

SOUTHERN COMMUNITY CENTER and DOWELL HOUSE

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@calvertcountymd.gov 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.calvertcountymd.gov/notifyme>

GENERAL:

Rooms are available for use 8:30am-10:00pm Monday-Friday, Saturday's 9:00am-10:00pm and Sunday's 8:30am-9:30pm for a fee on a first come, first served basis. Fees cover up to a 4-hour time block.

Decorations can only be hung with painter's tape and magnetic hooks.

Parks & Recreation staff will be on duty at all times. All participants must abide by any, and all, recommendations staff may make, regarding conduct and use of the facility.

Facility applicants 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.

Charcoal grill are permitted. Charcoals must be extinguished and removed from the property.

Music is permitted, provided the noise level is kept to a minimum and cannot be heard by adjoining neighbors.

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

Additional Dowell House Information:

- Group representative must provide cleaning supplies, trash bags and remove trash from facility upon completion of use.
- Cooking or preparing of food is not permitted in the building or on the deck. Charcoal grill are permitted in the yard area only. Charcoals must be extinguished and removed from the property.
- All items must be removed from the refrigerator and cleaned upon the completion of the event.

APPLICATIONS:

Applications must be fully completed and signed by an adult (ages 18 & older). Incomplete applications will **not** be processed. Parks & Recreation reserves the right to deny applications. All applications are pending upon approval.

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.

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:

- No animals other than service animals
- Loud Music
- Staples, push pins or nails for wall/ceiling hangings
- Staff kitchen (Southern Community Center)
- Bouncy Houses/Inflatables
- Gas Grills
- Possession and consumption of alcoholic beverages
- Any activity that is illegal, may incite riot or disturbance.

FEES:

Payment is due upon approval.

Accepted forms of payment for facility rentals are cash, check, money order, VISA, MASTERCARD, or DISCOVER in the exact amount due for the rental.

REFUNDS:

The following are guidelines for requesting a refund for special events, programs, rentals, facilities and other Department amenities. Programs offered and paid for through third party organizations such as Calvert Nature Society and some youth sports, must contact said organization regarding any refund procedures. The Department reserves the right to cancel all reservations providing as much notice as possible. Reservations cancelled by the Department will receive a full refund unless the cancellation is due to a violation of policy such as non-payment of balance.

It is to be understood that the reservation date or program dates listed on a permit is strictly for the dates listed on the permit. Refunds will not be approved due to poor weather conditions, unless the County closes the program, park or facility due to inclement weather or other emergency.

All refund and date transfer requests must be submitted in writing, by fax, or via e-mail to the Department and be accompanied by a copy of the paid receipt unless otherwise noted. Phone transfers are not accepted. Refund requests or date transfers must be made at least fourteen (14) days prior to the reserved date or program start date unless otherwise noted in this section. The prevailing administrative fee will be applied to all refund or transfer requests. Refund requests do not automatically mean approval of a refund. If payment was made by check or cash, then approved refund requests will be received in the form of a County-issued check in approximately six (6) to eight (8) weeks unless otherwise noted. Credit card refunds will be processed within five (5) business days. The prevailing cancellation/date transfer/refund fee will be applied to all cancellation/transfer requests. Online convenience fees for online purchases are non-refundable.

In lieu of a refund, the Department may offer the participant a program credit. The credit may be applied toward the cost of any future recreation program registration, facility rental or activity. No administrative service charges will be deducted when a credit is accepted by the participant. Credit would expire one (1) year from date of issuance. The existence of an account credit per this manual is not eligible for a refund. The Director of Parks and Recreation or designee must authorize all refunds unless otherwise noted in this section.

RESPONSIBILITIES OF FACILITY APPLICANT:

Facility applicants must check in with Parks & Recreation staff upon arrival and departure. Must report attendance and/or any problems and concerns to the staff on duty immediately. Upon departure, see staff on duty to complete the end of event check list.

The facility applicants are responsible for the supervision of all persons in their group, at all times.

Facility applicants shall not remain past the allotted time.

Facility applicants is responsible for set up and clean-up of all equipment. Clean up should include: A) Returning tables, chairs, mats, and equipment to their proper location. B.) Removing all decorations from the walls, tables, and ceiling such as balloons, painter's tape, etc. C.) Tables, countertops and floors must wipe down and free of trash and debris. Trash should be placed in the large trash receptacle outside.

Facility applicants will be held responsible for stolen or damaged property.

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.

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.