



TOWN OF CHEVERLY, MARYLAND
MAYOR AND TOWN COUNCIL

WORKSESSION
March 28, 2024
7:30 PM

AGENDA

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Cheverly Police Complaints Board** – A representative will provide a brief presentation of their role and budget priorities to the Mayor and Council.
- 4. Feral Cats** – Mayor & Council will hear a presentation from A Cat’s Life Rescue group
- 5. Revisiting Homestead Tax credit** – Mayor & Council will discuss the homestead tax credit.
- 6. Grant Requests**
 - Cheverly Police Complaints Board
 - Spellman PTA
- 7. Facilities Usage Policy** – Mayor & Council will review the policy before sending to boards and commissions
- 8. Town Administrator Update** - Town Administrator Galloway will provide a report to the Mayor and Council
- 9. Police Chief Report** – Chief Morris will provide a report to the Mayor and Council
- 10. Update by CM Fry & Garces Regarding Cheverly Station Apartments** -Council members will provide update/feedback from residents at Cheverly Station Apartments.
- 11. Review of April Town Meeting Agenda and Future Requests** - Mayor and Town Administrator will offer a forecast of the Mayor and Council Town Meeting agenda. Mayor will seek Council input on agenda items for consideration for future meetings.
- 12. Adjourn**

(*) denotes an agenda item requiring action (typically expressed by a vote) of Mayor and Council.



**Resident input will be allowed as part of action items, presentations and discussion items on the agenda, residents seeking to speak will be recognized by the presiding officer. Residents may speak once, for no more than three minutes, on each eligible agenda item per the adopted Council Meetings Rules & Procedures.*

Please Note: Pursuant to the Annotated Code of Maryland, State Government Article Section 10-508(a), the Council by majority vote may retire to executive or closed session at any time during the meeting. Should the Council retire to executive or closed session; the mayor will announce the reasons and a report will be issued at a future meeting disclosing the reasons for such session.

Zoom Information:

Topic: Cheverly Mayor & Council Work session

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82551558763?pwd=SkU0MDI5TmNWYVBMNXIFVk8vNEpOUT09>

Webinar ID: 825 5155 8763

Passcode: 916656

Or One tap mobile :

US: +13017158592,,82551558763#

Or Telephone:

US: +1 301 715 8592

Agenda for Meeting (2024-03-28)

1. Discuss Resolution
 - a. Timeline & Reasoning
 - b. Amending the Resolution
 - c. MOU between Town & Police Department?
2. Community Grant Proposal
3. Next Steps
 - a. Cheverly Town Email Address & Webpage for CPCB

1a. Timeline & Reasoning

CPCB Timeline:

- Original Resolution In Support of Block Lives passed - Dec 2020
- MD Police Accountability Act passed - Apr 2021
- Cheverly Police Complaints Board Application process begins - Oct 2021
- Board members selected - Nov 2022
- Board first meeting - Feb 2023
- Board Bylaws passed - Apr 2023
- Board meets with Mayor to report on progress - July 2023
- Board formally requests new resolution - Aug 2023
- Board formally requests new resolution a 2nd time - Nov 2023
- 1-year anniversary of the first meeting of the board - Feb 2024

Reasons for Amendment:

- Cheverly Board no longer has authority necessary to review complaints given the State legislation passed in 2021
- Need Cheverly Town Council to provide specific mission scope to our board
- Need funding to take trainings and provide informational resources
- Formalize how the Board will operate / interact with the Town and the Cheverly police department

1b. Amending the Resolution

Resolution In Support of Black Lives:

RESOLVED, the Town of Cheverly will form an independent police complaints board comprised of Town residents; and it is further...

[\(link to full resolution\)](#)

Proposed Amendment:

The Town of Cheverly must empower the town's Police Complaints Board and establish its mission

- The Cheverly Police Complaints Board shall receive data on complaints made against the Cheverly Police Department
- The Cheverly Police Complaints Board shall publish an annual public report examining patterns in complaints data and making recommendations to the Town Council
- The Cheverly Police Complaints Board shall perform outreach to the public for the purpose of providing information about the complaints process
- The Town of Cheverly shall grant the Cheverly Police Complaints Board an operating budget to carry out its mission.³

1c. MOU

Review/discuss draft of MOU

Can the CPCB see the working version and have input before a final agreement is made?

2. Community Grant Proposal

[Link to full document](#)

3. Next Steps

Cheverly Town Resources:

- Webpage
- Email Address

GRANT ACQUISITION AGREEMENT

All grants issued by the Mayor and Cheverly Town Council are from appropriated funds of the Town of Cheverly and must be accounted for to specified auditing standards.

Name: Mae Durant Phone: (781) 473-0371

Address: 2404 Lake Ave. _____, _____
Cheverly, MD 20785

Organization: Town of Cheverly Police Complaints Board

- I hereby agree NOT to expend funds allocated to the designated organization for salaries, stipends and/or personal income.
- As duly authorized by the above named organization to accept this grant, I assume full responsibility for the proper expenditure of funds for the requested expenses and will report to the town staff the manner in which expended.
- Receipts and a full accounting of all grant funds are required by the end of the given Fiscal Year ending June 30th

I also understand that the funds provided are not for my own personal use, and that violation of this agreement will result in the reimbursement to the Town of Cheverly of any/all funds spent outside the parameters as denoted in the grant application.

Date: March 23 2024



Signature of Grant Recipient

PLEASE ATTACH THE FOLLOWING:

THE PURPOSE OF THE GRANT REQUEST.

A DETAILED DESCRIPTION OF THE PROJECT/PROGRAM YOU WISH TO EXECUTE WITH THE CHEVERLY GRANT PROGRAM FUNDING.

A DETAILED ACCOUNTING OF AMOUNTS AND ACTIVITIES/ITEMS FOR WHICH THE GRANT FUNDS SHALL BE UTILIZED.

A DETAILED TIMELINE FOR THE EXPENDITURE OF FUNDS.

THE OVERALL BENEFIT TO THE COMMUNITY.



Town Police Complaints Board

2024 Grant Proposal

Purpose of Grant Request

The Cheverly Police Complaints Board was founded in 2023 based on the 2020 Town of Cheverly Resolution in Support of Black Lives R-07-20 that “Resolved the Town of Cheverly will form an independent police complaints board comprised of town residents...” For the first several meetings, a town-funded consultant, Ganesha Martin, and Danielle Butcher from Martin Consulting provided feedback to the operations of the Board. Since June of 2023, the Board has been working independently to ensure it can remain operable within the new state-level legislative framework for police accountability, passed in 2021.

Our mission is to educate Cheverlarians on their rights and obligations in filing police complaints in Cheverly. We aim to educate the public on the police complaints process and assist individuals who need to file a complaint with the Prince George’s County Police Accountability Board. We will also receive complaint statistics from the Cheverly Police Department and report trends that we see in the data, based on an MOU recently drafted between the Town and the Police Department.

The Board is requesting this grant of \$2,000 and in-kind support so that the Board can meet its obligations to the community.

Projects and Programs

- **Outreach**

CPCB will provide outreach to the community in each ward through meet and greets and tabling. Sharing information about the Police Complaints Process in Prince George’s County and Cheverly. By participating in local events, such as ward-specific events, town lead events, Saturday markets, etc...

The Board expects to identify events to participate in the next year, ideally one every other month. The budget reflects the printing of handouts to educate the community on the police complaints process in our community. The handout will provide basic information on the current

law and relevant contact information for filing a complaint in Cheverly and Prince George's County.

- **Support to Citizens**

Board members can direct citizens on the police complaints process and help them identify the relevant information required to complete the form for filing a complaint. Although the Board will not advocate on behalf of citizens, the Board needs to have an understanding of working with victims of crime, what trauma is, how it affects people, and how to talk with people who may have trauma without re-victimizing them. The Board has identified an online course, through the Justice Clearinghouse which addresses ethics, boundaries, and confidentiality; communication skills; trauma-informed victim advocacy; cultural humility; and secondary trauma and self-care. <https://www.justiceclearinghouse.com/trauma-informed-victim-advocacy-online-course>

- **Support to the Town of Cheverly**

The Board will compile anecdotal information from citizens with regard to their concerns in the community as it relates to police complaints, and offer suggestions to the town for improving

Budget

Description	Cost	Unit	Total	Notes
Trauma-informed Training	\$ 154.00	4	\$ 616.00	Purchase at the same time or prices increase to 192
Same Training	\$ 192.00	2	\$ 384.00	Training costs for possible board replacements
Printing Costs			\$ 300.00	Tri-fold information sheet
Event Table Registration	\$ 25.00	12	\$ 300.00	Estimate for 1 event per month

In-Kind Contributions

Email Address

Webpage

Timeline

Overall Benefit to the Community

We are fortunate to live in a small community with an engaged citizenry and responsive local government that has been proactive in addressing the town's needs in a rapidly changing environment. A township that recognizes that citizen oversight and transparency ultimately make a community stronger and safer. The Cheverly Police Complaints Board was borne from this ethos. With minimal funding, the Board will be able to increase citizens' understanding of the police complaints process. With the sharing of information from the Cheverly Police Department, the Board can highlight areas where Cheverly is a success, and where there is still more work to be done.

A Cat's Life Rescue (ACLR)

Karina Nelson, ACLR Grants Manager



ACLR History

A Cat's Life Rescue was founded to help homeless cats in Prince George's county (MD) lead a healthy and safe life without adding to the challenges around feral cat populations. Founded in 2019 as a 501(c)(3) by members of diverse communities from across Prince George's County who saw the desperate need of the people and animals in our large economically and racially diverse county, A Cat's Life Rescue offers programming in four service areas:

- Adoption services to find homes for rescued kittens and cats and kittens;
- Medical care for stray cats in need of (often urgent) treatment, and for cats whose owners cannot afford veterinarian services;
- Community Education programming around feral and house cats, with an emphasis on therapeutic and other support programs for people with special needs; and
- Trap-Neuter-Return (TNR) for feral cats, a best-practice program in which feral cats in the community are humanely caught, spay/neutered, and released back into their colonies (without any risk of increasing the existing population afterwards).



ACLR Results

Adoptions: 1,600 cats

TNR: 2,500 cats (822 in 2023 alone)

Prevented Cats Born Outside in Feral Colonies Via TNR: 125,000 cats



TNR Basics

- TNR stands for Trap-Neuter-Return
 - Feral cats are trapped, spayed/neutered at specialized S/N Clinics, vaccinated against distemper and rabies, treated for any medical conditions, and then returned to their home/territory
- Benefits of TNR for the Cat
 - Higher quality of life through the relief from the evolutionary hormonal pressures to procreate
 - AKA reduces fighting among males, health stress of pregnancy among females
 - Protection from diseases
- Benefits of TNR for the People
 - Reduces noises associated with fighting, and spread of feces associated with spraying and marking territory
 - Reduces the spread of diseases
- TNR stops population growth!



Cheverly Cats

- “Branch” of ACLR that began very organically through the trapping of cats by Cheverly residents Aga Pukniel and Agata Tajchert
- Noticed need in their community and got to work, but needed help from a larger community partner to facilitate surgeries and adoption, so began partnering with ACLR.
- Currently working to become established as a Cheverly Community Organization

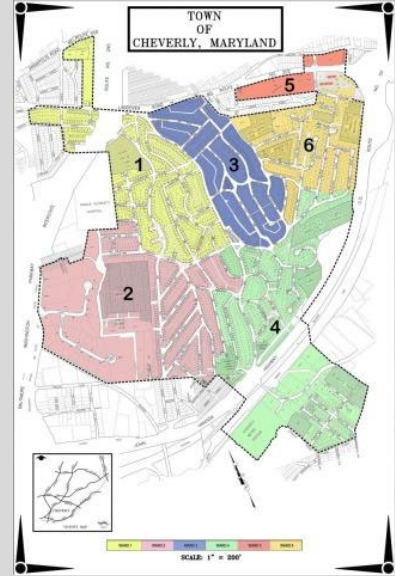
Need for TNR in Cheverly

- Recently approached by community members including Cheverly Cats, and Douglas Alexander about the growing feral cat problem in Cheverly
- Known large colonies in Wards 1, 2, and 6- but likely in other wards as well
- Using the “Rule of 17” as outlined by the Maryland Department of Agriculture we can estimate the number of feral cats in Cheverly
 - Approx 6,019 residents (from US Census Bureau)
 - $6,019 / 17 = 355$ Feral Cats



Proposed Project In Cheverly

- Pilot Project Goal of TNR'ing 65 cats in Cheverly, MD
- Modeled after similar project done in 2023 in Colmar Manor
- Trapping done alongside a systematic information campaign
 - Flyers
 - Online Posts via Cheverly Cats Facebook Page
 - Door to door distribution by volunteers
 - Bilingual volunteers to help communicate with residents
- 65 cats TNR'd= 3,250 cats that will not be born in Cheverly in the future
- Approx 18% of feral cat population estimated in Cheverly
- Cost approx \$75 per cat, for a total of \$5,000.00



Larger Goals and Additional Funding Being Pursued

- Larger Goal of 100 cats by the end of the calendar year 2024
 - 28% of feral cat population
 - Prevention of 5,000 cats being born outside
- \$1,000.00 matching grant received from NEI Institute, a nonprofit run by previously mentioned resident Douglas Alexander. Once matched, this will cover the cost of 26 feral cats. Trapping has already begun using the initial gift.
- Fundraisers
- Community Donations

Questions?





As we all know, Cheverly is struggling with a feral cat population that multiplies beyond control and hence endangers the local ecosystem and causes suffering to both cats themselves and other animals.

Following Prince George's County's policy, the Town of Cheverly entered into collaboration with A Cat's Life Rescue (ACLR) and its local chapter Cheverly Cats (CC) to start Trap-Neuter/Spay-Vaccinate-Return (TNVR) program.

TNVR consists of humane trapping of the cats, spay or neuter procedure, rabies vaccination, and then safe return of the cats to the area where they were caught. As well as, fostering kittens and friendly adults for adoption when resources allow.

Some benefits of TNVR:

- Controlling the cat population in Cheverly which means a safer environment for local fauna with the benefit of continued vermin protection,

- Less possibility of rabies infection to cats and hence other animals and people,

- Decreases fighting among animals, and the spreading of feces and urine on homes and property in the community,

- In general, altered cats are healthier, so their quality of life improves,

- There are no kittens and suffering associated with their illnesses, malnourishment, and death.

How can you help?

Contact us at trapping@acatsliferescue.org:

- If you are a feral cat feeder. We will help you manage your colony FREE OF CHARGE. We will not take away your cats permanently!

- If you know of an area where the feral cats gather or live,

- If you see unowned kittens,

- If you see a sick or injured cat,

- If you have indoor-outdoor house cat(s) that are not spayed or neutered. We will help you arrange an affordable procedure for them,

- Volunteer as a trapper, "cat taxi," or to foster kittens,

GRANT ACQUISITION AGREEMENT

All grants issued by the Mayor and Cheverly Town Council are from appropriated funds of the Town of Cheverly and must be accounted for to specified auditing standards.

Name: Spellman Elementary PTA, Emily Johnson President **Phone:** 8016871407

Address: 3324 64th Ave #1304
-----,-----
Cheverly, MD 20785

Organization: Spellman Elementary PTA

- I hereby agree NOT to expend funds allocated to the designated organization for salaries, stipends and/or personal income.
- As duly authorized by the above named organization to accept this grant, I assume full responsibility for the proper expenditure of funds for the requested expenses and will report to the town staff the manner in which expended.
- Receipts and a full accounting of all grant funds are required by the end of the given Fiscal Year ending June 30th

I also understand that the funds provided are not for my own personal use, and that violation of this agreement will result in the reimbursement to the Town of Cheverly of any/all funds spent outside the parameters as denoted in the grant application.

Date: 3/27/24



Signature of Grant Recipient

PLEASE ATTACH THE FOLLOWING:

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THE OVERALL BENEFIT TO THE COMMUNITY.

October 4, 2023

To the members of the Cheverly Town Council:

My name is Emily Johnson and I am writing to you on behalf of the Gladys Noon Spellman PTA in my capacity as the organization president. We are requesting a town grant in the amount of \$2,000 to support teachers, staff, and students at our neighborhood elementary school.

In the past, we received a very generous grant of \$2,000 and with that, we were able to fulfill teacher wish list items, including student headphones, meeting rugs, books, musical instruments, uniforms, and much more! We would like to continue those efforts and expand our work to help bring the community of Cheverly into the school through breakfasts and snacks for teachers, providing additional supplies for students, and events. We hope to patronize local businesses such as Oasis Bar and Grill and Ledo Pizza, ArtEasy Studio, The Legion, the Cheverly Native Plant Group, and more!

The PTA will solicit feedback from the school, teachers, and parents to see what additional needs the PTA can fulfill, including soliciting volunteers to read to students and helping volunteers complete the needed background checks.

The Gladys Noon Spellman PTA appreciates the council and the town's generosity in past years. I am proud to live in Cheverly and happy that our local government supports programs such as this and allows our citizens to serve our community in this way. I appreciate your time and attention to our proposal, and so do the Spellman students and teachers we serve. Please feel free to contact me with any questions or concerns, using the information provided below.

Emily Johnson

emilyreynoldsjohnson@gmail.com

801-687-1407

Facilities Usage Policy

Last Updated: 3.26.24

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.

Town Boards, Committees and Community Organizations 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

- a. This regulation governs use of the following public facilities:

Buildings

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

Parks

3. Town Park (6401 Forest Road)
 - a. Robert Tucker Sr. Pavillion
 - b. Lower Pavillion
4. Boyd Park (1801 64th Avenue)

Fields

5. Town Park Fields (6401 Forest Road)
6. Boyd Park Fields (1801 64th Avenue)

IV. Programming Priorities

- a. Community oriented public service organizations, boards and committees qualify provided the general membership consists of at least 20 regular members with at least 50% of the regular members being Cheverly residents. Organizations, Boards and Committees must maintain by-laws and a list of officers and members. A copy of your organization, board or committee's by-laws as well as a list of officers and members must be submitted annually to the Town Administrative Office to be kept on file. All data on membership shall be provided to the Town annually and upon request whenever such data is pertinent to a proposed use of the Facilities.
- b. 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
 - a. 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 Boards, Commissions and Committees
 - a. Examples include, but not limited to, Ethics Commission, Board of Election Supervisors, and other committees under Code Section 1.6.
- 2b. Town Managed/Supported Programming
 - a. Examples include, but are not limited to, 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. Official Community Organizations that adhere to designated Community Organization policies and guidelines.
 - a. Examples include, but are not limited to, activities organized by individuals or groups, nonprofit organizations and community groups recognized in accordance with the standards set forth in Community Organization policy and guidelines.

Fourth Tier:

- 4a. Fee-based Classes
- 4b. Private Rentals of the outdoor spaces only, available only to Cheverly Residents.

Exclusions:

5. The following organizations are not eligible to use the Town Facilities. (Special Events)
 - a. Partisan political groups that seek to influence the outcome of elections or the determination of public policy through political activity or advocacy, lobbying or litigation on behalf of parties other than themselves.
 - b. Fraternal or religious groups or organizations.

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.

- a. 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.
- b. Any additional building closure 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 Form.
 - a. Community Center:
 - i. Gymnasium Capacity: 250
 - ii. Large Conference Room Capacity: 20
 - b. Parks and Feilds
 - i. Park Shelters
 1. Robert Tucker Sr. Pavilion Capacity: 40
 2. Town Park Pavilion Capacity: 75
 3. Boyd Park Pavilion Capacity: 75
 - ii. 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 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, 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 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.

Fee Schedule

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. The key fob holder must sign the Key Fob Acquisition Agreement stating the following:
 - 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.
 - 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.
 - 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 recipients key fob.
 - 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

In addition to being required to comply with the Town's Use of Public Facility Regulations, the Permit Holder is responsible for ensuring that:

- The event does not exceed capacity limits for the reserved facility or extend beyond the reservation period.

- 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.
- The Permit Holder assumes full responsibility for opening and closing the building when a staff member is not present.
- All participants comply with the Town of Cheverly Code and policies.
- 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.
- 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.
- Noise levels are kept within reasonable standards and do not disturb the peaceful enjoyment of the facility by others.
- No illegal drugs or unauthorized alcohol are used or consumed in the facility or the grounds.
- Smoking of any kind is not permitted in any public facility.
- 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.
- 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.
- 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.
- All posted park rules and regulations are followed.
- 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.

- Attendees park in designated parking areas and do 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.