



GREENBELT RECREATION DEPARTMENT

25 Crescent Rd., Greenbelt, MD 20770
Phone: 301-397-2200 Fax: 301-397-2203

E-mail:

Springhill Lake Recreation Center – Frank Jones fjones@greenbeltmd.gov
Youth Center – Alison Longworth alongworth@greenbeltmd.gov

Youth Center/Springhill Lake Facility Rental Application

For Community Center Facility Rental Application call 301-397-2208

Name: _____ Date Of Application: _____

Organization: _____

Address: _____ City/St/Zip: _____

Phone Number: Home: _____ Work: _____ Cell: _____

E-mail address: _____

Description of Event _____

Resident Hourly Rate

Non-Resident Hourly Rate

Greenbelt Youth Center – 301-397-2200 **99 Centerway**

_____ Gymnasium (Sports Only)	\$45.00	\$55.00
_____ Multi-Purpose Rm (max. capacity 40)	\$35.00	\$45.00
_____ Conference Room (max. capacity 15)	\$20.00	\$30.00
_____ Staff Fee (before/after hour use)	\$15.00	\$15.00

Springhill Lake Center – 301-397-2212 **6101 Cherrywood Lane**

_____ Gymnasium	\$45.00	\$55.00
_____ Club House (max. capacity 20)	\$20.00	\$30.00
_____ Classroom (max. capacity 15)	\$15.00	\$20.00
_____ Staff Fee (before/after hour use)	\$15.00	\$15.00

Date of Rental: Date: _____ Estimated Attendance _____

Time: _____ to _____

Number of Tables Needed: _____ Number of Chairs Needed: _____

Thank you for choosing the Greenbelt Recreation Department for your rental. The dates and times you have requested will be reserved only after this application is approved and appropriate fees have been paid. A valid credit card number must be provided and will be charged up to \$500 if facility rules and policies are violated or damage to the facility occurs during the rental time.

CREDIT CARD INFO: Card Type: _____ **Card Number:** _____

CVV# _____ (the last 3 digits of the italicized number in the signature box on your card) **Expiration Date:** _____

By signing this form you agree to accept responsibility to abide by all procedures and rules outlined in the "Facility Usage Policy" document and understand all penalties associated with not abiding by these policies.

Applicants Signature: _____ Date: _____



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Greenbelt Youth Center/Springhill Lake Recreation Center Facility Usage Policy

1. Applicants whose activities vary from those stated on the rental application or violate the Facility Usage Policy will be asked to leave the rental space and the Greenbelt Youth Center/Springhill Lake Recreation Center premises and will not be refunded any rental fees paid. Rental privileges may also be revoked and damage charges may apply.
2. Only officers of an organization with authority to sign contracts are permitted to submit applications.
3. All alcoholic beverages are prohibited. Coolers and containers are subject to inspection to enforce this policy.
4. Unamplified acoustic instruments or a small shelf-sized stereo system is permitted provided that it does not disrupt the other activities occurring in the Greenbelt Youth Center/Springhill Lake Recreation Center.
5. The use of confetti, glitter and open flame is strictly prohibited. Decorations may not be hung or taped to walls or the ceiling; this includes streamers, balloons, and piñatas.
6. Renting a room at the Greenbelt Youth Center/Springhill Lake Recreation Center for private instructional programs is prohibited. The public is invited to approach the Youth Center's Recreation Coordinators at any time regarding educational programs they would like to see offered at this facility.
7. Applicants renting a room at the Youth Center may use the space they have rented only. Participants and/or spectators should not be in other areas of the building. Groups renting space at the Greenbelt Youth Center/Springhill Lake Recreation Center may NOT store anything at the facility.
8. Applicants are responsible for the actions of their attendees. Violation of Facility Rules and Policies by attendees can lead to applicant's rental privileges being revoked and possible damage charges.
9. Only City of Greenbelt Contribution Groups, City of Greenbelt Recognition groups, and City of Greenbelt Home Owners' Associations are eligible for free rental spaces. Normal rental fees apply to fundraising events sponsored by these organizations.
10. The Recreation Department retains the right to cancel any approved reservation if the room reserved is needed for an official City or Recreation Department program or event.
11. Applicants renting a room in the Greenbelt Youth Center/Springhill Lake Recreation Center for a single date must pay the whole amount due before the rental can be approved. Applicants must also provide a valid credit card number which will be charged up to \$500 if facility rules and policies are violated or if damage to the facility or its contents occurs.
12. The regular rental fee includes the use of tables and chairs only. Time for set-up and clean-up must be included in your rental time. Rooms must be left at least as clean as they were originally found. Applicants who run over the rented time will be charged for that time, and may have their rental privileges revoked.
13. Applicants requesting a quarterly rental after the 15th of the month must pay for the remaining part of that month. The next full month payment must be paid before the 1st of that month.
14. The Recreation Department reserves the right to revoke any contract or deny any future applications from applicants who are consistently late making payments for rentals.
15. If the applicant cancels a reservation, at least 72 hours' notice before the reserved date must be given in order to receive a credit/refund. Applicants who give less than 72 hours' notice will forfeit all fees paid.
16. Renters who continually cancel reservations may have their rental privileges revoked.
17. Applicants/Organizations will be financially liable for any damages to the Youth Center building, grounds, equipment, or artwork arising from the event for which the reservation is made.
18. Applicants/Organizations will indemnify and hold harmless the City of Greenbelt from and against all actions, liability, claims, suits, damages or expenses of any kind arising from the event for which this reservation is made.
19. Permits are non-transferable. Paying applicant must be present at start time of event.
20. Applications must be submitted three business days prior to the event.

By SIGNING this form you agree to accept responsibility to abide by all procedures and rules outlined in the "RULES AND REGULATIONS" and understand all penalties associated with not abiding by these policies. A copy of your driver's license is REQUIRED.

SIGNATURE: _____ **DATE:** _____

Revised January 10, 2017