

**SENIOR CENTER USAGE FORM – DAYTIME ON WEEKDAYS**

**SUBMIT THIS FORM TO OOA MANAGEMENT**

**AS PART OF A COMPLETE SENIOR CENTER USAGE FORM PACKET (see below).**

**READ THE ATTACHED GUIDELINES FOR USE - AND – DETACH & KEEP FOR YOUR RECORDS.  
COMPLETION AND SUBMISSION OF THIS FORM DOES NOT GUARANTEE USE OF BUILDING.**

NAME OF ORGANIZATION: \_\_\_\_\_

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

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

ALTERNATE CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

ARE YOU CHARGING A FEE TO THE PUBLIC? NO  YES  AMOUNT: \_\_\_\_\_

TITLE/PURPOSE OF MEETING: \_\_\_\_\_

DESIRED SITE: \_\_\_\_\_ CPSC \_\_\_\_\_ NBSC \_\_\_\_\_ SPSC

DATE <u>REQUIRED</u>	SET UP <u>TIME</u>	EVENT TIMES <u>BEGINNING/ENDING</u>	CLEAN-UP <u>TIME</u>	ROOM(S) <u>DESIRED</u>
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**NOTE:** INDICATE A **SECOND DATE CHOICE**, IN CASE FIRST DATE IS NOT AVAILABLE:

**SET-UP NEEDS**

- \* Microphone Yes  No  Quantity: \_\_\_\_\_
- \* Chairs Yes  No  Quantity: \_\_\_\_\_
- \* Tables Yes  No  Quantity: \_\_\_\_\_

\*\* Other Needs – Specify: \_\_\_\_\_

<p><b>For CCG Public Hearing Usage Only</b>  <b>Please complete when notified:</b>  BOCC Staff Name: _____  Date: _____  TS Staff Name: _____  Date: _____</p>
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**Essential: Draw a floor plan on the back of this form to show arrangement of tables and chairs.**

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
(Organization Representative)

DATE: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_  
(Aging Services Program Manager)

DATE: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_  
(Office on Aging Division Chief)

**A COMPLETE SPACE USE REQUEST PACKET WILL CONTAIN UP TO 8 PAGES, PLUS DEPOSIT:**

- Completed OOA "Senior Center Usage Form" with diagram of set-up
- Documents indicating the legal status and stated purpose of the organization
- Signed "Indemnification Statement"
- Certificate of Liability Insurance documenting current coverage
- Copy of current food safety certification, if kitchen use is requested
- Copy of letter to Community Resources Director, if requesting to serve alcohol
- Copies of alcohol license application
- Copy of **approved** license within two weeks after submitting space use application)
- Deposit of \$74 in form of cash, money order, or check made payable to Calvert County Treasurer

**Calvert County services are accessible to individuals with disabilities.**

**ATTACHMENT TO SENIOR CENTER USAGE FORM  
CALVERT COUNTY SENIOR CENTERS---CPSC, NBSC, SPSC  
Contact Person: Ed Sullivan, Program Manager – 410-535-4606**

**USE OF CENTERS AND ROOMS**

**General**

Calvert County senior centers are operated by the Office on Aging (OOA) to provide services, programs, and activities for senior citizens. The centers may be used by outside groups/entities as outlined in these guidelines. Such use shall not interfere with OOA senior center programs and must be approved through normal County channels within stated timeframes. **Regular Hours of Operation: 8:30 a.m. – 4:30 p.m., Monday through Friday**

**Capacity limitations will apply to all functions occurring at the center(s).**

**CPSC auditorium---145 persons**

**CPSC dining room---105 persons**

**NBSC dining room---107 persons**

**SPSC dining room---60 persons**

- Requests for space use shall be submitted to the OOA at least 2 months before proposed event date, and shall be submitted in a complete Space Use Packet containing:
  - Completed OOA "Senior Center Usage Form" with diagram of set-up
  - Documents indicating the legal status and stated purpose of the organization
  - Signed "Indemnification Statement"
  - Certificate of Liability Insurance documenting current coverage
  - Copy of current food safety certification, if kitchen use is requested
  - Copy of letter to Community Resources Director, if requesting to serve alcohol
  - Copies of alcohol license application
  - Copy of **approved** license within two weeks after submitting space use application)
  - Deposit of \$74 in form of cash, money order, or check made payable to Calvert County Treasurer
- Space use approval may take up to 30 days, and may take longer if Packet information is missing.
- Entities will receive an approval letter indicating set-up time for the proposed event.
- Entities are not authorized to proceed with plans nor publicize events in the facility until they receive approval letter.
- Groups and individuals using the centers shall read and be familiar with these Guidelines and share with the County the responsibility for correct and proper usage of the centers.
- The OOA shall have the right to refuse or revoke any application not in accordance with the provisions outlined herein and for reasons not noted, (i.e. staff availability for coverage, logistics.)
- An inspection shall be made prior to and immediately after use to determine if damage to the facility has resulted. Groups and/or individuals shall be required to compensate the OOA for any damages incurred during their use.

**Private Uses**

- a. Space in senior centers is available to non-profit organizations serving senior citizens and having their principal offices in Calvert County.
- b. Regularly scheduled meetings of senior groups (non-religious, non-political) may be held during normal facility operating hours.
- c. Other eligible activities:
  - Health-related organizations/events
  - Senior milestones (golden wedding anniversaries/memorial services, birthday celebrations for seniors over 80 years of age
  - Public forum events
  - State/County agencies' in-service and training
  - County agencies for non-athletic event participation exceeding 80 persons.
- d. All other space use requests will be considered on an individual basis.

## **Prohibited Uses**

- a. Business or for-profit activities are prohibited. No person or organization shall be permitted to carry out or conduct any business, trade, occupation or profession in any senior center except in support of permitted uses.
- b. Meetings/events of any religious or political nature shall not be held at any time.
- c. Any activity that is illegal, may incite riot or disturbance, or is in violation of the rules and regulations of Calvert County Government and the OOA is prohibited.
- d. Possession and consumption of alcoholic beverages is prohibited, unless previously approved.

## **Fees**

- a. During **regular operating hours**, meeting space in the senior centers is available **free of charge** to senior citizen organizations/non-profits, and others - See Private Uses and Prohibited Uses above.
- b. **After normal operating hours**, space is available for a **fee of \$37 per hour**.
- c. All fees shall be paid in cash, check or money order made payable to Calvert County Treasurer.
- d. A \$74 deposit, due upon requester's receipt of written approval for space use, is required and will be applied to the total fees.
- e. Usage approval will include estimated set-up and breakdown time. Entities that exceed the approved hours will be billed for the difference.
- f. Additional time/fees incurred must be paid in exact cash, check or money order within one week after the event.

## **Waiver of Fees:**

- a. Fees may be waived for County agencies only if food will not be served and an OOA-approved County employee accepts responsibility for the facility.
- b. All other requests for waiver of fees must be submitted for approval to the Director of Community Resources, 175 Main Street, Prince Frederick, MD 20678.

## **Refunds**

- a. Any overpayment will be refunded through normal County channels.
- b. A full refund can be paid through normal County channels if the OOA is notified of event cancellation at least 72 hours prior to the scheduled event.

## **Opening/Closing Facility, Set-Up, Clean-Up**

- a. An OOA custodian or an OOA-approved County employee is responsible for opening/closing the facility for the approved activity.
- b. The custodian is responsible for set-up of tables, chairs and microphones provided by the OOA
- c. The custodian will ensure that the center is ready for the next working day's regular use.
- d. Any notation of noncompliance may affect future use of the building.

## **Use (Repair/Replacement) of OOA Equipment**

- a. The expense of repairing or replacing OOA equipment or furniture damaged by any entity using the facility will be borne by said entity.
- b. Non-governmental entities must provide their own audiovisual equipment.

## **Use of Senior Center Kitchens**

- a. The approved entity's current food safety certificate holder must tour the kitchen with an OOA nutrition employee.
- b. The food safety certificate holder shall be responsible for ensuring that the entity abides by food safety rules. An OOA employee will tour the kitchen with an inspection checklist after the event; any notations of noncompliance may affect future use of the facility by that particular entity.
- c. Warming food and food preparation is allowed. Cooking and use of refrigerators/freezers is prohibited.

## **Food/Beverages & Serving Alcohol**

- a. Requests to serve alcoholic beverages will be considered on a case-by-case basis.
- b. Requesting entity must submit a letter of request, which must be attached to the "Senior Center Usage Form" and addressed to the Director of Community Resources, 175 Main Street, Prince Frederick, MD 20678, no less than 30 days prior to the event.
- c. The Board of County Commissioners reserves the right to refuse or revoke any request.
- d. A copy of the alcohol license application is required with the space use application and a copy of the approved license must be provided to the OOA within two weeks after submitting space use application.
- e. Food/beverages must always be served and consumed in the non-carpeted building areas that were reserved,

## **Event Admission Fees**

- a. Only non-profit groups may collect admission fees and/or contributions.
- b. No solicitation at any time.

**ATTACHMENT TO SENIOR CENTER USAGE FORM**

INDEMNIFICATION STATEMENT

The undersigned, on behalf of \_\_\_\_\_, has entered  
into a contract with the Board of County Commissioners of Calvert County for the use of  
the County-owned facility, \_\_\_\_\_  
on \_\_\_\_\_ .

Organization

Facility Name

Date

\_\_\_\_\_ shall defend, indemnify and  
hold harmless the Board of County Commissioners of Calvert County, Maryland, (the "County"), its  
agents and employees from and against any and all claims, suits in law or equity, actions, damages,  
losses and expenses of every name, and description, including attorneys fees to which the County, its  
agents and employees may be subject or put by reason of injury to persons (including bodily injury,  
death or any other form of personal injury) or property damage arising out of or resulting from the  
performance of said contract.

Organization/Name

WITNESS:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Organization

BY: \_\_\_\_\_  
Signature Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Date