



Community Use of Public Facilities

MONTGOMERY COUNTY INTERAGENCY COORDINATING BOARD

Revised June 9, 2022

Conditions of Use Applicable to Meeting Rooms at the Clarksburg Cottage

These Conditions of Use (COU) apply to use of Meeting Rooms at the Clarksburg Cottage located at 23201 Stringtown Road, Clarksburg, Maryland, permitted by the Montgomery County Maryland Office of Community Use of Public Facilities (CUPF).

In accordance with the [Facility Use License Agreement \(FULA\)](#) the user must not proceed with the activity until the User has read and agreed to the Conditions of Use applicable to the requested facility.

1. This permit is valid for use only by the group designated on the permit.
2. Meeting rooms in the Clarksburg Cottage provide an opportunity for bringing together the resources of the County and the activities of the community.
3. Organizations or groups authorized to use County facilities must be a Montgomery County organization or group, or a Montgomery County chapter or branch of a state or national organization.
4. Commercial, enterprise or for-profit organizations may not use County buildings to conduct their regular or ongoing business affairs.
5. Room use is allowed on holidays.
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. Permit holder must provide an accurate number of attendees (adults and children), nature of event, serving of refreshments or food, if allowed when applying for a permit.
8. The user is responsible for set-up before an event and clean-up following an event. Set-up and clean-up time must be factored into total booking time. Users will not be allowed in early and all members must vacate the meeting room by the time noted on the use permit.
9. A projection screen is available. Organizations must supply their own laptop, audio/visual, or other equipment.
10. Equipment belonging to an organization or group using a County facility may not be stored in the County building between meetings.
11. There is no storage for the community users (the janitorial closet holds supplies for users to utilize) and the other closet is for County use only.
12. Light snacks and drinks are permitted, but the facility is not conducive for large meals, banquets, luncheons, etc. The County does not supply dishes, coffee urns, extension cords, etc.
13. All persons shall not enter the County facility prior to the beginning time shown on the permit.
14. All persons shall vacate the County facility in accordance to the end time shown on permit.
15. Because this facility is a self-service venue, all windows and doors should be closed and locked, and all rooms are to be left clean, without trash and arranged per the diagram provided in the Cottage. Groups are responsible for cleaning up after their meeting, including vacuuming the floors if necessary, cleaning up spills, emptying trash and returning furniture as specified on the diagram in the Cottage. Cleaning supplies are provided in the janitorial closet for this purpose. Groups will be charged extra if additional cleanup or trash removal is necessary. Groups are responsible for closing windows, turning off lights and straightening up rooms that they use in a County facility.

16. Users should follow posted instructions regarding HVAC settings.
17. Parking for all community users is located on the street behind the shops with access via a steep exterior staircase. There is an accessible ramp from the front (shopping center) parking lot and marked accessible spaces reserved.
18. Tipping of County employees is not permitted.
19. 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.
20. 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.
21. Wi-Fi access is available but not guaranteed and User must agree to comply with Montgomery County Computer, Internet, and Wireless Use Policies.

