

Edmonston Recreation Building- Rental Permit

Name: _____ Telephone: _____

Mailing Address: _____

Date and Purpose of Reservation: _____

Building Address: 5100 Tanglewood Drive, Edmonston, MD 20781

This permit is issued by the authority of the Town Administrator. Any activity authorized by this permit shall be conducted strictly in conformance with the terms and conditions hereof as required by the rules and regulations promulgated by the Town of Edmonston.

- The facility reserved is subject to inspection by any authorized representative of the Town in order to assure proper use of Park and Town property in compliance with Park rules and regulations.
- The permittee agrees to leave the facility clean and orderly and assumes personal liability for the cost of excessive cleanup of the premises: loss, breakage, or removal of Town/Park property and responsibility for the conduct and good order of the group. It is further understood that the permittee shall be liable for the cost of excessive cleanup of the premises, and the cost of the repairs or the replacement of any loss, breakage, or removal of Town or Maryland-National Capital Park and Planning Commission (M-NCPPC) property that occurs during or as a result of permittee's event.
- The Town/ M-NCPPC are not responsible for personal property which is damaged, left behind, misplaced, lost, or stolen belonging to any individual or group using the facilities.
- The Town/ M-NCPPC reserves the right to cancel all permits with as much notice as practicable.

I agree that this acceptance is on behalf of all persons in the group with me, and that if the rules are violated, this permit may be revoked and future permission to use park facilities may be refused me or the group; and I agree to be present during the period stated on permit, otherwise this permit is void.

This permit is accepted with the understanding that the Town of Edmonston and M-NCPPC are absolved of all responsibilities or liability for any injuries sustained due to faulty or defective condition of equipment, apparatus, building, or conditions of grounds, or from any cause whatsoever.

By affixing my signature below, I certify that I am over the age of 21 years old, and a resident of Prince George's, Montgomery County and/or the District of Columbia.

PERMIT MUST BE IN THE POSSESSION OF THE PERSON TO WHOM IT IS ISSUED AND SHOWN UPON REQUEST.

(SIGNATURE OF PERMITTEE)

Email: _____

Rental Fee Payment Date: _____

Method of payment: _____

Security Deposit Payment Date: _____

Cash Receipt #: _____

Approved by Town of Edmonston

Edmonston Recreation Building

Rental Policy

Edmonston Recreation Building, also called the Edmonston Rec. Center, (“the Rec. Center”) is a suitable site for birthday parties, bridal showers, and other family or community events.

- The Rec. Center is reserved for the entire day. Set up cannot begin earlier than 8:00 a.m. the day of the event and Clean up must occur the same day of rental. Generally, 10 tables and 50 chairs are available for use in the Rec. Center; however, this is not guaranteed. It is up to the renter to provide set-up and take-down of tables and chairs. The maximum capacity for the building is 75 provided by the Fire Marshal and is not to be exceeded.
- All rentals are made through the Town of Edmonston and must be paid in full at the time of reservation. The forms of payments are credit/debit card or money order - NO CHECKS OR CASH. Rental fee is \$150.00 for Town residents, \$250.00 for non-residents.
- A \$150 deposit (cash only) to cover security requirements, building upkeep, and key pickup/return must be paid when the key is picked up. The deposit does not apply toward the rental fee. If there is any damage to the Rec. Center or other Town property resulting from the event, the Town may retain the deposit to help defray the costs of repair/replacement. The permittee is responsible for any and all damages to Town property resulting from the event. Nothing herein shall limit the Town in seeking payment of any losses due to such damage.
- Permittee must be a Prince George's or Montgomery County resident, and over 21 years old to reserve a site. To rent the Rec. Center, please contact the Edmonston Town Hall at 301-699-8806.

Rules / Regulations

1. Complete setup can occur on the day of the rental only and cleanup shall take place on the day of rental. All events, including clean up, shall end by 1:00 a.m. with the Rec Center vacated by that time with all cleaning complete.
2. Applicant will be held responsible for the conduct of all attendees of the event and any damages incurred during or as a result of the event.
3. Alcoholic beverages are not permitted on any of the premises during events open to the public, unless a permit has been obtained from Prince George’s County Board of License Commissioners. For events open to the public and providing alcohol, permittee must pay for the services of one-off duty police officer chosen by the Town at the rate set by the Town. This fee must be paid at the time of reservation. The fee is \$30.00 per hour and there is a minimum of 4 hours. This payment must be made by credit card.
4. No Smoking is allowed in the building.
5. Pets are not allowed inside the Rec. Center.

6. Building is equipped with a mop and broom. If missing upon inspection, a fee of \$25.00 will be charged against the deposit.
7. Persons using any of the facilities of the Rec. Center without reservations must surrender same, at once, to anyone presenting an official Town Receipt.
8. Permittee shall not charge or accept an admission fee for the event, and may not sell any merchandise, article or thing at the event, nor practice, carry on, conduct or solicit any type of business whatsoever, including fund raising.
9. Music and bands will be allowed inside the Rec. Center until 10:00 p.m. Loud music, amplification, and/or excessive noise are prohibited on all outside grounds, or any area where the peace can be disturbed.
10. Decorations, tacks, tape, and staples must be removed following the event or deposit will be forfeited.
11. All items must be removed same day or deposit will be forfeited and items confiscated.
12. Permittee must lock the Rec. Center building when leaving and extinguish fires in the outside grills.
13. Caterers and other food providers shall be properly licensed.

Security/Key Deposit

The key may be picked up Monday through Friday from 8:00 a.m. to 4:30 p.m. at the Edmonston Town Hall, 5005 52nd Avenue, Edmonston, Maryland 20781.

When picking up the key you will need, in addition:

1. \$150.00 payable by CASH ONLY (exact amount) for the refundable security/key deposit.
2. Key must be returned on the next business day following the reservation or the key deposit WILL be forfeited. For each day the key is held beyond the next business day, you are subject to a \$30.00 per day fee.
3. Provided there are no violations and the facility is left clean, the \$150 security deposit will be returned to the main contact in approximately two weeks following the reservation date.

PROOF OF RESIDENCY: The person picking up the key for the reservation must show proof of age and residency in Prince George's, Montgomery County and/or the District of Columbia. .

Cancellation Policy

1. All cancellations prior to five (5) full business days before an event will result in an 80% refund of the rental fee.
2. All cancellations less than five (5) business days before an event will not be eligible for any refund of the rental fee.