



Town Organization Registration Form

***Organization refers to Community Organizations, Boards and Committees throughout this form**

DEFINITION

A Community Organization is a community-oriented public service organization which must consist of at least 20 regular members with at least 50% of the members being Cheverly Residents. Organizations* must submit a copy of Bylaws each year to Town Hall along with this Town Organization Registration Form.

INFORMATION

Organization* Title:		501c3 Organization? <i>not required</i> <input type="checkbox"/> Yes, Paperwork Attached <input type="checkbox"/> N/A	
Detailed Description:		Website or Social Media:	
		Required Documents Attached? <input type="checkbox"/> Bylaws <input type="checkbox"/> List of 20 Members (50% Residents)	
Applicant Name:		Applicant Cheverly Address:	
Applicant Email Address:		Applicant Phone Number:	

NEWSLETTER

If your organization* would like access to the Cheverly Newsletter, please fill out the information below:
If you do not need access, you may skip this section.

NOTE: newsletter@cheverly-md.gov will only receive submissions from the following two contacts.

Main Newsletter Point of Contact Name:	Position/Title in Organization*
Email Address:	Phone Number:
Alternate Newsletter Point of Contact Name:	Position/Title in Organization*
Email Address:	Phone Number:

I have reviewed the Newsletter Policy to make sure my organization qualifies for these privileges.

WEBSITE

If your organization* would like to be listed on the Town website, please email your desired **organization* description, title and contact email** to newsletter@cheverly-md.gov with the subject "Website [Organization Title]"

Website Entry Sent N/A Notes: _____

BUILDING USE

If your organization* would like access to use the building, please fill out the information below:
If you do not need access, you may skip this section.

Please List the members approved to have Key Fob Access:
each organization may have a limit of two key fob holders*

Full Name(s): _____ Key Fob Form(s) Submitted

If your organization* hosts recurring events involving physical activity or risk of injury, you are required to have a **Certificate of Liability Insurance** with the Town of Cheverly listed as "Additional Insured" and the Certificate Holder.

Certificate of Liability Insurance Attached N/A Notes: _____

ACKNOWLEDGEMENT

Please initial below to signify understanding:

_____ I understand that I must be a Cheverly Resident and submit a list of 20 members, Bylaws, and a Certificate of Insurance (if applicable).

_____ I understand that to host events with more than 75 attendees on Town property, a Special Event application must be submitted 90 days prior and insurance requirements may apply. If applicable, a Certificate of Insurance (COI) must be submitted and must be active the date(s) of your event with the Town listed as additionally insured and the certificate holder.

_____ I understand that violation of any Town Code, Park Rules and Regulations, or breach of law may result in termination of my organization.

Please read the acknowledgement below:

This organization* agrees to indemnify and hold the Town of Cheverly, including its officers, elected officials, agents, and employees harmless from and against all loss, cost, expense, liability and/or injury (including reasonable attorney's fees) arising out of its use of the Community Center, including all claims of injury or other harm by a third party against the Town, its officers, elected officials, agents and employees based upon the Organizations*' use of the Community Center.

I agree with the above statement, I have read this document in its entirety, and I hereby certify to the best of my knowledge that the information provided in this application is true and accurate.

Applicant Signature

Date

OFFICE USE ONLY

New Organization* Renewal Organization* Building Use Permission Newsletter & Website Permission

Town Administrator Signature

Date