



Town of Poolesville
19721 Beall Street
P.O. Box 158
Poolesville, MD 20837
301-428-8927
www.poolesvillemd.gov

TOWN HALL MEETING ROOM APPLICATION

1. Date: _____, 20_____

2. Name of Organization Requesting Use:

Address: _____

Phone: _____ Fax: _____

Email: _____

3. Date(s) Requested: _____

Start time: _____ Finish time: _____

Number of Attendees: _____

4. Type of Function: _____

5. Required Equipment:

Chairs: _____ Tables: _____

Audio: _____ Other: _____

| |
|------------------------------|
| \$25.00 Fee |
| Security Deposit \$250.00 |
| Check Received |
| Check Returned |
| Approved: |

The Town of Poolesville permits the use of the Town Hall meeting room for private uses. The following rules have been established governing the use of the meeting room. This document has been prepared to provide a clear understanding of the expected rights and responsibilities of those using our facility.

Rules and Regulations:

- The meeting room may be permitted to local non-profit groups, associations, book clubs, etc.
- A Poolesville resident must sign the permit application and be present during activity.
- Alcohol and tobacco products are not allowed.
- Light refreshments may be served. All refreshments must be served in the lobby and not in the meeting room. Luncheons, buffets, or other meals are not permitted.
- Admission fees or other charges may **not** be collected for any function.
- Goods and/or services may **not** be offered or sold.
- Town Hall and grounds must be left in the same condition as it was found.
- Meeting room doors must remain unlocked during use.

- Use shall not generate significant noise, traffic or other activity, which will disturb nearby residents.
- All activities must conclude by 10:00 PM.

Meeting Room Users Responsibilities

- All persons using the meeting room must complete the permit application and agree to all the rules and regulations set forth.
- It is the responsibility of the authorized representative signer of the group to remain on the premises throughout the period for which it is reserved, to ensure the safety and security of the attendees and to further ensure that the attendees observe the rules and regulations governing the meeting room use.
- The user shall be fully responsible for and shall indemnify and hold harmless the Town of Poolesville from any damage to objects or property belonging to the Town and for any personal injury during or as a result of such use.
- Meeting room users agree to reimburse the Town for any damages to Town property including but not limited to walls, floors, grounds and furniture while property is being used by applicant.
- Upon completion of the meeting room use, user is responsible for cleaning up and removing any and all trash. A \$50.00 fee will be deducted from your security deposit if the room is left unclean and the Town will reserve the right to deny future use.
- User must return key and satisfy cleaning requirements prior to receiving security deposit refund.

Fees:

- The meeting room is permitted on a non-fee basis to local non-profit organizations.
- A refundable security deposit of \$250.00 is required upon receipt of approved permit application and key.

Scheduling:

- Meeting room may be reserved as available.
- Annual reservations are from July 1 through June 30 of the following year. An annual reservation may be made for a regularly scheduled activity.
- All annual reservations expire on June 30 of each year and must be renewed by the submission of a new permit.
- Meeting room reservations are subject to cancellation upon a special or emergency meeting of the local government.

Authorization for Meeting Room Use

- The Town Manager is responsible for managing the public meeting room. The rules outlined in this document shall be implemented by the Town Manager or a duly authorized designee.
- Failure to comply with the rules and regulations or engage in misconduct will result in the revocation of a permit and denial of future use.

Acknowledgement and Hold Harmless Agreement for Use of the Town Hall Meeting Room

The undersigned agrees to indemnify and hold harmless the Commissioners of Poolesville and its employees from any and all loss, cost (including attorney fees), damages, expense and liability in connection with claims for property damage, bodily injury or death of any person which may arise out of the use of the Meeting Room and all other portions of the Poolesville Town Hall property.

As a representative of the above organization, I have read and agree to abide by the "Meeting Room Use Rules". I am attaching herewith a \$250.00 security deposit, payable to the Town of Poolesville, refundable upon surrender of the Town Meeting Room in a clean and orderly condition, including the removal of all refuse, resetting all furniture and return of the key.

Name of Organization

Name of Organization Representative and title

Signature

Approved

Renewal

Denied

Comments: _____

Signature: _____ Date: _____