



## **Conditions of Use Applicable to Kensington Elementary School Housing Opportunities Commission (HOC) Headquarters Gymnasium**

All community organizations and individuals are subject to all of the following:

1. Groups may only enter and use the gymnasium facility during exact times shown on permit issued by Montgomery County Government Office of Community Use of Public Facilities.
2. Permit holder must be onsite.
3. Permit must be in permit holder's possession onsite during permitted use dates and times.
4. No food or drink permitted.
5. No rollerblades or skates in any part of the building.
6. No hanging or swinging on basketball hoops.
7. Hoops/Nets/Standards should be left as found.
8. Wear gym shoes, no black soled shoes are permitted that would leave marks on floor.
9. Chairs should not be brought into the gym.
10. Use trash containers for any garbage.
11. Smoking, possession, or consumption of intoxicating substances on the premises is prohibited.
12. User group **MUST** provide supervision before, during and after the activity. Activity leaders must be present as long as children remain in the building.
13. Children must be accompanied by a non-participating adult. Children are **NOT** allowed in the gym until activity supervisor is present.
14. Lights are to be turned off when finished with activity.
15. All doors are to be properly locked upon leaving the building.
16. Gym doors are never to be left open or propped for any reason.
17. Report any broken equipment or property damage to HOC personnel at 240.627.9540 or via email at [kensingtongym@hocmc.org](mailto:kensingtongym@hocmc.org).
18. In the event that the gym is not left in the order in which it was turned over to the organization, a cleaning fee of \$100 will be charged to the responsible organization for each offense. If the gym key is lost, then a \$100 fee will be charged to the responsible organization for each offense. Any group using HOC facilities shall be responsible for all damages to the Gym facilities, normal wear and tear excepted. Failure to make prompt settlement with the HOC shall result in the forfeiture of future privileges to use the facilities.
19. Cancellation and adjustment requests must be given in writing at least 10 business days in advance. An administrative fee will be charged for each request. Check our Facility Fees and Cancellation policies for additional information.
20. No refund of facility fees will be issued without adequate notice per the cancellation policy. Otherwise, all facility fees will be retained. No refunds or credit for permits that are not cancelled in a timely manner even if the space is not used.
21. Each approved permit represents a financial obligation.
22. User must read and adhere to all terms of the Facility Use License Agreement (FULA) acknowledged in the reservation request application and attached to the permit when issued.
23. Any violation of the Conditions of Use (COU) and or the Facility Use License Agreement (FULA), including damage to the facility, will result in all applicable fines, fees, and penalties, immediate permit revocation and can also result in possible suspension of future use of public facilities by permit holder, organization and or attendees.
24. In case of an emergency or to report a problem that significantly affects use, please contact the Community Use of Public Facilities (CUPF) after hours help line at: 240-490-CUPF (2873)