

**Calvert County Parks and Recreation  
Community Center Facility During Hour Use  
Application And Permit**

Phone # (410) 257-2554  
Fax # (410) 257-2860

Date of Application\_\_\_\_\_

Name of Organization\_\_\_\_\_

Name of Contact Person\_\_\_\_\_

Address\_\_\_\_\_

Street City State Zip

Telephone: Home\_\_\_\_\_ Work\_\_\_\_\_

Email Address:\_\_\_\_\_

\*\*\*\*\*

Center Requested\_\_\_\_\_

Room(s) Requested\_\_\_\_\_ Equipment Requested\_\_\_\_\_

Day and Date Requested\_\_\_\_\_ Hours: From\_\_\_\_\_ To\_\_\_\_\_  
(am/pm) (am/pm)

Are you requesting to have food and/or drink in facility? Yes ( ) No ( )

Purpose of Activity (Explain in detail; i.e. meeting, workshop, lecture):

\_\_\_\_\_  
\_\_\_\_\_

Expected Number of Participants\_\_\_\_\_

\*\*\*\*\*

In submitting this application, I hereby confirm that I have received and understand the Rules and Regulations governing during hours and use of community centers.

\_\_\_\_\_  
Date Signature of Contact Individual

\*\*\*\*\*PLEASE DO NOT WRITE BELOW THIS LINE\*\*\*\*\*

**Recreation Coordinator: Approval\_\_\_\_\_ Disapproval\_\_\_\_\_**

**Comments:**\_\_\_\_\_  
\_\_\_\_\_

Contact Person \_\_\_\_\_

Nature or Type of Event \_\_\_\_\_

Special Equipment Required \_\_\_\_\_

Room Location \_\_\_\_\_

Date of Event \_\_\_\_\_

Time of Event \_\_\_\_\_

List of Chaperons (Necessary for Teen Parties)

1. Name \_\_\_\_\_

Address \_\_\_\_\_

Age \_\_\_\_\_ Phone Number \_\_\_\_\_

2. Name \_\_\_\_\_

Address \_\_\_\_\_

Age \_\_\_\_\_ Phone Number \_\_\_\_\_

3. Name \_\_\_\_\_

Address \_\_\_\_\_

Age \_\_\_\_\_ Phone Number \_\_\_\_\_

I, \_\_\_\_\_, have read and understand the rules and regulations. Upon signing, I accept full responsibility for the actions of all attending my activity and agree to abide by all policies established for the use of Northeast Community Center.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

End of Event Acknowledgement

\_\_\_\_\_

Staff Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Permitee Signature

\_\_\_\_\_

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 community 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 offices in the County for a fee of \$30.00 per hour, per room.
- c. If food is to be served in a carpeted room in association with any activity, the user shall pay a non-refundable fee of \$25.00. If food is to be served in the gymnasium the fee is \$75.00. This fee shall be paid in cash or by certified check or money order made payable to Calvert County Treasurer.

### 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. 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. 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. 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:

- 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 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 five minutes prior to closing time.

Adopted 4/17/01

**Concise Rules and Regulations**  
**Northeast Community Center Room Usage**  
**(410 257-2554)**

1. 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 permittee to stop at the front desk to inform staff of the conclusion of permitted event for room inspection.
2. 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.
3. All private functions must end 30 minutes prior to the center’s scheduled closing time.
4. No DJ’s, live music, or amplified sound systems are permitted.
5. Kitchen facilities are not for public use.
6. Users must confine their activities and participants to the assigned room. Room rental does not include use of the Gym, Lobby, or Activity Room.
7. The permit holder is responsible for the conduct of his/her group.
8. All applicants must be Calvert County residents.
9. No Less than 3 adult chaperons are required in order to conduct a teen (ages 12-18) function. A list of names 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.
10. 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 and gathering all trash in bags and placing it in the hallway in a designated location.
11. If food or beverage is to be served, a non-refundable \$25.00 fee is due payable in exact change, cash or money order. Payment of this fee is expected in advance.
12. 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 first come first served basis.
13. Decorations may not be taped and hung from the ceiling or walls.
14. No “Sterno” may be used in the Mini Gym under any circumstances.

**I have read, understand, and will abide by the Facility Use Rules and Regulations. I will abide by additional verbal direction given by community center staff as circumstances may dictate.**

\_\_\_\_\_

**Name**

\_\_\_\_\_

**Date**

