

**** RENTAL PROGRAM POLICIES AND PROCEDURES ****

The City of Gaithersburg welcomes the opportunity to serve you as a rental patron at the Casey Community Center. Please read these guidelines in their entirety for important information pertaining to rental use.

Hours of Operation: The Center is generally open from 9 a.m. to 9 p.m. Renters of Rooms A & B may apply for extended hours on Friday and Saturday nights, with all parties ending by 11 p.m. and exiting facility by 12 a.m. Additional fees apply. (Refer to Sections C & D). Sunday hours are from 9 a.m. until 7 p.m. The Center is closed for all holidays.

A. POLICIES FOR RENTAL OF THE CENTER

It is the policy of the City Manager to encourage the rental of the Casey Community Center. The Center is available to Gaithersburg residents, nonprofit organizations, and businesses as well as nonresidents; however, higher rental fees are applicable to nonresidents and groups who do not reside within the corporate City limits. Requests for a rental may be made by submitting a Facility Use Application as early as nine (9) months in advance of the rental date.

B. FACILITY USE APPLICATIONS

All individuals or groups wishing to use the Center must make application by completing a Facility Use Application. This is an application, not a binding contract to rent the building. Applications are available at the Community Center or may be obtained via mail, or fax. **PLEASE UNDERSTAND THAT YOUR REQUEST IS NOT OFFICIALLY CONFIRMED OR BOOKED UNTIL A DEPOSIT HAS BEEN ACCEPTED AND YOU RECEIVE CONFIRMATION.** You must be at least 21 years of age to sign an application, and the person signing the application must be in attendance for the entire rental event. If two or more groups wish to rent the facility on the same day and time, the applications will be processed and reservations confirmed on a first-come, first-served basis.

C. MINIMUM RENTAL TIME FOR SATURDAY NIGHTS- (Rooms A & B ONLY)

On Friday and Saturday evenings, there is a minimum rental time of five (5) hours applied to groups or individuals requesting rental of the Casey or Gaither rooms. This procedure applies to any rental that starts at 5 p.m. or later or any rental that starts earlier and extends past 5 p.m. (Non-profit rates do not apply during these time periods).

D. USE AFTER REGULAR HOURS- (Rooms A & B ONLY)

With a minimum of two weeks notice, hours may be extended to 12 a.m. on Fridays and Saturdays. If hours are extended, the rental party is responsible for paying an **additional \$17.50/hour** for staff fees. Less than a two-week notice for after-hour use will result in additional charges of \$25/hour upon approval (these fees must be paid by VISA/MasterCard/Discover only). Weekend use

is restricted to 11p.m., with clean up beginning at 11 p.m. and finished by midnight. No extra time is allowed after these hours. Failure to abide by this rule will result in the loss of security deposit.

E. HOW FEES ARE DETERMINED

It will be the determination of City staff to designate the appropriate fee category to users. To obtain a resident fee, the applicant's home address must be within the corporate limits of the City of Gaithersburg, or the address of an organization or business must be within the corporate limits. Organizations may not use the address of a member who is a City resident. A driver's license or company stationery will be required as verification of residence. For all events, the person hosting the event must complete the application. Their address is used to determine the appropriate fee. If you are a nonprofit organization, a tax exemption certificate is necessary. Nonprofit rates are not applicable for on-going rentals or for rentals going past 5 p.m. in rooms A & B on Friday or Saturday. The last hour of any rental must be used for clean-up time. All activities must stop except for the clean-up.

F. USER'S RESPONSIBILITIES

Rental patrons are required to:

- Set up tables, chairs and other equipment as necessary. At the time indicated on your permit, a Center staff person will bring the requested number of tables, chairs and other equipment into the room for rental customers to set up.
- Anticipate the amount of time necessary for set-up and clean up and include this time in the rental request.
- Arrive and depart at the times specified on the rental permit. Leave rented room(s) in the same condition in which it was found.
- At the conclusion of the event, clean off tables and chairs, i.e., remove all food products, paper products, etc., clean tables and stack tables and chairs on racks and carts as provided by the Center. Floors must be swept and trash must be bagged and taken to dumpster. The Center will provide trash cans and bags.
- Abide by the information in the rental packet that identifies maximum number of persons per room.

- Confine rental event to the room that is identified on the facility permit. Use of the lobby is for all Center patrons as needed for entrance and exit, and to access restrooms and the reception desk. Obtain "proof of insurance" from any/all entertainment or catering vendors and submit copy to Community Center staff. Suggested minimum liability coverage is one million dollars.
- Accept responsibility for all persons associated with function. If you are hosting an event that is open to the general public, you are still responsible for any/all damages or problems associated with your guests.

Failure to adhere to any or all of the above policies may result in the rental group being asked to leave the facility, forfeiture of deposit and loss of future renting privileges.

G. REVOKING OF APPLICATIONS, REFUSAL OF FUTURE RENTAL

The City of Gaithersburg reserves the right to revoke a user's application and/or refuse rental for any or all of the following:

- Rental patrons are not conducting an event in an orderly manner.
- Damage is done to Community Center.
- The rental patrons repeatedly do not adhere to users' responsibilities.
- Group or individuals are disturbing other functions being held at the Community Center (i.e. noise levels)
- If the City feels that a group's event is detrimental to the well being of the Center staff or patrons.
- Failure to pay rental fee when due
- The City reserves the right to cancel or postpone an event at any time due to unforeseen circumstances.

H. RESERVATION/SECURITY DEPOSIT

In order to reserve a room, a deposit must accompany a completed Facility Use Application. **PLEASE NOTE: Money received for security deposit is not applied to rental fees.** Security deposit payments will be processed (i.e. checks will be cashed and credit cards will be charged).

\$250 Security deposit is required for all functions

A higher security deposit may be required if staff feels there is an increased risk of damage to the facility. Deposits may be made by personal check, money order, cash, certified check or credit card (VISA/MC/Discover) payment. When paying by check, all patrons must present a matching driver's license. No starter checks are accepted. If the facility application and permit are submitted and issued **less than 21 days** prior to use, **personal checks will not be accepted.** *No cash is accepted after 4 p.m. Mondays through Thursdays and 12 Noon on Fridays. No cash is accepted on the weekends.*

Deposits will be forfeited if a group goes past scheduled time or if they exceed closing hours. Damages to the Center, insufficient clean-up and early arrival/late departure costs will be subtracted from the security deposit. If damage or overages in time are determined to be more than the security deposit, the rental patron will be billed.

I. PAYMENTS & RENTAL PROCEDURES

Rental fees are due **no later than the first day of the previous month** before the scheduled event. For example, if your event is May 13, rental fees are due no later than April 1. No cash is accepted after 4 p.m. Any individual or group renting the facility under false pretenses may have function closed and deposit forfeited! A \$25 administrative fee will be applied to each date and/or time change requested by rental patron following the issuance of permit. A \$35 collection fee will be assessed for any check returned by the bank. If your fees remain unpaid after 30 days notice, you may be prosecuted in District Court under the Maryland Criminal Code, Article 27, Section 140-144.

J. REFUNDS AND CANCELLATIONS

- *Cancellation notices should be made in writing and all are subject to a \$10 processing fee.*
- Security deposits will be forfeited if rental is cancelled less than 30 days before the event. In cases where the security deposit is greater than the total rental fees, the rental fees will be forfeited and security deposit returned.
- Rental payments are forfeited if event is cancelled less than two weeks prior to event.
- Cancellations made by regular users must be made in writing at least two weeks in advance to the Facility Director or Administrative Support Supervisor or full rental fees will be assessed.
- Please allow three to four weeks following the date of the event or cancellation for the return of the security deposit.

K. ALCOHOLIC BEVERAGES

Individuals or groups planning to serve alcohol must have a City of Gaithersburg Alcohol Beverage Permit. The fee for a permit is \$130 and shall be paid with rental fees. Alcohol is limited to beer and wine. Hard liquor is prohibited. **Absolutely no alcoholic beverages may be carried outside the Community Center and no loitering is permitted in the lobby or parking lot.** By state law no persons under the age of 21 may consume any alcohol beverage. Permits will not be issued to groups or individuals if the majority of persons attending event are under the age of 21. Renters serving minors or minors who are in an inebriated condition will be asked to vacate the premises.

L. SMOKING

In accordance with City of Gaithersburg Ordinance No. 0-13-90, no smoking will be allowed in the Casey Community Center or within 25 feet of any exit door by order of the Montgomery County Code 24-9.

M. CHAPERONES / SECURITY

Any group that has the majority of patrons under the age of 21 is required to provide chaperones at the ratio of 1 adult per 10 underage participants. Chaperones are responsible for making sure that once attendees arrive at the event, they may not leave the event and then re-enter. Furthermore, security must be provided for an event with a majority of patrons under the age of 21. Security personnel may be local police officers or staff from professional security agencies. Additionally, patron may be asked to pay for extra staff person(s) if required by the director. The responsible party MUST provide a complete and specific (first & last names) guest list for teen events. All guests under 21 must present their invitation at the door in order to be admitted to the event.

N. CHARGES FOR ADMISSION

Admission or cover charges for rental events are prohibited unless prior written approval is granted.

O. DECORATIONS AND CARE OF EQUIPMENT

No thumbtacks, tape, candles or non-fire proof decorations are allowed. This includes live or cut holiday trees, bales of hay, glitter, birdfeed or rice. Users must discuss any special requests with the Facility Director or Administrative Support Supervisor prior to event. Tampering with the thermostats or light fixtures, or any other Center equipment or furnishings is prohibited.

P. CHARGES FOR DAMAGES

Rooms will be inspected by Center staff and patron before and after use. The rental patron must sign in and out on the inspection sheet. Any damages or problems shall be noted on the inspection sheet by City staff prior to the patron signing out. The City of Gaithersburg has the authority to withhold part or all of the security deposit for damage by the user or failure to adhere to the user's responsibilities. If charges exceed the amount of the security deposit, rental patron will be billed and payment will be due within two weeks of receipt.

Q. USE OF KITCHEN/FOOD AND BEVERAGES

Food and beverages are permitted in all rooms. Caterers are permitted. Patrons renting the Casey (A) room and kitchen facilities, who will be selling or giving away food to the general public, must have a valid Montgomery County Health Department permit. A copy of the permit shall be displayed during time of event. Functions will be immediately cancelled and all monies will be

Forfeited if rental patron does not have the necessary permit or operates outside the limits of the permit. Kitchen facilities do not come equipped with small appliances, utensils, or dishes. Please remember, that clean up associated with food and beverages is the responsibility of the rental patron.

R. MUSIC, SIGNAGE AND MISCELLANEOUS

Music by disc jockeys is permitted but must be included on the Facility Use Application as part of the event description. Live bands are not permitted, however, instruments and/or performances may be considered. Patron must submit request with application and obtain prior written approval. Volume of music and amplification of any kind must be kept at a level that will not interfere with other patrons of the Center. Additional signage may be displayed by rental patrons providing that such signage does not interfere with other uses at the Center. All signage must be removed at the conclusion of the event. Weapons are strictly prohibited at the Community Center.

S. ANIMALS

No animals are allowed in the Center without prior written approval (except any service animal required by a person with a disability).

T. EQUIPMENT AVAILABILITY AND EXTRA FEES

The Center will provide rectangular tables and chairs to accommodate the maximum number of people in each room. Round tables may be reserved on a first come, first serve basis. Please indicate on Facility Use Application the number of tables, chairs, and additional permits needed.

Quantity Item

1 Alcohol Beverage Permit \$130 per event

**If you have any questions please call
301-258-6366**

**Katie Gleeson – Community Center Director
Karen Simms – Rec. Facility Coordinator**

You may also visit our website at
www.gaithersburgmd.gov/caseycc

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