



**APPLICATION FOR USAGE OF DOWELL HOUSE FACILITIES**

**CENTER REQUESTED:** Dowell House 4889 Calvert Drive St. Leonard, MD 20685

**Mailing Address:** 20 Appeal Lane Lusby, MD 20657

**Phone:** (410) 586-1101 ext. 4 **Fax:** (410) 326-0673 **Email:** soccstaff@calvertcountymd.gov

**GROUP REPRESENTATIVE(S):**

<b>NAME:</b> _____	<b>HOME #:</b> _____
<b>ADDRESS:</b> _____	<b>WORK #:</b> _____
	<b>CELL #:</b> _____
<b>E-MAIL ADDRESS:</b> _____	

**NOTE:** All applicants must submit a facility usage application quarterly. (Jan-March, April -June, Jul-Sep, Oct-Dec). Reservations must be made two weeks prior to requested date of use and are subject to approval by facility management. Please include set-up and clean-up time. Limited kitchen use.

**REQUESTED DAY(S):**      MON   TUES   WED   THUR   FRI   SAT   SUN

**DATE(S):** Beginning \_\_\_\_\_ Thru \_\_\_\_\_

**TIME(S):** \_\_\_\_\_ A.M./P.M. to \_\_\_\_\_ A.M./P.M.      **TOTAL HRS.** \_\_\_\_\_  
*(Please include set-up and clean-up times.)*

**PURPOSE:** \_\_\_\_\_ **DESCRIPTION:** \_\_\_\_\_ **TEEN EVENT:** NO   YES  
*(birthday, anniversary, wedding, etc.)*      *(detail of purpose)*      *(circle one)*

**MUSIC:** NO   YES      **BOOMBOX**   **DJ**      **APPROXIMATE NUMBER ATTENDING:** \_\_\_\_\_  
*(circle one)*      *(circle one)*

**\*\*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 3 chaperones ages 21 & older.

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

<b>NAME:</b>	<b>PHONE NUMBER:</b>
1. _____	(H) _____ (C) _____
2. _____	(H) _____ (C) _____
3. _____	(H) _____ (C) _____

I have received, read and understand the Dowell House Policy and the Guidelines governing the use of the Calvert County Parks and Recreation 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.

\_\_\_\_\_  
**SIGNATURE OF REPRESENTATIVE**

\_\_\_\_\_  
**DATE**

**STAFF USE ONLY:**

Facility rental fee received by: Staff Person \_\_\_\_\_ Amount: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Payment made by:    Cash \_\_\_ Money order \_\_\_ Certified check \_\_\_ Visa \_\_\_ MC \_\_\_ Discover \_\_\_

User passcode \_\_\_\_\_ Approved By: \_\_\_\_\_ Date \_\_\_\_\_



## DOWELL HOUSE COMMUNITY CENTER USAGE POLICY FOR DAILY AND GROUP USE

PHYSICAL ADDRESS: 4889 Calvert Drive St. Leonard, MD 20685  
MAILING ADDRESS: 20 Appeal Lane Lusby, MD 20657  
410-586-1101 ext.4

### 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 ROOM FEES

a. During regular operating hours, the community centers is available to County residents and non-profit organizations having their principal offices in the County at a fee of \$25.00 single/one-time use; and \$20.00 for multiple reoccurring use.

b. The user shall pay the non-refundable rental fees. This fee shall be paid in cash, certified check, money order, visa, master card or discover; made payable to Calvert County Parks & Recreation. A refund will be processed if event is cancelled within 48 hours of use. visa, master card or discover refunds will be processed to the credit card used; certified check, money order, and cash refunds will be processed as a check refund only.

### 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.) and meetings.

### 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 is prohibited.

d. Cooking or preparing food is prohibited inside or on the deck.

e. Please remove all items and wipe any spills at the completion of your event.

f. Instructional; educational and related enrichment activities of the type usually offered in the public schools of 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 by the user and the Division of Parks and Recreation at \$25.00 per use. Reservations will be accepted on a quarterly basis (Jan-Mar, Apr-Jun, Jul-Sep, Oct-Dec).

b. Length of Use – **Groups** utilizing rooms for regular meetings shall be permitted to do so for up to three months (quarterly). On a quarterly basis 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, unless otherwise authorized.

## 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 center.

**b. Applications for use shall be submitted through the Parks and Recreation Southern District office at 20 Appeal Lane Lusby, MD 20657 in quarterly sessions. The Division of Parks and Recreation shall have the right to refuse or revoke any application not in accordance with the provisions outlined herein. 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.)**

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:

- i. A copy of the articles of incorporation, charter, by-laws, and/or other documents indicating the legal status and stated purpose of the organization; and
- ii. A statement of use for the property or facilities requested and
- iii. 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 48 hours in advance for a refund to be processed.

h. Users shall be responsible for setting up and taking down tables and chairs and for clean up after use. Users shall be responsible for removing trash from the building.

i. Cooking or preparing of food is not permitted in the building or on the deck. Do not dispose of any foods, grease, materials or products down the drains.

j. Users shall be prepared to leave fifteen minutes prior to closing time.

k. Group representative will be responsible for any and all guests that utilize the Dowell House and the passcode for access.

**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.**



# DOWELL HOUSE

## RULES AND REGULATIONS

- All applicants must be Calvert County residents. Reservations must be made two weeks prior to event date. Subject to approval. Maximum capacity for the Dowell House Community Center is 60 people.
- A non-refundable \$25.00 and/or \$20.00 rental fee is due payable by cash, certified check, money order, Visa, Master Card or Discover. Payment of this fee is due at the time of application submission.
- All private functions must operate Monday thru Sunday between the hours of 8:30 a.m. and 10:00 p.m.
- Inclement weather mechanical failure and unforeseen conditions and/or events which cause the community center to close in which case all activities (including room usage) will be cancelled. We will make every attempt to notify the affected parties. Rescheduling of events cancelled in this manner will be subject to rebooking based on existing availability and will be processed on a first come, first serve basis.
- Groups and/or individuals will be required to compensate Calvert County Parks and Recreation for any damages to the facility or equipment incurred during their use.
- Group representative is responsible for the conduct of his/her group and must provide cleaning supplies, trash bags, and remove trash from facility upon completion of use.
- Three (3) or more adult chaperons are required in order to conduct a teen (ages 12-18) function. A list of names and phone numbers must be submitted on the required form at time of application. Approval of the event is subject to Calvert County Parks and Recreation acceptance of the chaperons.
- User groups are responsible for setting up and taking down tables, chairs and equipment. User groups are also responsible for cleaning up room(s) (including vacuuming) after use, for locking windows before departure for turning off lights, closing all blinds, and gathering all trash in bags and removing it from the building.
- Inspection – An inspection shall be made prior to and immediately after use to determine if damage has resulted to the facility. It is the responsibility of the group representative to contact Parks and Recreation staff member on duty in the event of damage.
- All items must be removed from the refrigerator and wipe any spills at the completion of your event.
- Decorations may be hung in a fashion in which it does not cause harm or defacement of property. NO tape, staples or thumb tacks will be permitted to hang decorations.
- A DJ is permitted, provided the noise level is kept to a minimum and cannot be heard by adjoining neighbors. No Moon Bounces are permitted.
- Cooking or preparing of food is not permitted in the building or on the deck. Grills or fryers are permitted in the yard area only. Please dispose coals properly.

Groups utilizing the facility without Parks & Recreation staff please call 410-586-1101 or dial 911 in the event of an emergency. Group representative must complete checklist after each use. Form can be located in the binder at the entrance of the front door. Completed form must be turned in to the Parks & Recreation staff on site or dropped off in the drop box.