



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

ALL APPLICATIONS PENDING UPON APPROVAL

CENTER REQUESTED: Southern Community Center, 20 Appeal Lane, Lusby, MD 20657
Phone: (410) 586-1101 **Fax:** (410) 326-0673 **Email:** soccstaff@calvertcountymd.gov
GROUP REPRESENTATIVE(S): *Must be present upon check-in and check-out, or party may be asked to leave.

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

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

NOTE: Applicant must be ages 21 & older and a resident of Calvert County. 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) **THE STATE KITCHEN IS NOT AVAILABLE FOR PUBLIC USE!**

REQUESTED DAY(S): MON TUE 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.)
MUSIC: NO YES BOOMBOX DJ BAND
PURPOSE: _____ **DESCRIPTION:** _____ **TEEN EVENT:** NO YES
(birthday, anniversary, wedding, etc.) (detail of purpose) (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 5 chaperones ages 21 & older. Please see "Southern Community Center Facility Usage Information" for areas chaperones should be placed.

***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)

NAME: _____ **PHONE NUMBER:** _____
1. _____ (H) _____ (C) _____
2. _____ (H) _____ (C) _____
3. _____ (H) _____ (C) _____
4. _____ (H) _____ (C) _____
5. _____ (H) _____ (C) _____

APPROXIMATE NUMBER ATTENDING: _____ **# OF TABLES REQUESTED FOR EVENT:** _____
ROOMS REQUESTED: P&RI = 100 P&RII = 100 MP = 140 MPII = 207 SR=25 CR=49

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 _____

ROOM ASSIGNMENT _____

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

EXTENDED HOURS _____ SUNDAY HOURS _____ STAFF COVERAGE _____

FEES: (If applicable) \$30.00 x _____ # OF HOURS = \$ _____ X _____ # OF ROOMS

TOTAL FEES DUE \$ _____ DATE RECEIVED _____ CHECK# _____ CASH _____
(PLEASE MAKE CHECKS PAYABLE TO C.C.P.R.)

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:

SOUTHERN COMMUNITY CENTER FACILITY USE INFORMATION

Attached, please find an Application for Facility Usage. Please read all documents very carefully and submit to the Southern Community Center, 20 Appeal Lane, Lusby, MD 20657, and/or fax (410) 326-0673. 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) 586-1101, or soccstaff@co.cal.md.us. For inclement weather and closings: Call WEATHER LINE: 410 535-1600, EXT. 2640, Facebook Page: Calvert County Parks and Recreation, Website: Calvert County Government/Parks and Recreation, or sign up for weather related cancellations at <http://www.co.cal.md.us/notifyme>

GENERAL:

Rooms are available for use 8:30am-10:00pm, Monday-Sunday. Sunday usage requires a fee (see fee section for details).

Extended hour usage is available and is subject to additional fees, staff availability, and approval.

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. No long term requests. (4 months or more)

APPLICATIONS:

Applications should be completed and signed by an adult (ages 21 & older) Calvert County resident. All applications are pending upon approval.

Applications should be submitted at least 2 weeks prior to the event date. (Please include set up and clean up time when filling out application.) All applications are subject to approval and will be confirmed within 5 business days.

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) at least 1 month in advance.

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.

Only approved applications will be scheduled. Applications pending approval will not be placed on the schedule.

All teen events, (birthday party, dance, etc) must complete chaperone list. Chaperones must be ages 21 & older. 5 chaperones must be listed on the application and placed at each location; parking lot areas, hallway near restrooms, event entrance door, inside event area at external doors, inside event area.

Once approved, you will be notified by phone and/or a confirmation of your reservation will be emailed to you.

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.

Tape and staple should not be used on painted walls to hang decorations and/or equipment. Ceiling tiles should not be removed or altered to hang decorations (magnetic hooks are acceptable).

ALL USE OF THE KITCHEN FACILITY IS PROHIBITED!

FEES:

There is a **\$30.00 per hour per room charge** for time used after 10:00pm thru 12:00am, Monday-Saturday and Sundays from 8:30am-12 midnight. 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.

No charge for usage 8:30am –10:00pm, Monday-Saturday.

If extended hour fees are not paid at the time applications are submitted, applications will not be processed!

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. For inclement weather and closings: Call WEATHER LINE: 410 535-1600, EXT. 2640, Facebook Page: Calvert County Parks and Recreation, Website: Calvert County Government/Parks and Recreation, or sign up for weather related cancellations at <http://www.co.cal.md.us/notifyme>

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 (410-586-1101), 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):

Group Leader MUST check in with Parks & Recreation staff upon arrival and departure. Users are responsible for set up and clean-up of all 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). All chairs should be neatly stacked in rows of 10.

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 (KITCHEN AND DINING ROOM USE IS PROHIBITED).

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

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.



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.
- b. After normal operating hours, the centers and their rooms are available to County residents and non-profit organizations having their principal offices in the County for a fee of \$30.00 per hour, per room.

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.
- 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 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, 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.