



Revised June 9, 2022

## **Conditions of Use Applicable to Meeting Rooms at Executive Office Building, Council Office Building, Regional Services Centers, Libraries, and Police Stations**

These Conditions of Use (COU) apply to use of Meeting Rooms at the Executive Office Building (EOB), the Council Office Building (COB), Regional Services Centers (RSC), Libraries (LIB), and Police Stations (POL) 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. 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.
2. Food and drink are restricted and shown in the in the online room attributes when scheduling use online— follow notations shown on permit for specifics.
3. Music is not allowed in any of the rooms without advanced written permission.
4. The set-up and clean-up process must be included in your permit time; no early entry or late departures.
5. Groups are responsible for cleaning up after their meeting, including vacuuming the floors if necessary, cleaning up spills, emptying trash and returning furniture to how it was originally found, closing windows, and turning off lights.
6. Groups will be charged extra if additional cleanup or trash removal is necessary.
7. No unpermitted alcoholic beverages of any kind are allowed on County property. The Chief Administrative Officer may grant an exception. 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.
8. Equipment or supplies belonging to an organization or group using a County facility may not be stored in the County building between meetings.
9. 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.
10. 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.
11. Tipping of county employees is not permitted.
12. Customer must supply any equipment such as projectors, laptops, microphones, etc.