

Facilities Usage Policy

Last Updated: 2.24.25

I. **Purpose**

To establish reservation procedures and requirements, fees, rules, and guidelines for the use of certain public facilities in accordance with Town policies.

II. **Annual Review**

These regulations will be reviewed by the Town Administrator or their designee on an annual basis.

Community Organizations and Advisory Committees will be provided an opportunity to comment on any proposed modifications. All comments will be submitted to the Town Council for consideration prior to their finalization and adoption.

III. **Applicability**

This regulation governs use of the following public facilities:

Buildings

- Cheverly Community Center (6401 Forest Road)
- William Eley, Jr. Public Works Building (following 2025 opening)

Parks

- Town Park (6401 Forest Road)
 - Robert Tucker Sr. Pavilion
 - Lower Pavilion
- Boyd Park (1801 64th Avenue)

Fields

- Town Park Fields (6401 Forest Road)
- Boyd Park Fields (1801 64th Avenue)

IV. **Programming Priorities**

1. Community Organizations and Advisory Committees must be in good standing and abide by the requirements stated in each respective policy.
2. Requests for the use of public facilities will be processed on a first-come, first-served basis according to the following priorities.

First Tier

1. Official Town Meetings, Town Elections, and Emergency Management Operations
 - Examples include, but are not limited to, Town Council meetings, public hearings, meetings called by the Town Council, and Town elections. During emergencies, use of all public facilities may be redirected to emergency operations at the direction of the Town Administrator.

Second Tier:

- 2a. Council appointed Advisory Committees
 - Examples include, but are not limited to, Ethics Commission, Board of Election Supervisors, and other committees under Code Section 1.6.
- 2b. Town Managed/Supported Programming
 - Examples include, but are not limited to, Cheverly Boys and Girls Club youth recreational sports, annual recreational events organized by the Recreation Council, and events held at the discretion of the Town Administrator or their designee.

Third Tier:

3. Community Organizations in good standing that adhere to the Community Organization Policy.

Fourth Tier:

- 4a. Fee-based Classes/Events
- 4b. Private Rentals (outdoor spaces only, available only to Cheverly Residents)

Exclusions:

The following are prohibited uses of indoor Town Facilities (does not include outdoor spaces):

- Worship services and religious instruction
- Private social functions
- Partisan or campaign-related activities that advocate for the election or defeat of a candidate or issue (except for a candidate's forum for Town elections, if conducted by a neutral, non-partisan, community-oriented Community Organization)

V. Use of Public Facilities

Hours of Operation:

1. The Cheverly Community Center's established hours of operations are Monday through Friday from 9:00 am – 5:00pm with the exception of National Holidays.

- The Community Center will be closed on the following holidays and holiday weekends: New Year’s Eve, New Year’s Day, Martin Luther King Day Weekend, Presidents Day Weekend, Memorial Day Weekend, Juneteenth, Independence Day, Labor Day weekend, Veterans Day, Thanksgiving Day weekend, Christmas Eve (after 12:30pm) and Christmas Day.
- Any additional building closure or opening will be at the discretion of the Town Administrator or their designee.

Reservation Hours:

2. Gymnasium: 5:00 am - 10:00 pm
3. Town Pavilions: 8:00 am – 8:00 pm
4. Any reservations requesting to exceed these hours require prior approval from the Town Administrator.

Facility Capacity:

5. Capacity limits of each facility cannot be exceeded. The Town reserves the right to change a reservation in the event another facility is determined to be a more appropriate venue. Events that exceed capacity must be approved by the Town Administrator via the Special Events Permit Request Form.
 - Community Center:
 - Gymnasium Capacity: 250
 - Large Conference Room Capacity: 20
 - Parks and Fields
 - Park Shelters
 - Robert Tucker Sr. Pavilion Capacity: 40
 - Town Park Pavilion Capacity: 75
 - Boyd Park Pavilion Capacity: 75
 - Parks and Fields (reviewed on a case-by-case basis)

Use of Gymnasium:

6. Use of the Community Center Gymnasium is limited to Town approved recreational programs, meetings, and Special Events. Misuse of the facility by Town Boards, Committees, and Community Organizations can lead to suspension.

Note: Certain recreational sports are not permitted in the Town’s Indoor Facilities. Recreational Sports will be evaluated following the submission of a Special Events Permit Request Form.

Use of Common Areas and Storage:

7. Use of common areas is not included in the reservation and is not permitted. The reservation does not include overnight, or long-term storage and all materials and supplies of the Permit Holder must be removed from the facility at the end of each reservation period. Any items remaining will be discarded. Long term storage

requests will be reviewed on a case-by-case basis at the discretion of the Town Administrator

VI. Reservation Procedures

Reservation Process:

1. Reservation requests may be submitted online by searching for the “Park Reservation Form,” clicking the link and following the prompts. Reservations may also be submitted in person or by e-mail. Requests will be reviewed and approved by a Town Official. The request will be processed, and a space reserved for the date and time upon receipt of the payment as applicable. Written confirmation of the reservation will be issued to the individual or entity (the “Permit Holder”), authorizing the use of the facility under the terms and conditions set forth.

Reservation Period:

2. The facility reservation must allow for and include adequate time for set-up and breakdown of the scheduled event. The facility must be vacated within the time indicated on the permit.

Cancellation by Park Permit Holders:

3. Permit holders will not be refunded upon cancellation of a processed park reservation.

Cancellation by the Town:

4. The Town reserves the right to cancel or attempt to reschedule all reservations. Every effort will be made to provide as much advance notice as possible in the event the building is closed.

VII. Rental Fees, Security Deposits and Payment

Indoor Facility Rental Fee:

1. First, Second and Third Tier Programming are exempt from rental fees but may be charged a Staffing Fee if applicable. Tier Four Programming should refer to the regular fee schedule.

Additional Fees

2. Staffing Fee: For events and activities held outside of normal business hours, an additional fee may be assessed to cover staffing costs. This fee consists of the designated employees’ hourly rate plus 15 percent.

Note: Staff includes administrative personnel, Public Works personnel and the Police Department. An additional processing fee may be assessed for all credit card payments.

VIII. Admission Fees, Donations and Sale of Merchandise

1. Any event that intends to charge admission fees collect donations or sell merchandise or food requires an approved Special Events Permit.
2. The Town assumes no responsibility for the collection or safeguarding of admission fees, donations, or sales proceeds. Unauthorized operation of concessions (sales of merchandise, food, or alcohol) is PROHIBITED. Any applicant that requests authorization MUST obtain a temporary business license as outlined in Chapter 9-5 of the town code. Proof of compliance with all State and County regulations must be submitted with this request.

IX. Food and Beverages

1. All food and beverages, containers and utensils must be removed from the facility at the end of the reservation period with all debris bagged and deposited in the dumpsters located on the building grounds. Recyclable materials must be sorted and deposited in the appropriate containers.

X. Alcoholic Beverages

1. The sale or consumption of alcoholic beverages is not permitted in any facility without an approved Special Events Permit.
2. The Permit Holder must secure the proper permits and documentation from Prince Georges' County.
3. The Town assumes no legal or financial responsibility or liability for the storage, sale or distribution of any food or beverages offered by the Permit Holder.

XI. Key Fob Holder Responsibilities

1. Town Boards, Organizations, Boards and Committees may receive up to two key fobs per organization. Exceptions may be made via a Special Events Permit Request Form.
2. The key fob holder must sign the Key Fob Acquisition Agreement stating the following:
 - a. The Key Fob Recipient must agree to not load or duplicate the key fob provided to them by the Town of Cheverly for access to the Cheverly Community Center.
 - b. The Key Fob Recipient assumes full responsibility for opening and closing the building for the designated group's scheduled event, when a Town staff member is not present.
 - c. The Key Fob Recipient understands that they may not use the key fob to access the community center for personal use and understands that violation of this agreement will result in deactivation and confiscation of the recipient's key fob.
 - d. The Key Fob Recipient understands that if the designated key fob is lost or stolen, the recipient is fully responsible for reporting it as lost or stolen within 24 hours.

XII. General Responsibilities of the User

1. In addition to being required to comply with the Town's Use of Public Facility Regulations, the Permit Holder is responsible for ensuring that:
 - a. The event does not exceed capacity limits for the reserved facility or extend beyond the reservation period.
 - b. A responsible party is present at all times and all child and youth activities are supervised by an appropriate number of adults. Children 12 and under must be supervised at all times, including while using the Facility Restrooms.
 - c. The Permit Holder assumes full responsibility for opening and closing the building when a staff member is not present.
 - d. All participants comply with the Town of Cheverly Code and policies.
 - e. Required supplies such as paper goods, serving utensils, tablecloths, art supplies, batteries, and ice, have been obtained and transported to the facility as they are not included in the rental fee, nor will they be provided by the Town.
 - f. Furniture is not moved from one room to another unless authorized by the Town. If the use of additional furniture is approved, all furniture must be returned to its original location prior to vacating the facility.
 - g. Noise levels are kept within reasonable standards and do not disturb the peaceful enjoyment of the facility by others.
 - h. No illegal drugs or unauthorized alcohol are used or consumed in the facility or the grounds.
 - i. Smoking of any kind is not permitted in any public facility.
 - j. All posters, decorations and directional signage are removed from the facility and the grounds. No nails, tacks, screws, glue, or similar means of securing any material or signage to any surface in the facility or the building may be used to display materials.
 - k. The facility is left in a clean and neat condition, all items brought to the facility are removed and all foodstuff, trash, and debris are recycled or discarded in the appropriate containers.
 - l. The activities of the Permit Holder do not create a hazardous environment as determined by the Town or other governmental agency. Prohibited activities include, but are not limited to, open flame, blocked hallways, and hazardous chemicals or other materials.
 - m. All posted park rules and regulations are followed.
 - n. Only sports and game equipment authorized by the Town are used during the scheduled activity or event. No pony rides, petting zoos, moon bounces or similar equipment is permitted. The Town reserves the right make exceptions to this rule upon the approval of a Special Events Permit. In the event of an exception to this rule, liability insurance and waivers are required, and the Town reserves the right to issue a \$250 fee for any remaining animal waste.
 - o. Attendees must park in designated parking areas and not block driveways or the roadway. Double parking is not permitted under any condition.

XIII. Authorized Representative

1. The Permit Holder is assumed to be the authorized representative of the organization or entity reserving the facility. As the authorized representative, the Permit Holder is responsible for ensuring that the organization or group complies with the terms and conditions set forth in the rental agreement and in this regulation.

XIV. Liability

1. The Permit Holder assumes all liability for activity related to the use of the facility. A Certificate of Insurance naming the Town as a Certificate Holder and additionally insured may be required for specific rentals involving physical activity such as sports, recreation and Special Events. The Certificate of Liability Insurance must list The Town of Cheverly as the Certificate Holder. At the discretion of the Town Administrator, appropriate written waivers may be required.
2. The Town reserves the right to waive any of these requirements upon the approval of a Special Events Permit.

XV. Indemnification

1. Permit Holder shall indemnify, defend, and hold harmless the Town and its officers, employees, and agents, from and against all allegations, claims, actions, suits, demands, damages, liabilities, obligations, losses, settlements, judgments, costs, and expenses (including without limitation attorneys' fees and costs) which arise out of, relate to, or result from any act or omission by Permit Holder by its use of the facilities.

XVI. Governing Law

1. Any legal disputes shall be governed by and construed in accordance with the laws of the State of Maryland, without regards to conflicts of laws principles. Permit Holder hereby irrevocably consents to the jurisdiction of the state and federal courts located in Prince George's County, Maryland, in any action arising out of or relating to its use of the facility and waives any other venue to which either party may be entitled by domicile or otherwise.