



Community Use of Public Facilities

MONTGOMERY COUNTY INTERAGENCY COORDINATING BOARD

GUIDELINES FOR ROOM USE IN REGIONAL CENTERS

Rules and Regulations for Regional Center Rooms

Meeting rooms in the Regional Services Centers provide an opportunity for bringing together the resources of the County and the activities of the community. **All meetings must be open to the public** and no personal celebrations are allowed. The following regulations must be observed in using the Regional Center rooms:

1. All group representatives must be 18 years or older and **have a photocopy of their driver's license** and a signed Facility Use License Agreement (FULA) on file at the Office of Community Use of Public Facilities (CUPF).
2. **First-time users shall schedule an appointment to meet with Regional Services Center staff to be introduced to security and site-specific information.** The group representative should contact the Center directly. CUPF does not schedule these meetings.
3. Music is not allowed in any of the rooms.
4. Groups are responsible for reordering the room, closing windows, turning off lights, mopping up spills, emptying trash and returning furniture to the arrangement specified after each meeting.
5. Food:
Bethesda–Chevy Chase: Light snacks and beverages (no meals or alcohol allowed) may be served. Groups 50 or more with a \$50 security deposit.
Eastern: No Food Allowed
Mid-County & Upcounty: Light snacks and beverages (no meals or alcohol allowed) may be served.
The County does not furnish coffee urns, dishes, or other equipment. All site-specific regulations regarding food service must be observed. No alcoholic beverages are permitted. In certain instances, a food service license may be required. For information regarding licensing, contact the Department of Health and Human Services at 240-777-3986.
6. Under certain circumstances, it may be necessary to hire County security for the event at the expense of the user group. Private security may not be used in lieu of County security.
7. 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.
8. All members of the organization and the audience attending a meeting must vacate the room by the time shown on the meeting permit.
9. Organizations requiring a public address system, projector, etc. must supply their own equipment.
10. Neither the name nor address of the County building or facility may be used as the official address or headquarters of an organization.
11. Equipment or supplies belonging to an organization or group using a County facility may not be stored in the County building between meetings.
12. Tipping of county employees is not permitted.
13. 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.

Facility Use License Agreement (FULA)

The Facility Use License Agreement (FULA) outlines the general conditions of use and is available in the Office of Community Use of Public Facilities or online at: <http://www.montgomerycountymd.gov/CUPF/Resources/Files/FULA.pdf> The Facility Use Agreement will only be mailed if a written request is received. On-line users may verify agreement as part of the on-line application. Other users must fax 240-777-2717 or mail the signed form to CUPF.

Insurance

All commercial, enterprise and for-profit Users must maintain insurance according to the guidelines within the Facility Use Agreement. The County reserves the right, in its sole discretion, to require any User to maintain insurance, as specified in the Facility Use Agreement.

Applications

Room reservations will not be confirmed without payment. Permits will be issued for approved meetings. Incomplete or ineligible applications will be returned. Allow at least 3 business days to process all requests. Facility fee refunds, less a \$25 cancellation fee, will be given if the user's cancellation (in writing) is received at least ten 10 business days prior to the scheduled meeting date. With less notice all fees are retained. The adjustment fee is \$25 fee. Refunds of less than \$25 will remain as credits on the account.

After Hours, Security and Inclement Weather

Representatives/contacts are responsible for their group leaving at the time specified on the permit. Representatives/contacts are responsible for their group vacating by using the correct exits and that the doors are secured. **In case of lockout or other emergency contact Montgomery County Government Security at 240-777-6161.**