

**MT. HOPE COMMUNITY CENTER
FACILITY USE INFORMATION**

GENERAL INFORMATION

Rooms are available for use from 8:30 a.m. - 10:00 p.m., Monday through Saturday and Sunday 12:00 noon to 6:00 p.m. 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 and Recreation have first priority for scheduling.

Parks and Recreation Supervisory Staff must first approve fliers and other printed material pertaining to activities held at the Center.

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 and Recreation Staff will be on duty at all times. All participants must abide by any and all recommendations made by the staff regarding conduct and use of facility.

APPLICATIONS

Applications should be completed and signed by an adult.

Parks and Recreation reserves the right to deny applications.

Groups that meet on regular basis must re-submit a new application each session (fall, winter, spring and summer).

Once approved you will be notified by phone and a copy of the approved application will be mailed to you.

ALL Teen events must provide a chaperone list.

FEES

There is a \$30.00 per hour per room charge for time used after 10:00 p.m. to midnight on Saturday and after 6:00 p.m. on Sunday. These fees are due one week prior to the use of the facility (if applicable).

There's no charge for usage from 8:30 a.m. to 10:00 p.m., Monday thru Saturday when the building is normally open.

If extended hour fees are not paid 1 week prior to use of the facility, applications will be voided and the reservation will be cancelled.

Violations of guidelines, rules, and procedures, and failure to adhere to regulations will result in immediate cancellation of the event and the forfeiture of any facility usage fee.

CANCELLATIONS

Parks and 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.

Any group or individual unable to be present for the approved activity or event **must** notify the Parks and Recreation office. 72 hours advanced notification is required. If for any reason at the last minute you find that you will be arriving late for your activity or event, you should call the Center (410) 257-6770 and inform the staff person on duty. The room will only be opened for the person whose name appears on the application.

The instructor or group leader will be responsible for contacting participants and Parks and Recreation of any cancellations or program time changes. Parks and Recreation must first approve date/time changes.

MT HOPE COMMUNITY CENTER ROOM CAPACITY

Fire Code capacity for Large Room (8/9) is 150.

Fire Code capacity for smaller Rooms are 50.

Group must comply with the maximum number of people allowed in each Room.

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.

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.
- 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. The 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. 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 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:
 - I. 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
 - 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 putting them back exactly where they came from, and for clean up after use.
- i. Users shall be prepared to leave five minutes prior to closing time.

Adopted 4/17/01

NOTE TO USERS OF THIS FACILITY

ONCE YOU HAVE RECEIVED PERMISSION TO USE THIS FACILITY WE WOULD LIKE TO REMIND YOU THAT YOU ARE RESPONSIBLE FOR SETTING UP FOR YOUR EVENT. THIS MEANS MOVING THE CHAIRS AND TABLES THAT ARE TO BE USED AND CLEANING THEM BEFORE RETURNING THEM TO STORAGE AREA, CLEANING THE KITCHEN, MOPPING THE FLOORS, AND REMOVING YOUR TRASH FROM THE BUILDING, ETC. SPECIAL ATTENTION NEEDS TO BE PAID TO THE FOLLOWING THINGS:

REFRIGERATOR

DO NOT MAKE ANY ADJUSTMENTS TO TEMPERATURE CONTROLS THAT ARE LOCATED INSIDE THE REFRIGERATOR OR FREEZER!

ANYTHING YOU PUT INSIDE MUST BE REMOVED AT THE END OF YOUR FUNCTION!

WE EXPECT YOU TO WIPE OUT SPILLS AND LEAVE IT THE WAY YOU FOUND IT!

FOR THOSE USING STOVE OR MICROWAVE

YOU ARE EXPECTED TO WIPE UP ANY SPILLS IN THE DRIP PANS, ON THE BURNERS, IN THE OVEN, OR ON ANY OTHER PART OF THE STOVE OR MICROWAVE!

FACILITY CLEANING RULES

ALL TRASH MUST BE REMOVED AND DEPOSITED IN THE DUMPSTER IN THE PARKING LOT!

FLOORS MUST BE SWEEPED AND/OR MOPPED! (Wet or dry)!

COUNTER TOPS AND SINK MUST BE CLEANED!

WE WOULD LIKE TO REMIND YOU THAT YOU WILL NEED TO PROVIDE ANY DECORATING SUPPLIES FOR YOUR EVENT SUCH AS SCISSORS, TAPE, STAPLER, etc. YOU ARE ALSO REQUIRED TO BRING YOUR OWN DISH CLOTHS/TOWELS AND DETERGENT OR CLEANERS FOR CLEANING UP AFTERWARDS. YOU MUST ALSO PROVIDE YOUR OWN TRASH BAGS FOR REMOVING YOUR TRASH FROM THE BUILDING AND PUTTING IT INTO THE DUMPSTER IN THE PARKING LOT! YOU ARE REQUIRED TO REPLACE TRASHBAGS IN OUR CANS SO THAT ALL TRASHCANS IN THE ROOM YOU ARE USING HAVE LINER REPLACEMENTS IN THEM!

OTHERS MAY BE USING THE BUILDING WHILE YOUR FUNCTION IS GOING ON. WE REQUIRE THAT ALL CHILDREN BE KEPT UNDER THE SUPERVISION OF YOUR GROUP IN THE ROOM YOU ARE USING, WHETHER THERE ARE OTHER GROUPS OR NOT. CHILDREN ARE NOT PERMITTED TO RUN OR PLAY IN THE HALLWAY!