tables in M1 are 5ft round tables.

***Recycling: Calvert County Government supports green initiatives. You are encouraged to use the provided containers for recycling cans/bottles and separately paper.***

### NORTH BEACH RECREATION CENTER

Room	Capacity	Number of Chairs/Tables	Approximate Square Footage	Fee with food/drink	Fee No food/drink	Floor Type
2	20	20/4	420	Free	Free	tile
3	45	45/7	895	\$25	\$25	synthetic wood
4	65	65/14	1,232	\$25	Free	carpet
Art	20	15/2	420	Free	Free	tile

**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 USE.**

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