

UPON APPROVAL, A COPY WILL BE RETURNED

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**USAGE PERMIT APPLICATION  
CITY OF COLLEGE PARK, MARYLAND  
4500 KNOX ROAD  
COLLEGE PARK, MARYLAND 20740  
240-487-3501**

ORGANIZATION/EVENT SPONSOR: \_\_\_\_\_  
RESPONSIBLE PERSON: \_\_\_\_\_ PHONE # \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_ CELL PHONE # \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
DAY/DATE (S) DESIRED: \_\_\_\_\_  
HOURS: FROM \_\_\_\_\_ TO \_\_\_\_\_ ATTENDANCE: \_\_\_\_\_  
TYPE OF MEETING/EVENT: \_\_\_\_\_  
WILL FOOD OR BEVERAGE BE SERVED/CONSUMED AT THE EVENT? \_\_\_\_\_  
RENTAL FEE: \_\_\_\_\_ DEPOSIT FEE: \_\_\_\_\_ CLEANING FEE: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

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**APPLICANT ACKNOWLEDGEMENT**

I, \_\_\_\_\_, who serves as \_\_\_\_\_, of \_\_\_\_\_,  
(RESPONSIBLE PERSON) (POSITION IN ORGANIZATION)  
(ORGANIZATION (IF APPLICABLE))

certify that I am authorized to enter into this Agreement with the City of College Park for the usage of: City Hall Council Chambers \_\_\_\_\_; City Hall Lower Level Conference Room \_\_\_\_\_; Davis Hall \_\_\_\_\_; or the Youth & Family Services Conference Room \_\_\_\_\_.

I further acknowledge that I am in receipt of the CITY REGULATIONS FOR THE USE OF THE CITY OF COLLEGE PARK FACILITIES and agree that my organization shall abide by said set of regulations. I understand that failure to comply with the rules and regulations by myself, or my organization may result in denial of future use of the City of College Park facilities, any other City owned facility, forfeiture of the security deposit, and/or prosecution to the fullest extent of the law. I, or my organization, agree to be responsible for any damages or loss to the building or its contents resulting from our use of the facility and will not leave the building unlocked and unoccupied at any time.

\_\_\_\_\_ **Applicant's Initials**

I, or my organization, agree to hold the City harmless from any claim or liability resulting from use of this facility including, but not limited to, claims arising out of personal injury and/or property damage, and all costs of defense, including attorney's fees, of such claims.

\_\_\_\_\_ **Applicant's Initials**

The application and payment must be received thirty (30) days prior to the event. Payment may be made by check, credit card, and/or cash. If less than thirty (30) days, cash, credit card or money order only. Please notify the City Clerk's office in the event of cancellation. In case of cancellation, ten (10) days notice must be given, otherwise, the deposit may be forfeited. The City will hold a requested date for ten business days, pending completion of the Usage Permit Application. If less than thirty days to the event, the date will be held only with application and full payment.

Dated this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
City Clerk or Assistant City Clerk

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**FOR OFFICE USE ONLY**

APPLICATION APPROVED: \_\_\_\_\_ APPLICATION DENIED: \_\_\_\_\_  
IN THE EVENT APPLICATION DENIED, STATE CAUSE: \_\_\_\_\_  
COPY RETURNED TO APPLICANT: \_\_\_\_\_ LISTED IN RESERVATION BOOK: \_\_\_\_\_  
RENTAL FEE PAID: \_\_\_\_\_ CHECK NO.: \_\_\_\_\_  
DEPOSIT FEE PAID: \_\_\_\_\_ CHECK NO: \_\_\_\_\_  
CLEANING FEE PAID: \_\_\_\_\_ CHECK NO: \_\_\_\_\_  
DEPOSIT FEE WAIVED, STATE CAUSE: \_\_\_\_\_  
DEPOSIT RETURNED: \_\_\_\_\_

**CITY REGULATIONS AND USAGE PERMIT APPLICATION  
ON USE OF CITY OF COLLEGE PARK FACILITIES**

City Hall, Davis Hall, and the Youth and Family Services facility are City-owned facilities; the City Council is interested in maintaining the use of the buildings to the greatest benefit of its citizens. Therefore, the following rules and regulations are to ensure availability and control of this building.

1. The use of said building shall be under the control of the City Manager. Basic policies will be set by the City Council.
2. Room capacity in the Council Chambers at the City Hall is limited to 180 persons and the Lower Level Conference Room is 14 persons. Davis Hall capacity is 100 persons. The Youth and Family services facility conference room capacity is 25 persons.
3. Fees and Deposits:  
The facility will be available free of charge for meetings of College Park Civic Organizations, approved charitable organizations and clubs whose membership is comprised of a majority of College Park residents, and City recognized Boards and Committees. The security deposit will be waived. A cleaning fee may apply – see below.

For all other users, the following charges apply:

City Hall – Resident or Non-Resident - \$50.00 per session  
Youth & Family Services Conference Room - \$50.00 per session  
Davis Hall – College Park Resident \$100.00 per session / Non-Resident \$150.00 per session  
Additional \$50.00 per hour exceeding 6-hours

In addition, a security deposit of \$200.00 will be required to cover any damage to the facility and/or its contents, including any unusual cleanup. This deposit will be returned to the renter if the facility is left in accordance with the “Rules For Conduct and Use” listed below. A session consists of one, six (6) hour block of time. For each additional hour, there is a \$50.00 per hour charge. There is no pro-ration of the facility charge for usage of less than six hours.

A cleaning fee of \$25.00 will be charged for all events that exceed 50 attendees, or events during which ANY food or beverage is consumed/served. This fee shall apply to all users of City Facilities with no exceptions other than the College Park Woman’s Club, the College Park Arts Exchange, and City recognized Board/Committee sponsored event or meeting. If the serving of food/beverages is not disclosed at the time of submission of the application, and inspection of the premises following the event indicates that food and/or beverages were served, the \$25.00 cleaning fee will be deducted from the security deposit held by the City Clerk’s Office.

4. Applications for use of the facility must be filed with the City Clerk’s Office at least thirty (30) days prior to the day desired. Please notify the City Clerk in the event of cancellation. In case of cancellation, ten (10) days notice must be given, otherwise, the deposit may be forfeited.
5. Rules for conduct and use of this building are as follows:
  - a. No alcoholic beverages will be allowed in the building(s) or on the premises at any time.
  - b. No smoking allowed in any City building. Outside of the building, cigarette butts shall be placed in appropriate containers and discarded when leaving.
  - c. Nothing is to be attached to walls, i.e., tape, tacks, shelves, etc.
  - d. All rooms must be left as found – furniture is not to be re-arranged. Tables and folding chairs can be set up, but must be returned to their storage area/cabinets.
  - e. All belongings (food, drinks, beverages cases, supplies, utensils and any decorations) must be removed from the facility immediately after the rental. Trash must be placed in bags and left next to the receptacle for disposal. Extra trash bags are stored inside the trash receptacle.
  - f. Any dishes/utensils that are used must be washed and returned to the storage areas.
  - g. If applicable, the stove should be checked to make sure the burners and oven are turned off.
  - h. Noise levels shall be governed by §138-5 of the City of College Park Code and subject to violations and penalties of §138-6 of the Code.
  - i. All City Facilities must be closed by 11:00 p.m. with the exception of a City and/or City sponsored Board and Committee event/meeting. Forfeiture of deposit may be imposed at the discretion of the City Manager and/or City Clerk in the event that an event runs over 15 minutes of the posted closing time. In no circumstance, other than an emergency declared by the Mayor, City Council or City Manager, shall an overnight event take place in any City owned facility.
  - j. Club, organization or renter will be financially responsible for any damage to the facility or its contents occurring as a result of the meeting or by the individuals attending said meeting.
  - k. Failure to pay any cost or fees will result in refusal of the use of any City owned facility, and/or prosecution to the fullest extent of the law.
6. Youth organizations must have adult supervision in attendance at all times.
7. In the event of a conflict of dates, the City reserves the right to decide the usage based on the greatest benefit to the residents of College Park.
8. City facilities are subject to inspection at any time by any authorized City representative, Prince George’s County Police or the Prince George’s County Fire Marshal to assure compliance with applicable rules and regulations.

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_