

**Usage Permit Application
Old Parish House
4711 Knox Rd
College Park, Md 20740
240-487-3501**

Day/Date Requested: _____ **Hours:** _____

Name of Organization/Event Sponsor: _____

Responsible Person: _____ **Phone #:** _____

Email Address: _____

Address: _____

Description of event: _____

Will Food Or Beverage Be Served/Consumed At The Event? _____

Will Alcohol Be Served/Consumed At The Event? _____

Of Attendees: _____ **Other info:** _____

FOR OFFICE USE ONLY

Application Approved By: _____ Application Denied By: _____

If Denied, State Reason: _____

Fees (Carried over from page 5): _____

Form Of Payment: _____ Amount Received: _____ Date: _____

Copy Returned To Applicant: _____ Listed In Calendar: _____

Fees Waived: State Reason/Approval: _____

Certificate Of Insurance: Required?: _____ Received?: _____

P.G. County One Day Event License: Required? _____ Received? _____

Post-Event Comments _____

Deposit Returned: _____ Date: _____ Method: _____

In The Event Deposit Not Returned, State Reason: _____

APPLICANT ACKNOWLEDGEMENT

I, _____, serving as _____, of _____,
(PRINT NAME OF RESPONSIBLE PERSON) (POSITION IN ORGANIZATION, IF APPL.) (ORGANIZATION, IF APPLICABLE)

certify that I am authorized to enter into this Agreement with the City of College Park for the use of the designated meeting space at the Old Parish House. _____ **Applicant's Initials**

I further acknowledge that I have read the CITY REGULATIONS for the use of the facility and agree that I, individually and/or on behalf of my organization, shall abide by said regulations. I understand that failure to comply with the City Regulations may result in denial of future rental of any City owned facility, forfeiture of the security deposit, and/or prosecution to the fullest extent of the law. I, and/or my organization, agree to be responsible for any damages or loss to the building or its contents resulting from my/our use of the facility. _____ **Applicant's Initials**

I, and/or my organization, agree to hold the City harmless from any actions, liability, claims, suits, damages, risk of loss, and costs or expenses of any kind, including attorneys' fees, which may be brought or made against the City, or which the City must pay or incur, by reason of or in any manner resulting from use of this Facility or the acts or omissions of myself, my organization, and/or our agents and guests, or the failure to perform any of the obligations under the terms of this Usage Permit. _____ **Applicant's Initials**

Will alcohol be served at the event? Yes: _____ No: _____

If you are serving alcohol and more than 40 people will attend, then General Liability insurance must be purchased for the event. A Certificate of Insurance naming the City of College Park as an additional insured must be submitted at least ten (10) days prior to the event.

_____ **Applicant's Initials**

The application and payment must be received at least thirty (30) days prior to the event. Payment may be made by check, credit card, money order and/or cash. If it is less than thirty (30) days prior to the event, we will only accept cash, credit card or money order. The City will hold a requested date for ten business days, pending completion of the Usage Permit Application. Less than thirty days prior to the event, the date will be held only with a completed application and full payment. Please notify the City Clerk's office in the event of cancellation.

Dated this _____ day of _____, 20_____.

Signature of Applicant

City Clerk or Assistant City Clerk

OLD PARISH HOUSE
4711 Knox Road

The Old Parish House was built in the early 1800s and is located in a residential neighborhood with limited on-street parking. The Old Parish House is suitable for Private Events such as meetings, receptions and parties.

- ✓ Maximum Capacity is 100
- ✓ The Mayor and Council have granted prime tenancy of the Old Parish House to the College Park Arts Exchange, which will be considered when there are conflicts in scheduling.
- ✓ Private events are considered for residents only and are dependent upon the availability of a building attendant.
- ✓ The Building closes at 11:00 p.m., no exceptions.
- ✓ The Kitchen has a residential-grade stove, microwave and refrigerator.
- ✓ The Building meets ADA accessibility guidelines.
- ✓ Alcohol is allowed; special provisions may apply.
- ✓ A Piano is available.
- ✓ The City's Noise Ordinance applies to all events.

Hours: Available 7 days a week, 8 a.m. – 11:00 p.m.

REGULATIONS FOR THE USE OF THE OLD PARISH HOUSE

1. Room capacity must be observed.
2. A Security Deposit is required to cover any damage to the Facility and/or its contents, and any failure to follow the Rules for Conduct and Use listed herein. This deposit will be returned to the renter if the Facility is used in accordance with the Rules for Conduct and Use.
3. Rules for Conduct and Use of the Facility:
 - a. No smoking allowed in the building or anywhere on City property.
 - b. No candles or other open flames allowed in the building.
 - c. Nothing is to be attached to walls or ceiling, i.e., tape, tacks, nails or screws. The use of confetti and/or glitter is prohibited.
 - d. All rooms must be left in the condition they were originally found.
 - e. Furniture other than chairs should not be moved or re-arranged.
 - f. Youth organizations must provide adult supervision at all times.
 - g. All belongings (supplies, food, drinks, beverage cases, and any decorations) must be removed from the facility immediately after the rental. Storage of materials is not available. The City is not responsible for lost or stolen items.
 - h. Trash must be placed in bags and left next to the receptacle for disposal. Extra trash bags are stored inside the trash receptacle.
 - i. No cover, admission charge, or ticket sales are allowed for Facility events at which alcohol is being served unless a one-day event license is obtained from the Prince George's County Board of License Commissioners.
 - j. Noise levels shall be governed by §138-5 of the City of College Park Code. Violators are subject to penalties under §138-6 of the Code. Amplified music is prohibited.
 - k. No pets/animals allowed in building with the exception of service animals specifically trained to aid a person with disabilities.
 - l. The Facility must be closed by 11:00 p.m. Forfeiture of deposit may be imposed at the discretion of the City Manager and/or City Clerk in the event that an event runs 15 minutes over the posted closing time. In no circumstance, other than an emergency declared by the Mayor, City Council or City Manager, shall an overnight event take place in any City owned facility.
 - m. Club, organization or renter will be financially responsible for any damage to the Facility or its contents occurring as a result of the meeting or by the individuals attending said meeting.
 - n. Failure to pay any cost or fees will result in denial of the future rental of any City-owned facility, and/or prosecution to the fullest extent of the law.
4. In the event of a conflict of dates, the City reserves the right to decide the usage based on the greatest benefit to the residents of College Park.
5. The Facility is subject to inspection at any time by any authorized City representative, Prince George's County Police or the Prince George's County Fire Marshal to assure compliance with applicable rules and regulations. Applicants whose activities vary from those stated on the

Usage Permit Application or violate the Rules for Conduct and Use of this Facility will be asked to leave the premises and will not be refunded rental fees or security deposit. Future rental privileges may also be revoked.

- 6. Weather-related emergency cancellations: The City reserves the right to close all buildings for weather or safety-related reasons.

I, individually and/or on behalf of my organization, agree to comply with the Regulations and Rules for Conduct and Use set forth in this application:

Applicant's Signature: _____ Date: _____

FOR OFFICE USE

Fees:

_____	Rental Fee for use of space
_____	Security Deposit
_____	Building caretaker/security during event
_____	Total Fees Due

Access/Security Plan:

Approved By: _____

Schedule A – Fees

Old Parish House	
Rental	\$150/hour
Security Deposit	\$200
Building Attendant	\$40/open and close only