



Facility Use Information

GENERAL:

Facility use is reserved in a 4-hour time block, as outlined on the application. All private events must end 30 minutes prior to the center's scheduled closing time (including clean up).

Rooms at Community Centers are generally available for use during normal operating hours.

Southern Community Center, Harriet E. Brown Community Center, Mount Hope Community Center

Sundays-Thursdays 8:30 a.m.-9:00 p.m.

Fridays/Saturdays from 8:30 a.m.-10:00 p.m.

Northeast Community Center

Sundays-Thursdays 8:30 a.m.-10:00 p.m.

Fridays/Saturdays from 8:30 a.m.-11:00 p.m.

All Community Centers are closed on Calvert County Government holidays and not available for facility rentals on these days.

Facility applicants and individuals using the centers shall abide by all applicable Federal, State and/or County public laws and the rules and regulations established by Calvert County Parks & Recreation.

All amplified music must be kept at a level which can only be heard within the assigned event space as not to disturb adjoining room users. Deejays or live music are permitted if volume restrictions are met. Acceptable volume is determined by the center staff on duty and any instruction by staff to lower volume must be followed. If volume instructions are not followed staff has the right to stop all amplified music for the duration of the event.

Use of alcoholic beverages, non-prescription drugs, disorderly conduct, profanity or willful destruction of property is forbidden. Violators will be prosecuted in accordance with the law.

No food preparation, clean-up or storage areas are available for public use. There are electrical outlets in each room that can be used to plug in hotplates, crock pots, etc. *"Sterno" or similar heating elements may only be used in rooms with tile floors.*

A Parks & Recreation employee will be on duty at all times. All participants must abide by any, and all, instructions he/she may give, regarding conduct and restrictions and use of the facility.

RESPONSIBILITIES OF APPLICANT:

Facility applicants must check in with Parks & Recreation staff upon arrival and departure. Applicant must report attendance and/or any problems and concerns to the staff on duty immediately.

The facility applicants are responsible for the supervision of all persons in their group at all times and for ensuring their group remains in their assigned event space. Facility applicants shall not remain past the allotted time.

Facility applicants is responsible for set up and clean-up of all equipment. Clean up should include: A) Wiping down all tables and chairs used (please ask staff for cleaning supplies) and returning tables, chairs, mats, and equipment to their proper location. B.) Removing all decorations from the walls, tables, and ceiling such as balloons, painter's tape, etc. C.) Tables, countertops and floors must be wiped down and free of trash and debris. Trash should be placed in the large trash receptacle outside the facility.

Facility applicants will be held responsible for stolen or damaged property. Immediately report any damages or issues to the Front Desk Staff on duty.

Groups must comply with posted restrictions for the maximum number of people allowed in each room (KITCHEN AND DINING ROOM USE IS PROHIBITED).

Calvert County does not provide insurance for non-sponsored activities. Although insurance is not a requirement for room usage, it is recommended.

Groups must comply with maximum capacity of assigned room.

Failure to comply with guidelines, rules and procedures will result in immediate facility usage cancellation and possible refusal of future requests.

PROHIBITED USES:

- Loud Music
- Tape, staples or nails for wall-ceiling hangings
- Staff kitchen
- Bouncy Houses or other inflatables
- Gas grills or other gas powered cooking devices
- Possession and/or consumption of alcoholic beverages
- Any activity that is illegal or may incite a riot or disturbance

APPLICATIONS:

Applications must be completed and signed by an adult (18 years and older). Incomplete applications will not be processed. Parks & Recreation reserves the right to deny applications. All applications are pending until approved.

Parks & Recreation reserves the right to relocate meetings, classes, etc., to alternate rooms within the Community Center, in order to facilitate maximum use of the facility.

All teen events, (birthday parties, dances, etc) must complete the chaperone list. Chaperones must be ages 21 & older. Five (5) chaperones must be listed on the application and placed at each location: parking lot areas, hallway near restrooms, event entrance door and inside event area.

Once approved, you will be notified by phone and/or a confirmation of your reservation will be emailed to you.

FEES:

The Board of County Commissioners voted to suspend all facility rental fees for Calvert County residents or County based organizations until further notice.

Facility rental fees for out of County users of each facility are detailed on the rental application.

Fees cover up to a 4-hour time block.

Accepted forms of payments for facility rentals are cash, check, money order, Visa, MasterCard or Discover in the exact amount due for the rental.

REFUNDS:

The following are guidelines for requesting a refund for special events, programs, rentals, facilities and other Department amenities. Programs offered and paid for through third-party organizations such as Calvert Nature Society and some youth sports, must contact said organization regarding any refund procedures. The Department reserves the right to cancel all reservations providing as much notice as possible. Reservations cancelled by the Department will receive a full refund unless the cancellation is due to a violation of policy such as non-payment of balance.

It is to be understood that the reservation date or program dates listed on a permit is strictly for the dates listed on the permit. Refunds will not be approved due to poor weather conditions, unless the County closes the program, park or facility due to inclement weather or other emergency.

All refund and date transfer requests must be submitted in writing, by fax, or via e-mail to the Department and be accompanied by a copy of the paid receipt unless otherwise noted. Phone transfers are not accepted. Refund requests or date transfers must be made at least fourteen (14) days prior to the reserved date or program start date unless otherwise noted in this section. The prevailing administrative fee will be applied to all refund or transfer requests. Refund requests do not automatically mean approval of a refund. If payment was made by check or cash, then approved refund requests will be received in the form of a County-issued check in approximately six (6) to eight (8) weeks unless otherwise noted. Credit card refunds will be processed within five (5) business days. The prevailing cancellation/date transfer/refund fee will be applied to all cancellation/transfer requests. Online convenience fees for online purchases are non-refundable.

In lieu of a refund, the Department may offer the participant a program credit. The credit may be applied toward the cost of any future recreation program registration, facility rental or activity. No administrative service charges will be deducted when a credit is accepted by the participant. Credit would expire one (1) year from date of issuance. The existence of an account credit per this manual

is not eligible for a refund. The Director of Parks and Recreation or designee must authorize all refunds unless otherwise noted in the Revenue & Fee Manual.