



## Community Center Use Policy

### **GENERAL:**

Rooms at Community Centers are generally available for use during normal operating hours.

#### **Southern, Harriet E. Brown, Mt. Hope, Phillips House and Dowell House**

Sundays-Thursdays 8:30 a.m.-9:00 p.m.

Fridays/Saturdays from 8:30 a.m.-10:00 p.m.

#### **Northeast Community Center**

Sundays-Thursdays 8:30 a.m.-10:00 p.m.

Fridays/Saturdays from 8:30 a.m.-11:00 p.m.

Fees cover up to a 4-hour time block, as outlined on the application. This time block includes set up, event and clean up time. Early arrival for set up is not permitted, set up cannot begin until the scheduled start time of your reservation. Events must be concluded and cleaned up by the scheduled end time of your reservation. Please plan accordingly.

All Community Centers are closed on Calvert County Government holidays and not available for facility rentals on these days.

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 & Recreation.

A deejay is permitted, provided the noise level is kept to a minimum and cannot be heard by adjoining room users.

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.

No food preparation, clean-up or storage areas are available for public use. There are electrical outlets in each room that can be used to plug in hotplates, crock pots, etc. NO sterno or similar open flame heating elements are permitted. Birthday candles are permissible if they are lit very briefly and immediately extinguished.

Lit candles as decorations are not permissible.

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.

### **APPLICATIONS:**

Applications must be completed and signed by an adult (21 years and older). Incomplete applications will not be processed. Parks & Recreation reserves the right to deny applications. All applications are pending until approved.

Parks & Recreation reserves the right to relocate meetings, classes, etc., to alternate rooms within the Community Center, in order to facilitate maximum use.

All teen events, (birthday parties, dances, etc) must complete the chaperone list. Chaperones must be ages 21 & older. Five (5) chaperones must be listed on the application and placed at each location: parking lot areas, hallway near restrooms, event entrance door and 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:**

- Open flame heating (sterno) or decorative elements (lit candles)
- Loud Music
- Tape, staples or nails for wall-ceiling hangings
- Glitter or Confetti of any kind
- Staff kitchen
- Bouncy Houses or other inflatables
- Gas grills or other gas-powered cooking elements
- Possession and/or consumption of alcoholic beverages
- Any activity that is illegal or may incite a riot or disturbance

**FEES:**

Room Capacity	In-County Fees - Up to (4) Hour Block		Non-County Fees - Up to (4) Hour Block	
	Without Food/Drink	With Food/Drink	Without Food/Drink	With Food/Drink
Small (50 or less)	\$10	\$25	\$20	\$50
Medium (51-100)	\$25	\$40	\$50	\$80
Large (101+)	\$50	\$65	\$100	\$130

Fees cover up to a 4-hour time block. **Payment will be due in full at the time your reservation is confirmed.**

Accepted forms of payments 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 another 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 maybe 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 APPLICANT:**

- Facility applicants must check in with Parks & Recreation staff upon arrival and departure and must report attendance and/or any problems and concerns to the staff on duty immediately.
- The facility applicants are responsible for the supervision of all persons in their group at all times.
- Users must confine their activities and participants to their assigned room.
- Facility applicants shall not remain past the allotted time.
- Facility applicants are 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 be wiped down and free of trash and debris. Trash should be placed in the large trash receptacle outside. D) Floors must be swept and/or vacuumed, and spot mopped as needed.
- Facility applicants will be held responsible for stolen or damaged property.
- 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.
- 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.
- Applicant will be held responsible for any damaged or stolen property. Immediately report any damages or issues to the Front Desk Staff on duty.