

UPON APPROVAL, A COPY WILL BE RETURNED

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**USAGE PERMIT APPLICATION  
CITY HALL  
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?: \_\_\_\_\_

WILL ALCOHOL BE SERVED AT THE EVENT?: \_\_\_\_\_

**FOR OFFICE USE ONLY**

RENTAL FEE: \_\_\_\_\_ DEPOSIT FEE: \_\_\_\_\_ FACILITY MAINTENANCE FEE: \_\_\_\_\_

APPLICATION APPROVED: \_\_\_\_\_ APPLICATION DENIED: \_\_\_\_\_

FORM OF PAYMENT: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

IN THE EVENT APPLICATION DENIED, STATE CAUSE: \_\_\_\_\_

COPY RETURNED TO APPLICANT: \_\_\_\_\_ LISTED IN RESERVATION BOOK: \_\_\_\_\_

FEE WAIVED, STATE CAUSE: \_\_\_\_\_

CERTIFICATE OF INSURANCE: REQUIRED?: \_\_\_\_\_ RECEIVED?: \_\_\_\_\_

P.G. COUNTY ONE DAY EVENT LICENSE: \_\_\_\_\_

DEPOSIT RETURNED: \_\_\_\_\_

IN THE EVENT DEPOSIT NOT RETURNED, STATE CAUSE: \_\_\_\_\_

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

**APPLICANT ACKNOWLEDGEMENT**

I, \_\_\_\_\_, serve 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 OR \_\_\_\_\_ the Lower Level Conference Room of City Hall.

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

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

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

I, and my organization, agree to hold the City harmless from any actions, liability, claims, suits, damages, risk of loss, and costs or expenses of any kind, including attorneys' fees, which may be brought or made against the City, or which the City must pay or incur, by reason of or in any manner resulting from use of this Facility or the acts or omissions of myself, my organization, and/or our agents and guests, or the failure to perform any of the obligations under the terms of this Usage Permit.

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

Will alcohol be served at the event? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If more than 40 people will attend, then general liability insurance must be purchased for the event. A Certificate of Insurance naming the City of College Park must be submitted at least ten (10) days prior to the event.

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

The application and payment must be received at least thirty (30) days prior to the event. Payment may be made by check, credit card, money order 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. Less than thirty days prior to the event, the date will be held only with a completed application and full payment.

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

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

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

## CITY REGULATIONS FOR THE USE OF THE CITY HALL

City Hall ("Facility") is a City-owned facility. The City Council is interested in maintaining the use of the facility to the greatest benefit of City residents. Therefore, the following rules and regulations have been established.

1. The use of said facility 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 is limited to 180 persons and the Lower Level Conference Room is 14 persons. Applicants renting a room at City Hall may use the space they rented only. Participants and/or guest should not be in other non-public areas of the building.
3. Fees and Deposits:
  - \$50.00 per session, \$25.00 cleaning fee (if applicable), plus a \$200.00 refundable security deposit

The security deposit of \$200.00 is required to cover any damage to the Facility and/or its contents, and any failure to follow the Rules for Conduct and Use listed below. This deposit will be returned to the renter if the Facility is used in accordance with the Rules for Conduct and Use.

A facility maintenance 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: College Park Women's Club, the College Park Arts Exchange, and City recognized Board/Committee sponsored event or meeting).

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 proration of the Facility charge for usage of less than six hours, no exceptions.

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. City of College Park employees are entitled to one usage for their personal use per calendar year, free of charge. A \$25.00 facility maintenance fee will be assessed; however, a security deposit will not be charged.

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 at 240-487-3501 in the event of cancellation. In case of cancellation, ten (10) days prior notice must be given, otherwise, the deposit may be forfeited.

5. **Rules for Conduct and Use** of the Facility:

- 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. No candles or other open flames allowed in the building.
  - c. Nothing is to be attached to walls or ceiling, i.e., tape, tacks, nails or screws. The use of confetti and/or glitter is prohibited.
  - d. All rooms must be left in the condition they were originally found – furniture is not to be re-arranged.
  - e. Youth organizations must provide adult supervision at all times.
  - f. All belongings (supplies, food, drinks, beverage cases, and any decorations) must be removed from the facility immediately after the rental. Storage of materials is not available. The City is not responsible for lost or stolen items.
  - g. Trash must be placed in bags and left next to the receptacle for disposal. Extra trash bags are stored inside the trash receptacle.
  - h. No cover, admission charge, or ticket sales are allowed for Facility events at which alcohol is being served unless a one-day event license is obtained from the Prince George's County Board of License Commissioners.
  - i. Noise levels shall be governed by §138-5 of the City of College Park Code. Violators are subject to penalties under §138-6 of the Code. Amplified music is prohibited.
  - j. No pets/animals allowed in building with the exception of service animals specifically trained to aid a person with disabilities.
  - k. The Facility 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 15 minutes over 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.
  - l. 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.
  - m. Failure to pay any cost or fees will result in denial of the future rental of any 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. The Facility 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. Applicants whose activities vary from those stated on the Usage Permit Application or violate the Rules for Conduct and Use of this Facility will be asked to leave the premises and will not be refunded rental fees or security deposit. Future rental privileges may also be revoked.
8. Weather-related emergency cancellations: The City reserves the right to close all buildings for weather or safety-related reasons.

**I, individually and on behalf of my organization, agree to comply with the Regulations and Rules for Conduct and Use set forth in this application:**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Emergency Contact Phone Numbers:  
(Go down the list until you reach a live person)  
Nat Safford: 301 864-7322  
Parking Enforcement Office: 240-487-3520  
Parking Enforcement Evening: 240-460-7447  
Code Enforcement: 240-487-3588  
Yvette Allen, Asst. City Clerk: 301-641-6299  
Janet McCaslin: 301-980-8396