



Conditions of Use Applicable to Regional Services Center Meeting Rooms

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 in addition to these Conditions of Use:

1. This permit is valid for use only by the group designated on the permit.
2. Meeting rooms in the Regional Services Centers provide an opportunity for bringing together the resources of the County and the activities of the community.
3. All meetings must be open to the public and no personal celebrations are allowed. Commercial, enterprise or for-profit organizations may not use County buildings to conduct their regular or ongoing business affairs.
4. Groups are responsible for reordering the room, closing windows, turning off lights, mopping up spills, ensuring all trash is in the proper receptacle and returning furniture to the arrangement specified after each meeting.
5. Food:
 - a. Bethesda–Chevy Chase: Light snacks and beverages (no heated foods/meals) may be served.
 - b. Eastern: No Food Allowed.
 - c. Mid-County & Upcounty: Light snacks and beverages (no heated foods/meals allowed) may be served.
6. No unpermitted alcoholic beverages of any kind are allowed on County property. An exception may be granted by the Chief Administrative Officer. If an exception is granted, it is the responsibility of the User to (a) notify the Office of Community Use of Public Facilities (CUPF) and (b) contact the Montgomery County Department of Alcohol Beverage Service (ABS) to apply for a One-Day Special License. If ABS issues a license, the User must provide written documentation of such to CUPF.
7. Set-up and clean-up time must be factored into total booking time. All members of the organization and the audience attending a meeting must vacate the room by the time shown on the meeting permit.
8. Organizations requiring a public address system, projector, etc. must supply their own equipment.
9. Equipment or supplies belonging to an organization or group using a County facility may not be stored in the County building between meetings.
10. Music is not allowed in any of the rooms.
11. The Chief Administrative Officer may refuse the use of a County facility if it appears that the use may likely provoke or add to a public riot or breach of the peace and/or create a clear and present danger to the peace and welfare of the County. Future privileges for use of any County facility by an organization or group may be refused for infractions of any of the rules and regulations outlined in this document.
12. Posting of bulletins, schedules, posters and announcements, etc. concerning the scheduled meeting shall be limited to official bulletin boards and will require prior approval of the facility manager of the building.
13. Tipping of county employees is not permitted.
14. Room capacity, hours, and facilities differ by facility. For detailed information, check the Community Use of Public Facilities website or current permitting software.
15. Small meeting rooms (in some locations) seat up to 49 people.
16. Medium meeting rooms seat from 50-99 people.
17. Large meeting rooms may seat 100-160 people.
18. Tables, chairs and projection screens are available at some locations.
19. Customer must supply any equipment such as projectors, laptops, microphones, etc.
20. All Regional Services Centers provide Wi-Fi access and User must agree to comply with Montgomery County Computer, Internet, and Wireless Use Policies. Internet access is not guaranteed.
21. 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.
22. 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)