

Greenbelt Community Center Facility Usage Policies

1. All alcoholic beverages are prohibited.
2. Unamplified acoustic instruments, iPods, MP3 players, laptop music or a small shelf-sized stereo system is permitted, provided it does not disrupt other activities occurring in the facility. Music must be family-oriented.
3. The use of confetti and/or glitter is prohibited. Decorations may not be hung or taped to walls or ceiling; this includes streamers and piñatas. Signage (directional or otherwise), balloons or decorations may not be hung in hallways, on exterior of facility or on outside street signs/poles.
4. The use of open flame is only permitted for cake candles and chafing dish sternos with prior permission.
5. The Community Center is a smoke-free facility. Smoking is prohibited within 25 feet of City facilities.
6. Animals are not permitted in the facility with the exception of service animals when accompanying an individual with a disability.
7. Storage space is not available at the Community Center.
8. The Community Center will be in communication with only one contact person during the reservation process. The designated contact person is also the only person from which payment will be accepted and processed, and residency status will be determined by the contact person's address.
9. Applicants renting a room at the Community Center may use the space they have rented only. Participants and/or spectators should not be in other non-public areas of the building.
10. Applicants are responsible for the actions of their attendees. Violation of Facility Usage Policies by attendees can lead to revocation of applicant's rental privileges, loss of security deposit and additional damage charges.
11. Applicants whose activities vary from those stated on the rental application or violate the Facility Usage Policies will be asked to leave the Community Center premises and will not be refunded rental fees or security deposit paid. Future rental privileges may also be revoked and damage charges may apply.
12. Applicants/organizations will be financially liable for any damages to the Community Center building, grounds, equipment and/or artwork arising from the event for which the reservation is made.
13. 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 the reservation is made.
14. Renting a room at the Community Center for private instructional programs is prohibited. The public is invited to approach the Recreation Department regarding potential educational programs at the Community Center or other Recreation facilities.
15. Applicants renting a room for a single date must pay the whole amount due before the rental will be processed. A security deposit equal to the total rental fee or \$100, whichever is less, is also due before the rental will be processed. If Facility Usage Policies are violated or damage to the facility and/or content occurs during the reservation, additional fees may be charged. If applicable, security deposit refund will be processed within ten business days following the date of the event.
16. The rental fee includes the use of tables and chairs only; applicants renting a room(s) are responsible for set-up and breakdown/clean-up. Time for set-up and breakdown/clean-up must be included in the rental time. Rooms must be left in the condition they were originally found. Applicants who arrive early or stay beyond the rented time will be charged for the extended time.
17. The Community Center reserves the right to revoke any contract or deny any future applications from pattern renter applicants who are consistently late making payments or who continually cancel reservations.
18. If the applicant cancels a reservation within 72 hours of the reserved date a credit/refund will be issued. Applicants who give less than 72 hours notice will forfeit all fees.
19. The Community Center retains the right to cancel any approved reservation if the room reserved is needed for an official City or Recreation Department program or event.
20. City of Greenbelt Recognition Groups and Greenbelt Homeowners Associations are eligible for free rental space. Groups are subject to Facility Usage and Free Room Usage Policies. Normal rental fees apply to fundraising events sponsored by these organizations.

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