



REGULATIONS FOR COMMUNITY MEETING USE OF TOWN OF BLADENSBURG'S COUNCIL
MEETING ROOM AND VISITORS

CENTER MEETING SPACE

4229 Edmonston Road, Bladensburg, MD 20710

Town meeting spaces must be reserved in advance at the Town Office. There is a *good faith deposit of \$100.00*. (Please contact the Front Office Staff for further information and the options that are available) by calling: 301-927-7048. Reservations must be made no later than 72 hours in advance and cannot be made further than 30 days in advance maximum usage two (2) hours per meeting during Town business hours and must be confirmed in writing (return of this form, signed by Town Staff). Please contact Ms. Diane Griffin or Ms. Patricia McAuley to be placed on our calendar. At the time of your reservation, please provide the number of participants expected at your event. Compliance with the Fire Marshall's occupancy limit for the space is absolutely mandatory. (Proper ID is needed for confirmation of residency in Town.)

It is Town Policy that these spaces are reserved for local Town and community groups, non-profits, committees, boards, panels, taskforces, and meetings hosted by our local, State and Federal elected officials. Additionally, the Town's resources and facilities are not to be used to make a profit for an organization or be rented out for a fee. The Town's facilities are not available for private parties or events.

Entrance to the Town facilities (after regular business hours) is arranged through the police dispatchers to obtain the key and locking up after the event and returning of the key to police dispatchers. Failure to adequately secure the space or failure to return the space in condition allotted to user or return of the key, after use may result in being barred from future use and the loss of your deposit.

Users agree to leave the facility clean and orderly and assume personal liability for the cost of excessive clean up or damages of the premises or property. Brooms and other cleaning supplies will be made available. Tables must be wiped down after each event if food and/or beverages are served.

Users are responsible for their own set up and breakdown of tables and chairs required for their meeting/event.

The Town has approximately eight tables and fifty chairs available for users, but we cannot guarantee a specific count. Use of any Town Equipment, other than tables and chairs, to include the dais (*Mayor and Council raised seating area*) area as well as the kitchen is only with the expressed permission of the Town Administrator.

Users are responsible for removing excessive trash, in secured plastic bags, to the dumpster at the rear of the Town parking lot.

If food is being served, users are responsible for their own cups, plates, utensils, etc. Supplies and equipment in the Town Hall kitchen are only for the use of Town Staff for Town events.

Alcoholic Beverages and smoking are not permitted Town Facilities and or meetings spaces.

The Town is not responsible for personal property which is damaged, lost or stolen belonging to any individual or group using Town Facilities.

Due to unforeseen circumstances, the Town reserves the right to cancel any reservation with as much notice as practicable.

This Space Left Intentionally Blank

Requestor must complete and submit this section prior to granting use.

I have read the rules and provision of the Town Hall Usage Form for this facility. I agree to abide by the Town's rules for the use of the requested facility as well as understand that the Town has the right to cancel or refuse my request for the use o the Facilities due to unforeseen circumstance. I agree to submit a *good faith deposit* to secure the requested space.

Applicant Name(s): _____

Organization (if Applicable): _____

Address: _____

Town Hall will be used for: _____

Type of Deposit: Check: _____ Cash: _____ Money Order: _____ Received: _____

Date: _____ Hours: From _____ To: _____ Expected Attendance: _____

Name of person picking up the key: _____

The key to the Town Hall my be picked up at the Bladensburg Police Department 4910 Tilden Road, Bladensburg, MD (Identification Required)

_____, I/We hereby certify that I/we am/are a current residents) of the Town of Bladensburg.
(Initials)

_____, I/We agree to hold the Town harmless from any claim or liability resulting from use of Town faculties listed/requested events.
(Initials)

Printed Name of responsible person(s):

Contact Phone Number (s):

Signature and Date:

Email Address:

-Staff Use Only-

Town Staff Approval for Facility Use

Date Approved

Calendar Entry Date _____

MEETING ROOM AND VISTIOR'S CENTER MEETING PLACE

CHECK LIST

Prior to Leaving: Initial

Tables (wiped off) and chairs are broken down.

Floor is swept of debris.

Excess trash is placed in secure bag in dumpster.

Area (including restrooms) is checked for personal property, papers etc. to be removed.

Lights are turned off in meeting room, restrooms, and kitchen.

Entrance is secured.

Key returned.

Spaces Not to Be Used Without Permission:

The dais (Mayor and Council seating) areas off limits.