

# TOWN OF CHEVERLY

6401 Forest Road  
Cheverly, MD 20785  
301-772-8360

**(PLEASE PRINT CLEARLY)**

Copy Identification Here:

Notes: \_\_\_\_\_

## USE AGREEMENT PERMIT ~ FOR RESERVING PARK PAVILION/STAGE

NAME: \_\_\_\_\_  
MUST BE CHEVERLY RESIDENT AND **MUST BE PRESENT AT EVENT**

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_  
(Daytime) (Evening/Weekend)

EMAIL ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
**TOWN PARK PAVILION/STAGE**  
75 PEOPLE MAXIMUM ATTENDANCE

\_\_\_\_\_  
**BOYD PARK PAVILION**  
75 PEOPLE MAXIMUM ATTENDANCE

RESERVATION DATE: \_\_\_\_\_ TIME (start): \_\_\_\_\_ (finish): \_\_\_\_\_  
(Park hours are dawn to dusk or 8:00 am to 8:00 pm)

PURPOSE: \_\_\_\_\_ Number of people attending: \_\_\_\_\_

Reservation Fee: \$50.00  
Alcohol Permit Fee: \$25.00  
**(ALL FEES ARE NONREFUNDABLE)**  
AMOUNT PAID: \$ \_\_\_\_\_  
DATE PAID: \_\_\_\_\_  
RESERVATION FEE PAID: \_\_\_\_\_  
ALCOHOL FEE PAID: \_\_\_\_\_

The above-named resident or town organization has reserved and is authorized to use the noted facility and agrees to:

- OBEY ALL PARK RULES (ch.16-town code) and abide by all regulations (see back for use of the facilities).
- Exercise care in the use of the facilities.
- Assume responsibility for damages & cleanup cost in excess of normal wear and tear from the use of the facility.

\_\_\_\_\_  
SIGNATURE OF RESIDENT

\_\_\_\_\_  
TOWN OFFICIAL SIGNATURE

**NOTE:** Consumption or sale of alcoholic beverages in Town parks is prohibited. A **SPECIAL PERMIT** is required for the use of alcoholic beverages. Anyone/organization receiving permission is held responsible for the proper and lawful conduct of the event. There is a \$25.00 alcohol permit fee.

Explain circumstances: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

\_\_\_\_\_  
Town Administrator

# REGULATIONS FOR RESERVING CHEVERLY PARK PAVILIONS

**A PAVILION/STAGE RESERVATION USE AGREEMENT PERMIT IS REQUIRED FOR ALL RESIDENTS  
AND CHEVERLY ORGANIZATIONS RESERVING THE PARK PAVILION/STAGE.**

Pavilions may only be reserved by a Cheverly resident 18 years of age or older for a gathering of family or friends of the Cheverly resident, or a Cheverly club/organization with at least 50% resident membership.

- Residents must fill out and sign a Use Agreement Permit and pay the **Non-Refundable Reservation Fee**. **NOTE:** The Cheverly resident responsible for reserving the Pavilion **MUST BE PRESENT** at the event. If they are not present, the group will be asked to leave by the police.
- Permit applies to the covered pavilion/stage only and does not grant special access to other park facilities or allow the permit holder to restrict access to the parking lot or usage of other park facilities but does preclude other events to occur within the park or parking lot(s).
- Restrooms and pavilions are last serviced at 3:30pm on Friday and service not provided again until the next business day.
- If the electricity is ON in the pavilion, you may use it for small appliances. However, the use of large electrical machinery/equipment is prohibited. WE DO NOT GUARANTEE AVAILABILITY OF ELECTRICITY.
- **AMUSEMENT RIDES ARE PROHIBITED** (e.g. moon bounces, pony rides, etc.)
- Permit holders may use play fields; however, scheduled games and practices of Town teams (B&G club, Soccer club, etc.) have precedence.
- Any music (live or boom box) **MUST NOT** violate Cheverly's Noise Ordinance and disturb the peace of the neighborhood. It should only be heard within the park. **Police will terminate your permit if a violation occurs.**
- Permit holders must leave Town property and premises in good condition. All trash and refuse should be bagged and tied securely. Users must bring their own bags.
- The Police Department may remove individuals or groups from Town parks for illegal activity or whose behavior or conduct may be considered a safety concern.
- No persons/household may reserve the pavilion more than twice each year.

The Mayor and Town Council have established park rules via the Cheverly Town Code. All Park rules must be obeyed by persons utilizing the park facility. Park Pavilion/Stage reservation privileges are contingent upon compliance with these rules. This permit may be revoked, and future permits denied if there is a violation of park rules, or these regulations, or improper use of park facilities is determined.

## Additional Restrictions to Reserving Park Pavilion:

- ✓ Non-Cheverly residents.
- ✓ Residents who have had incidents of serving alcohol to minors.
- ✓ Residents with outstanding municipal infractions or liens against property.
- ✓ Residents with delinquent Tax Bills, Business Licenses, or Rental Licenses.

INITIAL  
HERE

INITIAL  
HERE

INITIAL  
HERE