

UPON APPROVAL, A COPY WILL BE RETURNED

**USAGE PERMIT APPLICATION
OLD PARISH HOUSE / WOMAN'S CLUB
4711 KNOX ROAD
COLLEGE PARK, MARYLAND 20740
240-487-3501**

ORGANIZATION/EVENT SPONSOR _____

RESPONSIBLE PERSON _____ PHONE # _____

ADDRESS _____

EMAIL ADDRESS _____ CELL PHONE #: _____

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: _____

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 usage of the Old Parish House / Woman's Club.

I further acknowledge that I am in receipt of the CITY REGULATIONS FOR THE USE OF THE OLD PARISH HOUSE/WOMAN'S CLUB and agree that I, or 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 Old Parish House / Woman's Club facility, 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 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, the date will be held only with a completed application and full payment.

Dated this the _____ day of _____, 20_____.

Signature of Applicant

City Clerk or Assistant City Clerk

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: _____

IN THE EVENT DEPOSIT NOT RETURNED, STATE CAUSE: _____

Emergency Contact Phone Numbers:
Nat Safford: (301) 864-7322
Yvette Allen, Asst. City Clerk: (301) 641-6299
Parking Enforcement Supervisor: (240) 375-3185

**CITY REGULATIONS FOR THE USE OF
THE OLD PARISH HOUSE / WOMAN'S CLUB**

The Old Parish House/Woman's Club is a City-owned facility; the City Council is interested in maintaining the use of the building 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. Occupancy of the Old Parish House/Woman's Club shall not exceed 80 attendees within the building at a given time.

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 of \$25.00 will be charged for events that exceed 50 attendees, or events during which ANY food or beverage is consumed/served. (Exceptions to College Park Women's Club, the College Park Arts Exchange, and City recognized Board/Committee sponsored event or meeting). City of College Park employees are entitled to one usage for their personal use one time per fiscal year, free of charge.

A facility charge will be required for all other users according to the following schedule:

College Park Resident \$200.00, \$25.00 cleaning fee (if applicable), plus a \$200.00 refundable security deposit
Non-resident \$275.00, \$25.00 cleaning fee (if applicable), plus a \$200.00 refundable security deposit

The \$200.00 security deposit 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, no exceptions.

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's office in the event of cancellation. In case of cancellation, ten (10) days notice must be given, otherwise, the deposit will be forfeited.
5. Rules for conduct and use of the Old Parish House are as follows:
 - a. No smoking allowed in the building. Outside of the building, cigarette butts shall be placed in appropriate containers and discarded when leaving. Any cigarette butts on the grounds of the premises shall be picked up and discarded when leaving.
 - b. Nothing is to be attached to the walls, i.e. tape, tacks, shelves, signs, etc.
 - c. All rooms must be left as found – furniture is not to be re-arranged. Card tables and folding chairs can be set up but must be returned to their storage area/cabinets.
 - d. 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 put into the receptacle behind the building. Extra trash bags are stored under the kitchen sink.
 - e. Any dishes that are used must be washed and returned to the storage areas.
 - f. The stove should be checked to make sure the burners and oven are turned off.
 - g. No alcoholic beverages are to be sold on premises. This is against County laws unless a County liquor license has been obtained.
 - h. No amplified music after 8:00 p.m.
 - i. 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.
 - j. The Old Parish House must be closed by 11:00 p.m. 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.
 - k. 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.
 - l. Failure to pay any cost or fees will result in refusal of the use of the Old Parish House/Woman's Club, any other City owned facility, and/or prosecution to the fullest extent of the law.
6. 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.
7. Youth organizations must have adult supervision in attendance at all times.
8. The Old Parish House is 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: _____