

**City of District Heights  
2000 Marbury Drive  
District Heights, MD 20747  
301-336-5633**

Facility Request # \_\_\_\_\_

Commission Approval

Yes \_\_\_\_\_ No \_\_\_\_\_ No Action \_\_\_\_\_

Date: \_\_\_\_\_

**Facility Request**

Please print or type:

Name of applicant or organization: \_\_\_\_\_

Organization representative: \_\_\_\_\_

Type of organization (i.e. non-profit, for profit, etc) \_\_\_\_\_

Address of applicant or organization \_\_\_\_\_  
\_\_\_\_\_

Phone number (H): \_\_\_\_\_ Phone number (W): \_\_\_\_\_ Phone number (O) \_\_\_\_\_

Type of event: \_\_\_\_\_ Does this event involve alcoholic beverages? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you or your organization, rented these facilities in the past? Yes \_\_\_\_\_ When \_\_\_\_\_ No \_\_\_\_\_

At the discretion of either the Recreation Manager, the Chief of Police , or the Mayor and Commission, do you agree to hire one (1) District Heights Police Officer per one hundred fifteen (115) participants?

Yes \_\_\_\_\_ No \_\_\_\_\_ If no, state why: \_\_\_\_\_

Expected number of participants (Capacity is no more than 345): \_\_\_\_\_

Final head count three (3) days prior to the event: \_\_\_\_\_

Will a responsible adult be provided for each ten (10) participants? Yes \_\_\_\_\_ No \_\_\_\_\_  
See additional information regarding fire code regulations

Type of facility needed: Please check all that apply:

Gymnasium \_\_\_\_\_ Kitchen \_\_\_\_\_ Snack Bar \_\_\_\_\_ Meeting Room \_\_\_\_\_ Ball Field \_\_\_\_\_

Other \_\_\_\_\_

Type of entertainment you will have: Live Band \_\_\_\_\_ DJ \_\_\_\_\_ Other \_\_\_\_\_

Will you require the use of the permanent Sound and Lighting System? Yes \_\_\_\_\_ No \_\_\_\_\_

Equipment/special requests: \_\_\_\_\_

Your own equipment: \_\_\_\_\_

**E. Michael Roll Municipal Building  
And Grounds Rental Contract**

Name of the Licensee: \_\_\_\_\_

This agreement is made for the date and time as set forth below, between the Mayor and Commissioners  
of the City of District Heights, Maryland (HEREINAFTER CALLED THE "City")  
and

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

(HEREINAFTER CALLED THE "Licensee")

The Licensee hereby applies for a license to use: (HEREINAFTER CALLED THE "Facility")

Type of facility needed: please check all that apply.

Gymnasium \_\_\_\_\_ Kitchen \_\_\_\_\_ Snack Bar \_\_\_\_\_ Meeting Room \_\_\_\_\_ Ball field \_\_\_\_\_

Other \_\_\_\_\_

(DATE) \_\_\_\_\_ (TIME) From \_\_\_\_\_ AM/PM To \_\_\_\_\_ AM/PM

FOR THE PURPOSE OF HOLDING \_\_\_\_\_  
(HEREINAFTER CALLED THE "function")

AND FURTHER AGREES AS FOLLOWS:

- A. In consideration for the use of the Facility on the above stated date and time, the Licensee agrees to pay the City the sum of \$\_\_\_\_\_.**
  
- B. The Licensee further agrees to apply a deposit of \$300.00 (HEREINAFTER CALLED THE "Deposit"), within three (3) business days after the Licensee's initial request to use the Facility for a specific date. The Licensee's request to use the Facility will not be confirmed by the City if the Licensee's deposit is not received within three (3) business days of the Licensee's initial request (the request will be void). The balance of the full rental amount for the Facility is due not less than thirty (30) days prior to the date of the scheduled event. If the Licensee desires to use the Facility within thirty (30) of the initial request, full payment is due immediately. If the Licensee fails to pay the balance due within the time set forth above, the City reserves the right to cancel the Licensee's reservation. It is hereby understood that the Licensee has an obligation, without notice by the City, to insure that payment is made within the time period set forth above.**

- C. At the conclusion of the Licensee's Function, the Licensee shall inspect the Facility with the Event Supervisor. The City expressly reserves the right to withhold the Licensee's Deposit for any damages done to property, clean up costs, or other expenses borne by the City as a result of the Licensee's Function. Within three (3) weeks of the inspection performed by the Licensee and the Event Supervisor, the City will refund the Licensee's Deposit. If the Licensee's Deposit, or part thereof, is not refunded due to damage to the property or other expenses incurred by the City, the City will inform the Licensee of the reasons why the deposit is not being refunded.**
- D. The Licensee is liable for any theft or damage to the City's property as a result of the Licensee's Function.**
- E. The maximum length of time a Licensee may rent the Facility is 16 hours.**
- F. The Licensee may not, under any circumstances, collect admission or sell tickets at the door. All tickets must be sold in advance of the event. Charging a fee for parking in the Municipal parking lot is also prohibited.**
- G. If a Licensee holds a Function where the City determines that the number of people in attendance exceeds the number permitted by law, the City reserves the right to terminate the agreement immediately and further terminate the Licensee's Function. Failure to comply with the provisions of this agreement will result in the waiver of the Licensee's Deposit.**
- H. The Licensee agrees to obtain any and all permits required by law for the Licensee's Function. The Licensee understands he/she may need to obtain a temporary liquor license, the Licensee further agrees to obtain such license, if required.**
- I. The Licensee agrees to have in effect at the time of the Licensee's Function, a comprehensive general liability insurance policy, with policy limits of \$500,000.00 to cover any property damage or bodily injury claims arising out of the Licensee's Function.**
- J. The Licensee agrees to indemnify and hold harmless the City against any and all suits or claims made against the City as a result of the Licensees Function or any occurrence resulting therefrom. The Licensee further agrees to defend all such actions at his/her expense, including payment of attorney's fee, and will satisfy any judgment against the City in any such action.**
- K. The Licensee acknowledges receipt of a copy of the Municipal Hall License Rules and Regulations. It is further agreed, that the City's Municipal Hall License Rules and Regulations form a part of this agreement. The Licensee has an affirmative obligation to insure that all those in attendance at the Licensee's Function abide by the City's Municipal Hall License Rules and Regulations. Failure to comply with the City's Municipal Hall License Rules and Regulations is a breach of this agreement. The City expressly reserves the right to terminate the Function if it is determined that those individuals in attendance fail to abide by the City's Municipal Hall License Rules and Regulations. Failure to comply with the provisions of this agreement will result in the waiver of the Licensee's Deposit.**

L. The Licensee further understands and agrees that this license is revocable by the City in its sole discretion at any time prior to the beginning of the Function by refund of the fee and the Deposit made by the Licensee.

M. Cancellation of the contract will be governed by the following:

1. Cancellation of the event must be made in writing to the Recreation Manager.

2. The Recreation Manager reserves the right to cancel a reservation if the deposit is not received within three working days following the initial date of the request.

3. Cancellation of reservations by any organizations or individual shall be subject to the following schedule of charges:

A. Cancellation more than 30 days before the event:

Cost: Full refund of deposit

B. Cancellation 30 days or less before the event:

Cost: Forfeit of Deposit

4. The Commission reserves the right to cancel any previously approved function in order to present special events in the public interest. Any Deposits or payments shall be refunded in full.

N. It is understood that this license can not be re-assigned. Any attempt to re-assign this license will render it void. In such event, any Deposit or other fees paid by the Licensee to the City will not be refunded.

O. All monies are payable to The City of District Heights.

**THE ABOVE TERMS AND CONDITIONS AGREED TO BY:**

\_\_\_\_\_  
Licensee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Recreation Manager

\_\_\_\_\_  
Date

Request date(s) for activity beginning with the earliest date in the fiscal year (July 1 – June 30). If all dates cannot be included on this page, use the back of the form. The City Commission reserves the right to deny any and all Facility Request applications. A deposit is due when the permit is issued. The balance of the full rental amount is due no less than 30 days prior to the function or immediately if the function is to take place within 30 days from the date of request. The Licensee may cancel its reservation to use the facility. If the cancellation occurs more than 30 days prior to the event, the cancellation fee is \$150.00. If the Licensee cancels within 30 days prior to the function, the Licensee forfeits their deposit. **All payments or deposits must be made in cash, money order or certified check. No personal or business check will be accepted.**

Date(month/day/year)	Time In (Please include setup time)	Time Out (Please include clean up time)

	Paid/Balance	Date Paid	Receipt#
Deposit Fee \$ _____			
Rental Fee \$ _____			
Police Fee \$ _____			
Light/Sound \$ _____			
Total \$ _____			
Balance Due \$ _____			
Payment \$ _____			
Balance Due \$ _____			
Payment \$ _____			
Balance Due \$ _____			
Payment \$ _____			

In making this request, we agree to comply with the Rules and Regulations governing the use of the E. Michael Roll Municipal Building, its facilities and grounds. We also understand and agree that at all times it may be necessary for us to occupy a space other than what may be assigned so that more efficient utilization of the facilities can be accomplished. We further understand that approvals are issued on the basis of the information furnished on this application. **If any information on this request is found false or the Municipal Rules and Regulations are violated, the request or the event may be cancelled.**

Individual/Organization Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name/Title: \_\_\_\_\_

- A. The person signing this request will be responsible for any damages. A deposit is due upon City Commission approval. This request must be signed by a responsible adult at least 21 years of age. **A copy of your comprehensive general liability insurance policy, with policy limits of \$500,000.00 to cover any property damage or bodily injury claims arising out of the Licensee's Function must accompany this request.**

Request Received By: \_\_\_\_\_ Date: \_\_\_\_\_