

**RULES AND REGULATIONS GOVERNING THE  
MUNICIPAL CENTER & GROUNDS**

**AUTHORITY**

The Rules and Regulations governing the operation of the Municipal Center are issued by Orders of the Mayor and Commissioners of the City of District Heights, Maryland, hereinafter referred to as "The Commission".

**APPLICABILITY**

These Rules and Regulations apply to all persons using the Municipal Center. The Municipal Center means the Municipal Building and all grounds thereto.

**HOURS OF OPERATION**

A. The hours of operation Monday through Friday will be as follows:

|   |                         |
|---|-------------------------|
| Recreation/Cultural Office (Recreation Department)..... | 10:00 a.m. to 8:00 p.m. |
| City's Main Office (General Government).....            | 9:00 a.m. to 5:00 p.m.  |
| Public Works Office.....                                | 8:00 a.m. to 4:00 p.m.  |
| Police/Code Enforcement Office.....                     | 8:00 a.m. to 5:00 p.m.  |

B. The hours of rental operation of the gymnasium of the building shall be as follows:

|  |                         |
|--|-------------------------|
| Monday through Saturday (Gymnasium).....     | 10:00 a.m. to 2:00 a.m. |
| Monday through Saturday (Meeting Rooms)..... | 10:00 a.m. to 9:00 p.m. |
| Sunday.....                                  | Closed                  |

C. The hours of operation for the Municipal Grounds shall be from sunrise to sunset.

## Group or Individuals Use of the Facility

The Municipal Center is open for general use unless otherwise prohibited elsewhere in these regulations.

### Applications for Use of Facilities

- A. A Facility Request Form is the application for use of any area of the Municipal Center. The Recreation/Cultural Manager (which will be referred to as the “Manager”) must approve the Facility Request.
- B. An officer or sponsor who is at least 21 years of age must sign the Facility Request Form.
- C. Each event must have adult supervision at all times while using the facility.
- D. **The City of District Heights reserves the right to refuse to allow an organization or individual use of the Municipal Center if the proposed activity is in any fashion inconsistent with generally accepted uses of the Municipal Center.** If the Facility Request is disapproved or revoked, an appeal may be submitted in writing to the Commission.
- E. **The Manager may require the applicant to hire uniformed City of District Heights Police Officer(s) to provide security for the event.** The officer(s) will be hired to provide security beginning one-half hour before until one-half hour after the event.

### Reservations

- A. Upon a Facility Request being approved by the Manager, a cash deposit (or money order after 4:00 p.m.) will be required for usage of the gymnasium. **The event must be paid in full at least thirty (30) days prior to the event.** A Facility Request approved by the Manager for any other area in the Municipal Center must be paid in full upon approval of the request. A copy of the Facility Request must be filed in the Recreation/Cultural Department.
- B. Approved groups with events scheduled at regular intervals may use the Municipal Center on a continuing basis. **All usage on a continuing basis will expire on December 31<sup>st</sup> of each year. Renewal Requests must be presented to the Recreation/Cultural Department by November 1<sup>st</sup>.**
- C. Groups must confine their activities to the facility or the area designated on the Facility Request. They will enter and leave by the nearest entrance and exit. The Facility Request issued by the City will indicate specifically which areas may be used.
- D. **A Facility Request may be revoked and future permits denied if improper use of the facility or undesirable conduct is determined. Examples of undesirable conduct include fighting, disorderly conduct, disturbing the peace, overcrowding, vandalism, and any unlawful act or act contrary to the specifications listed in the rental agreement.**
- E. The Municipal Grounds are available on a first come, first serve basis unless reserved by the approval of a Facility Request.

## Cancellations

- A. Cancellation of an event must be reported in writing to the Manager.
- B. **The Manager reserves the right to cancel a reservation if the deposit is not received within three (3) working days following the initial date of the request.**
- C. Cancellation of reservations by any group or individual shall be subject to the following schedule of charges.
  - 1. Cancellation more than thirty (30) days before the event (Gymnasium):  
**Cost: Full refund of deposit**
  - 2. Cancellation thirty (30) days or less before the event (Gymnasium):  
**Cost: Forfeit of deposit**
  - 3. Cancellation of an event scheduled in any other area in the Municipal Building  
**Cost: Half of the charged fees**
- D. **The Commission reserves the right to cancel any previously approved activity in order to present special events in the public interest. Any deposit or payments made shall be refunded.**

## Municipal Center Use Fees

The fees for use of the facility are determined by the Commission. The Commission reserves the right to change the fees for the use of this facility at any time. **(A copy of the current fee schedule is attached)**

## Specific Rules and Regulations Governing the Municipal Center

### Applicability

These Rules and Regulations apply to all persons using the Municipal Center.

### Alcoholic Beverages

- A. **The sale of alcoholic beverages is prohibited at the Municipal Center.**
- B. **An individual or group applying for use of the Municipal Center or outside facilities that desire to consume alcoholic beverages must indicate so on the Facility Request Form. The Manager and Police Chief, after evaluation of the request, will forward a recommendation to the Commission for a final and binding decision.**
- C. **For any event involving alcoholic beverages, it is required for the applicant shall hire uniformed City of District Heights Police Officer(s) to provide security for the event. The officer(s) will be hired to provide security beginning one-half hour until one-half hour after the event.**

## **Religious Services**

Regularly scheduled religious services, confirmations, etc., will not be permitted at the Municipal Center.

## **Dogs and Other Animals**

No animals shall be allowed inside the Municipal Center unless specifically requested and authorized on a Facility Request Form. Animals used in the performance of assisting individuals with disabilities will be permitted.

## **Preservation of Property**

All groups and persons using the Municipal Center will be responsible for the proper safekeeping of property. Deliberate misuse or damage to property by any group or person will result in restitution being demanded. Deliberate misuse or damage to property may also result in the Commission directing that a particular group may no longer use the City's property.

## **Smoking**

No smoking will be permitted anywhere within the building.

## **Conduct**

The use of profane language, unwarranted loitering, sleeping or the creation of any hazard to persons or things, spitting, prurient, prying, the commission of any obscene or indecent act or any other unseeingly or disorderly conduct, the throwing of articles from the building, or climbing upon any structure, is prohibited.

## **Sports and Games**

Sports and games are authorized only in those areas specifically set apart for such activities.

## **Weapons**

The carrying of firearms or any other dangerous weapon onto the Municipal Center or grounds is prohibited.

## **Gambling**

Gambling in the Municipal Center or grounds is prohibited.

## **Light Fixtures and Heating/AC Controls**

The tampering with light fixtures or heating and air conditioning controls is prohibited.

## Parking

Parking is permitted only in the legally marked spaces or as permitted by a police officer. Charging a fee to park in the Municipal Center parking lot is prohibited.

## Cleanliness

All groups and persons using the facilities will conform to existing signs, and will obey the instructions and directions of authorized officials.

## Lockers

Lockers will normally be used during the time the group is scheduled for the particular activity, and in no case will any locker be kept locked overnight, except those assigned for storage purposes by the Recreation/Cultural Department.

## Fires

No fires shall be allowed on the grounds for picnics or any other use without permission by the Recreation/Cultural Department. This includes the use of stoves, cookout grills, open pits, etc.

## Fire Alarms

- A. Inside Building: If you smell smoke or see a fire, pull the nearest fire alarm box, notify the Fire Department by calling 911, and leave the building by the nearest exit.
- B. Outside Building: Notify the Fire Department by calling 911.

The address for the Municipal Center is: 2000 Marbury Drive  
District Heights, MD 20747

## Portable Lighting, Portable Public Address System & Associated Equipment

- A. Patch cords for portable lights and portable public address systems are furnished in a number of different sizes and shall not be cut. When it becomes necessary to adjust the length of these cords, permission must be granted by a member of the Recreation/Cultural Department Staff and/or Building and Grounds Department Staff. The use of **portable lighting and sound systems (if available) are included in the rental fee.**
- B. Lights (if available) are portable and may be moved to any desired location in order to fit the plan of the presentation or event as long as proper consideration is given to the safety of the public and the marring or destruction of City property.
- C. Bulbs will be checked by Government Staff prior to the users scheduled time to see that all are operating. It will be noted if any bulbs are burned out or missing after the event.
- D. The marking of any City equipment with pencil, chalk, magic maker, scratching, taping or any other form is prohibited.

E. The storing of equipment shall be as follows:

1. All tape and string used in holding wire on lights and sound equipment will be cleared away before storing or turning over the equipment to the Recreation/Cultural Department
2. Jells and frames will be detached from the light and stored in the box provided.
3. All lights, portable public address systems, portable sound systems, scaffolding, etc. not classified as permanent structures or fixtures will be stored in areas provided.
4. Those items listed above will be completed within 24 hours after the event unless otherwise approved by the Recreation/Cultural Department.

**Hardwired (Permanent) Sound and Lighting System**  
**Permanent Systems are the stage lighting and sound patched through the fixed speaker systems within the gymnasium**

- A. Only properly trained City personnel may operate the permanent sound and lighting equipment.
- B. Sound and lighting operators will be on duty beginning one-half hour before the event until one-half hour after the event.

## Municipal Hall Rental Procedures

- A. The general guidelines for rental of the Municipal Center Gymnasium are outlined in the Municipal Hall Licensee Contact. Any employee responsible for issuing any Facility Request Form shall be familiar with the terms and requirements of this contract.
- B. The City employee who initiates the contract shall ensure that a City Employee is available to act as an Event Supervisor for the Function.
- C. The City Employee who initiates the contract shall insure that adequate staff is available for hall rental, setup, clean up, and supervisory operations. The staff may be either a City Employee or a Non-City Employee. **If a city employee performs setup/take down/clean up services, they will be paid \$20.00 per hour, per person according to established payroll procedures. If a Non-City Employee performs setup/take down/clean up services, they will be paid \$200.00 per function.** Their names and addresses shall be placed by the Event Supervisor in the space provided on the Event Staff Checklist. Non-City employees will be paid in accordance with the City's Cash Disbursement Policy.
- D. The clean up crew works under and in direct conjunction with the Event Supervisor.
- E. The Event Supervisor is responsible for completing the Event Supervisor Checklist and Event Staff List at the completion of each function. Upon completion of the checklist, the original will be submitted to the Manager with a copy to the Administrative Office the next working day.
- F. The Manager may require that the applicant hire a uniformed City of District Heights Police Officer to provide security for the event. **Officers will be scheduled to work beginning one-half hour before until one-half hour after the event. The cost of the officer(s) is listed on the fee schedule.**
- G. Should an event require the use of the permanent hardwire sound and lighting system, only properly trained City employees may operate the system. **Operators will be required to begin work one-half hour before until one-half hour after the event.**

## Municipal Hall License Rules and Regulations

- A. The costs for renting the Facility, including the Event Supervisor's fee, are set forth in the Facility Rental Fee Schedule. These fees include setup and cleanup.
- B. Setup and cleanup includes tables, chairs, sweeping and mopping of the floors. **Licensee is responsible for cleanup and removal of his/her own items, cleaning of kitchen and any other area if used, and removal of all trash (from restrooms, kitchen, gymnasium, and any other rooms in use) and deposited into the dumpster outside the facility.**
- C. The facility can be rented Monday through Saturday between the hours of 10:00 a.m. to 2:00 a.m., excluding holidays. The facility can not be rented more than one year in advance of the function date.
- D. **A deposit of \$300.00 is due three business days after the Licensee makes his/her initial request for hall rental. Thirty (30) days prior to the function, the full balance must be paid.**
- E. At the conclusion of the function, the Licensee shall inspect the Facility with the Event Supervisor. The Event supervisor shall complete the Event Supervisor Checklist and have it signed by the Licensee. If the Licensee refuses to sign the Checklist or does not inspect the Facility, the Licensee acknowledges and understands that he/she hereby waives the right to contest any monies withheld from his/her deposit.
- F. Within three weeks after the event, the Licensee's deposit, or an appropriate portion thereof, will be refunded to the Licensee.
- G. The Recreation/Cultural Department Manager may require the applicant to hire uniformed City of District Heights Police Officer(s) to provide security for the event. The officer(s) will work beginning one-half hour before until one-half hour after the event. The fee per Police office is \$40.00 per hour for the event hours, plus one hour.
- H. If an event requires the use of the hardwired permanent lighting and sound system, a properly trained City employee will operate the system. The operator of the system will be hired to work one-half hour before the event until one-half hour after the event. The fee for the operator is \$50.00 per hour for the event, plus one hour.
- I. Licensee may cancel its reservation to use the City's Facility. If cancellation occurs more than 30 days before the event, the Licensee will receive his/her complete deposit within a two week business span. If the Licensee desires to cancel his/her reservation at any time within 30 days prior to the function, the Licensee forfeits his/her deposit.
- J. **There is to be no admission fees paid at the door for any event. All tickets must be sold in advance. Also prohibited is the charging of a parking fee in the Municipal Center's parking lot.**
- K. Licensee must have permission by the Recreation/Cultural Department Manager for live band entertainment.

**Facility Rental Fee Schedule**  
**with use of the kitchen**

**Residents of incorporated City of District Heights (proof of residence required)**

- \$175.00 per hour for gymnasium and/or kitchen (up to 4 hours). If the event is intended to last more than 4 hours please use fee schedule below.  
Deposit of \$175.00 is required to hold reservation for event less than four (4) hours and is subject to cancellation fees.
- \$40.00 per hour for kitchen (this **is not** a commercial kitchen)and/or meeting room  
Paid in full upon request of reservation
- \$75.00 for Ball field and/or snack bar (**NO LEAGUES**)  
\$50.00 for **initial** placing of lines if needed  
**Snack bar is to be left clean with no food items left behind and trash emptied**  
Paid in full upon request of reservation

**Non-residence of the incorporated City of District Heights**

- \$250.00 per hour for gymnasium and/or kitchen (up to 4 hours). If the event is intended to last more than 4 hours, please use fee schedule below.  
Deposit of \$250.00 is required to hold reservation for events less than four (4) hours and is subject to cancellation fees.
- \$60.00 per hour for kitchen (this **is not** a commercial kitchen)and/or meeting room  
Paid in full upon request of reservation
- \$100.00 for Ball field and/or snack bar (**NO LEAGUES**)  
\$50.00 for **initial** placing of lines if needed  
**Snack bar is to be left clean with no food items left behind and trash emptied**  
Paid in full upon request of reservation

Anyone who uses a grill or any other item for cooking on the outside grounds must have permission from the Recreation Manager or Event Supervisor.

| Total fee including setup and takedown Supervision Personnel |          |              |
|--|----------|--------------|
| Hours of use   | Resident | Non-Resident |
| 4 - 8  | \$1,000  | \$1,200      |
| 9  | \$1,050  | \$1,250      |
| 10   | \$1,100  | \$1,300      |
| 11   | \$1,150  | \$1,350      |
| 12   | \$1,200  | \$1,400      |
| 13   | \$1,250  | \$1,450      |
| 14   | \$1,300  | \$1,500      |
| 15   | \$1,350  | \$1,550      |
| 16   | \$1,400  | \$1,600      |

**A \$300.00 deposit must be paid within three (3) business days of the date when the reservation is made or the Facility Request will be null and void. Deposit is not part of Rental fee. The deposit will be refunded within three (3) weeks after the function if there has not been damage to the Facility or equipment and all cleaning requirements are met.**

The fee per Police Officer is \$40.00 per hour for the event hours, plus one hour.

The fee for Lighting and Sound operator is \$50.00 per hour for the event hours, plus one hour.

If you have a specific setup in mind, it should be submitted at least two weeks prior to the event to the Recreation/Cultural Department. The Licensee is responsible for providing and setting up all decorations and table coverings.

### **General Information about the Facility**

**Capacity:** Gymnasium capacity is 345 persons. 240 persons at tables, 8 people per table, except for the head table (4 persons on each side of the table).

**Size:** 70ft x 100ft air conditioned, baskets can be lifted out of the way per request.

**Tables:** Rectangular 2ft x 8ft table for 8

Round tables ( 60in.) for 8 are available at \$5.00 per table for residents, \$10.00 per table for non-resident

**Chairs:** Metal gray or brown folding chairs.

**Time limit:** 10:00am – 2:00am. (Special exceptions may be granted)

**Additional Facilities/Equipment Included:** Kitchen with refrigerator, stove (cooking by permission), counter space and large capacity icemaker and restrooms.