

UPON APPROVAL, A COPY WILL BE RETURNED

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**Usage Permit Application  
Youth And Family Services Building - Recreation Side  
4912 Nantucket Road  
College Park, Md 20740  
240-487-3501**

ORGANIZATION/EVENT SPONSOR: \_\_\_\_\_

RESPONSIBLE PERSON: \_\_\_\_\_ PHONE #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ CELL PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DAY/DATE(S) DESIRED: \_\_\_\_\_

HOURS: FROM \_\_\_\_\_ TO \_\_\_\_\_ # OF ATTENDEES: \_\_\_\_\_

DESCRIPTION OF THE MEETING/EVENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FOR OFFICE USE ONLY**

IS THIS AN ELIGIBLE APPLICANT? \_\_\_\_\_ APPLICATION APPROVED? \_\_\_\_\_

IF APPLICATION IS DENIED, STATE REASON? \_\_\_\_\_

COPY RETURNED TO APPLICANT: \_\_\_\_\_ LISTED IN CALENDAR: \_\_\_\_\_

WHAT OPEN/CLOSE ARRANGEMENTS HAVE BEEN MADE?

\_\_\_\_\_

NOTES:

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

**APPLICANT ACKNOWLEDGEMENT**

I, \_\_\_\_\_, serving as \_\_\_\_\_, of \_\_\_\_\_,  
(RESPONSIBLE PERSON) (POSITION IN ORGANIZATION, IF APPL.) (ORGANIZATION, IF APPLICABLE)

certify that I am authorized to enter into this Agreement with the City of College Park for the usage of this City Facility ("Facility").

\_\_\_\_\_ **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**

The application must be received at least thirty (30) days prior to the event. Please notify the City Clerk's office in the event of cancellation. The City will hold a requested date for ten business days, pending completion of the Usage Permit Application.

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

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

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

## CITY REGULATIONS FOR THE USE OF Youth and Family Services Building – Recreation Side

The Facility you are using 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. Authority: The use of the Facility shall be under the control of the City Manager and administered by the City Clerk (240-487-3501). Basic policies will be set by the City Council.
2. Occupancy: Occupancy of the Facility shall not exceed 51 people with tables and chairs set out, or 110 people without tables and chairs (i.e., standing room).
3. Availability: This Facility is made available as follows:
  - Weekday mornings from 8 a.m. – 11 a.m.
  - Mondays 6 p.m. – 9:30 p.m.
  - Saturdays 8 a.m. – 9:30 p.m.
  - Sundays 12 noon – 9:30 p.m.

Entry to the rental Facility is made directly through the Recreation doors, NOT through the Youth and Family Counseling Center. Once the application is approved, you will receive instructions for opening and closing the facility. **Access codes must not be shared.**

#### 4. Use, Fees and Deposits:

This Facility is not available for private events. 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. This facility is best suited for small community meetings, rather than parties. Because this Facility is shared with M-NCPPC, there are certain rules regarding the existing equipment and supplies that must be followed. Please refer to Section 5, "Rules For Conduct and Use of the Facility," below, for details.

Applications for use of the Facility must be filed with the City Clerk's Office at least ten (10) days prior to the day desired. Please notify the City Clerk's office at 240-487-3501 in the event of cancellation.

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

- a. No use of tobacco products including cigarettes, e-cigarettes and chewing tobacco will be allowed within the facility at any time. Smoking or tobacco use shall be permitted only 25 feet or more away from building entrances, operable windows, and ventilation systems of enclosed areas to prevent tobacco smoke from entering those areas. All materials used for smoking, including cigarette butts and matches, must be extinguished and disposed of in appropriate containers.
- 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.
  - Tables and folding chairs can be set up, but must be returned exactly as found
  - Usage of any existing equipment, toys, supplies, materials or mats is strictly prohibited
  - Nothing may be stored or left behind in the facility
- e. Youth organizations must provide adult supervision at all times.
- f. All belongings 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 (including restrooms) must be placed in bags and placed into the receptacle outside of the building at the end of the rental. The outside receptacle is located in front of the double doors which face the parking lot and basketball hoops. Extra trash bags are located inside each individual the trash bin inside the building.
  - h. No cover charge, registration fee, admission charge, or ticket sales are allowed for events held at the Facility.
  - 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 9:30 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.
  - n. No alcohol allowed.
6. Conflicts: 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. Emergency cancellations: The City reserves the right to close all buildings for weather or safety-related reasons.

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

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

Emergency Contact Phone Numbers:

(Go down the list until you reach a live person)

City Clerk's office (Weekday Office Hours): 240-487-3501

Parking Enforcement Evening/Weekends: 240-460-7447

Code Enforcement Evening/Weekends: 240-487-3588