



How Do I Reserve Community Space at Town Hall?

Online: Complete the online [Town Building Use Request Form](#) and someone from the Town office will contact you to finalize the reservation

Who Can Reserve?

Official Town Organizations

Official Town registered organizations that have a completed Keyfob Acquisition Agreement on file at the Town Hall. Someone from your organization should be present at the event that has completed AED/CPR training. This training will be offered by the Town annually. Town staff will notify you of the upcoming training soon.

If your organization is using the facility for athletic purposes, a copy of the organization's \$1 million general liability insurance policy will need to be on file at the Town Hall.

How Do I Get the Keyfob Acquisition Agreement Form?

Keyfob Acquisition Agreement Form

Online [Keyfob Acquisition Agreement form](#) can be submitted on the Town website.

Contact the office to have the form emailed to you or pick it up at Town Hall, 6401 Forest Road, Cheverly, MD 20785. The form can be emailed to grichards@cheverly-md.gov or mailed to our administrative office.

How Do I Get Liability Insurance?

Liability Insurance

There are several private companies that offer general liability insurance. Contacting another Town organization to get references on who they use could be helpful.

[Local Government Insurance Trust \(LGIT\) offers a Tenant User Liability Insurance Program \(TULIP\)](#) to assist with insuring special events on member property.

Building Space Capacity

Room Capacity

Gymnasium
Large Conference Room
Small Conference Room

COVID-19 Building Capacity

125
16
Currently Unavailable

Hybrid Capabilities Available. Notify the Town 72 hours (approximately three business days) before your event if camera and laptop are needed for Zoom capabilities.

Building Protocol

General Building Protocol

Thank you for helping us to continue to take care of the facilities and keep the building clean and beautiful! Please take with you everything that was brought in for your event. Be sure everything on the checklist has been completed in the rooms that your group used.

As a reminder, your organization is responsible, unless prior arrangements are made, for clean-up and removal of all equipment, decorations, signs, posters, table decorations, debris, etc.

The building must be returned to the same manner of cleanliness as it was received, with all decorations and debris removed.

Please contact the Town Administrator at dgalloway@cheverly-md.gov if there are any issues or property damage occurs during your reserved time.

COVID-19 Building Protocol

Upon entering the building take temperature. If you have fever, have tested positive for COVID-19 in the past 5 days without a final negative COVID-19 test, or you are not feeling and/or have presented with COVID symptoms in the past 5 days, please do not enter the building.