

General James F. Fretterd Building Use Policy

Attachment – 8b

Your event or program is welcome at the General James F. Fretterd Community Center, a historic National Guard Armory completely reconditioned in 2008 with a gym facility and 3 activity rooms of various sizes. Under the management of Caroline County Recreation and Parks Department, please review the policies and fees for public use outlined below.

Community Center Policies

- I. Definition of Terms
- II. Priority – Use Policy
- III. Required Information for all Rental Agreements
- IV. Fee Schedules and Room Specifications
- V. Youth Dances/Parties
- VI. Smoking and Alcohol Policies
- VII. Insurance and Risk Management Requirements
- VIII. Fire safety
- IX. Clean-up and Custodial Service Options
- X. Concession Operations
- XI. Energy Conservation
- XII. Accident and Building Damage
- XIII. Special Event Sign Options
- XIV. Policies for Discounted Room Use

I. Definition of Terms

- A. “Department” refers to the Department of Recreation & Parks, currently designated by the Commissioners of Caroline County as the building manager. The department’s office headquarters are located on the ground floor of the Community Center.
- B. “Building Entry” refers to access at the ground level side entrance next to the parking lot and to the front building entrance up the steps from Fourth Street. The ground level entrance is accessible and includes elevator service.
- C. “Gym” refers to the 4500 square foot gym floor. Access includes building entry lobbies on the ground and first floor, and spectator balcony.
- D. “Activity Room” refers to Room 113 or 104 on the first floor or Room 204 on the second floor. Public access restricted to the reserved activity room, building entry lobbies, and restroom facilities.
- E. ”Department Activities” are programs and services under the direct management and production of Caroline County Recreation & Parks.
- F. “Departments of Caroline County Government” are those agencies and organizations whose executive officer or Director serves at the pleasure of the Caroline County Commissioners.
- G. “Non-Department Activities” include programs, services or events produced and sponsored by any educational, civic, non-profit or private organization.
- H. “Non-Athletic Use” refers to the use of the gym facilities for events in which athletics and exercise are *not* the function of the activity.
- I. “Commercial Groups” are all business organizations which are not recognized as tax-exempt organizations under the U.S. Internal Revenue Code.

- J. “Non-Commercial Groups” include, but are not limited to churches, family groups, civic organizations, etc. which may or may not have a non-profit tax exempt status under the U.S. Internal Revenue Code.
- K. “Facility Supervisor” is a Department-trained employee or volunteer who is physically on-site for the duration of the non-department activity at the center.
- L. “Contractor” is the private citizen or organization that initiates the facility-use agreement with the Department.
- M. “Local Law Enforcement” represents a trained officer employed by the Caroline County Sherriff’s Department, a municipal police department within Caroline County or the Maryland State Police who can subcontract for security services consistent with the personnel policies of their organization.
- N. “Facility Use Inspection Report” refers to a form completed by the Facility Supervisor before the start and at the close of the non-department use period.

II. Use of the Community Center facilities is reserved for Department activities. Time periods not scheduled for Department programs may be available for non-department use under the following conditions.

- A. The Department reserves the right to alter previously scheduled non-department activities to reduce interference with Department-sponsored activities, to restrict access due to building repair or to cancel facility agreement if the user violates building use policies.
- B. Activities sponsored by other Departments of Caroline County government and those organized by and primarily serving the employees of those departments shall be considered extensions of the Recreation and Parks Department and afforded the privileges of such under the following conditions:
 1. All rules and regulations set forth in this document are followed
 2. The use does not conflict with the Department programs

III. Required information for all non-department scheduled use of Community Center facilities includes the following:

- A complete Facility-Use Agreement Form (FUA)
- Copy of the applicant’s valid driver’s license
- Evidence that the applicant is 21 years of age or older
- Security deposit equivalent to ½ the total rental fees for the time period and facilities reserved.
- A. Applicants are responsible to ensure the following:
 1. The orderly behavior of their guests – no excessive noise or profanity.
 2. Responsiveness to the directives of department staff, including the Facility Supervisor.
 3. The program is of a suitable nature for presentation in a public building – that the activity is lawful and in conformity with municipal, state and Federal laws.
 4. That the applicant will not remove, change, or rearrange anything in the Community Center without the specific approval from the Department and their designated representative.
- B. Room rental requests are formerly initiated by the submission of a Facility Use Agreement (FUA) form no later that three (3) weeks or 15 workdays prior to the

first date of the requested use and the complete payment of all security deposit and rental fees.

1. FUA forms may be submitted to the Department up to six months in advance of a requested date.
2. An FUA form is not complete until all rental fees, security deposits, and required documentation is provided by the applicant. Otherwise the facilities requested are not reserved and may be released to another applicant.
NOTE: A phone call to the Department does not reserve the facility.
3. No FUA will be completed for a period longer than six months.
4. The FUA must be submitted to the Department even if fees are waived or reduced under the policies for discounted room use. A Security Deposit of \$150 for the gym and \$50 for any Activity room shall still be required.
5. Applicants whose activities vary from those stated on the FUA form or violate the rules and regulations detailed in this document will be asked to leave the premises and no refund shall be made for the fees paid. Damage charges may apply and future rental privileges shall be revoked for at least a one year period.
6. Applicants renting a room at the Community Center are entitled to the space reserved and the designated support facilities (i.e. lobby entrance areas, restrooms, elevator access) only. Participants and or spectators should not be in other areas of the building.
7. Set-up and take-down must take place within the day and time specified on the FUA form. Applicants can not gain access to the building prior to their rental time period for set-up and cannot store equipment or supplies at the facility after the rental period is completed.

IV. Fee Schedule for facility use and room specifications

B. Facility-use fees for non-department use are structured to recover building utilities and building security/support by the Facility Supervisor.

	Number of Hours	1 hour	2 hours	3 hours	4 hours	5 hours	6 hours	7 hours	8 hours
Weekdays (8:00a.m.- 5:00 p.m.)	Gymnasium	\$25	50	75	100	125	150	175	200
	Activity Room	10	20	30	40	50	60	70	80
	2 Activity Rooms	20	40	60	80	100	120	140	160
	Activity Room & Gym	35	70	105	140	175	210	245	280
Evening & Weekends 5:00-11:00 p.m., Sat./Sun. or County Holidays	Gymnasium	Evening and weekend use requires a 2-hour minimum	95	135	175	215	255	295	335
	1 Activity Room		65	90	115	140	165	190	215
	2 Activity Rooms		85	120	155	190	225	260	295
	Activity Room & Gym		115	165	215	265	315	365	415
	Gymnasium and 3 Activity Rooms		155	225	335	365	435	505	575

- C. Description of each public use area available for reservation:
1. **Gymnasium:** a 50 x 90 foot-size with spectator seating limited to the second floor balcony (8 x 50; limited to 75 spectators). Court lines for basketball and volleyball; adjustable basketball glass backboards set at regulation height (unless otherwise requested). Court covering required for non-athletic use. NOTE: light switch for gym lights are located in storage room 107 inside to the right of the single door entrance.
 2. **Activity Room 104:** a 17 x 47 foot room located to the left of the first floor entrance, wood floors, mirrored walls, sink, and cabinets. Room capacity 100 theatre set-up and 50 with tables and chairs.
 3. **Activity Room 113:** 17 x 20 located just off elevator and across from public rest room, **mirrored walls, tile floor. Room capacity is 15 – 18.**
 4. **Activity Room 204:** a 29 x 19 room located on the 2nd floor to the left of center lobby, tile floor, sink, cabinets, small closet, and windows to balcony. Room capacity is 45.
- D. Each room has a standard set-up identified on a laminated layout posted on the wall next to the light switch. All users shall be responsible to return all furnishings and room arrangements to this standard layout at the close of the FUA or Department-sponsored program.
- E. The tables and chairs inventory for the Community Center shall be limited until April 1, 2009. After this time, request for use of tables and chairs beyond the standard room set-up should be made on the FUA.
1. Furnishings available for public use inside the facility include 30 tables: 6-3x3' squares and 24 -8' banquet tables, and seating for up to 250.
 2. Furnishings are not permitted for use beyond the community center building and grounds and should be specified for use on the FUA.
 3. Damage to furnishings and equipment caused during the contracted use shall be recorded and recovered per the requirements of Section X of this document.
- F. The Department will schedule, train and monitor a facility supervisor to be on-site for all non-department and Department-sponsored activities scheduled during evening, weekend, and holiday hours. During weekday hours, the Department's full-time professional staff will provide supervisory support.
- G. The Department reserves the right to require a local law enforcement presence at the event to ensure compliance with local laws, protect the attending public, reduce the incidence of nuisance complaints and provide event security.
1. Cost associated with law enforcement presence shall be covered by the contractor.
 2. FUA proposals that are adult/youth dances, charge admission, include a special-use exemption for the consumption of alcohol and/or are judged by the Department Director or his/her designee to attract crowds of more than 100 people will be required to employ local law enforcement on site.
 3. Contact information for area county and municipal law enforcement agencies is available through the Department.
- H. Facility Supervisors and Department personnel only are permitted to access the following areas:
1. Panel boxes for lights

2. Equipment closets
 3. Ground floor mechanical room
- I. A refundable security deposit equal to 50% of the rental contract or \$150, whichever is more is required. The applicant can secure this with a valid credit card or check that will be bank deposited. A check will be re-issued to the applicant following the scheduled building use within 10 working days to the address provided on the FUA. If the check does not clear the bank account, the FUA is not complete and shall be voided.
 - J. Non-athletic use of the gym facility requires the installation of a carpet floor covering provided by the Department. An installation fee of \$75 is payable when the FUA is submitted. NOTE: ATHLETIC USE OF THE GYM FLOOR IS RESTRICTED TO SOFT-SOLED SHOES ONLY
 - K. Parking in the surrounding church parking lots is generally permitted except on Sundays from 9 a.m. – 1 p.m. Activity parking during these periods is limited to Fourth Street parking or those spaces immediately behind the building marked “CCRP”.
 - L. Cancellations of a FUA must be received by the Department at least three (3) business days prior to the event to qualify for a full refund.
 - M. The Department Director or his/her designee shall notify the FUA applicant within five workdays to confirm the application and review any concerns or questions by the Department regarding the proposed use. If the FUA request can not be accommodated this will be confirmed verbally and documented in writing to the applicant

V. Youth Dances/Parties

- A. Participants age Range – Youth Dances/Parties are limited to participants within a 4-grade spread. For Example; grades 5-8, or 7-10, or 9-12 but not grades 5-12. Failure to comply with these age range restrictions by the contractor will result in the suspension of the event by the Facility Supervisor. It may also jeopardize the future use of the Community Center by the contractor.
- B. Chaperons – A list of Adult/Parent chaperons, 21 years of age or older, must Accompany the Facility Use Agreement Form. This list must include the names, complete addresses and telephone numbers of each chaperon and there must be 1 chaperone for every 10 youth participating in the event. Example: if your event will have 50 youth, then you must provide a minimum of 5 adults over the age of 21.
Important Requirement; This ratio of chaperones to youth is 10:1 and must be maintained for the duration of the event. If chaperones leave before the end of the event and this ratio is not maintained, the event will be suspended by the Facility Supervisor before the end of the event/ contract! **NO EXCEPTIONS!**
- C. Attendance Policy – If participants choose to leave the dance/party they are NOT permitted to re-enter. They must also leave the premises of the Community Center and surrounding grounds.

VI. Smoking and Alcohol

- A. In accordance with the Caroline County Resolution #2004-011 the Community Center and its grounds are designated as No Smoking Areas.
- B. Consumption of alcohol on the premises is prohibited. Special-use exemptions of this policy may be requested in writing to the Caroline County Commissioners or their designee at least 60 days prior to scheduled event. If the special use exemption is

granted, the deposit for the facility increases to \$500 and local law enforcement must be on-site for the duration of the public event.

VII. Insurance and Indemnity Agreement and Requirements

- A. All commercial groups using the Community Center must obtain a one-day liability policy from a reputable insurance carrier licensed to do business in the State of Maryland, which the policy shall name CAROLINE COUNTY MARYLAND AS AN ADDITIONAL NAMED INSURED.
 - 1. The minimum amount of said policy shall be a combined single limit of liability of at least \$1,000,000 for a comprehensive general liability insurance policy including bodily injury and property damage.
- B. All non-commercial and commercial groups shall sign, as a condition of use, a waiver of liability and indemnity agreement holding CAROLINE COUNTY MARYLAND harmless from all bodily injuries including death arising out of lawful use of the Community Center facilities.
 - 1. The chief executive official of all corporation and associations or their designated representative shall sign an indemnity agreement at least 3 weeks prior to the requested use.
 - 2. In those instances where a family group desires to use said facilities, then the senior family spokesperson shall execute the indemnity agreement.

VIII. Fire Regulations for all groups

- B. Use of open flames is prohibited. Candles in hurricane globes are acceptable.
- C. Electrical extensions must be heavy gauge and decorations flameproof.
- D. Exits, corridors, and hallways must be free of obstructions at all times. Participants for Department or non-department activities should not stand in aisles of marked exits.
- E. The maximum capacity numbers in rooms must be observed.
- F. Use of portable home-owner style charcoal or gas grills and deep fat frying in or on the facility grounds is prohibited.

IX. Clean-up and custodial service options

- A. Facility users are responsible for general clean-up of the facility within each period of contracted use. General clean-up means the removal of any trash and debris in areas inside and outside the facility caused by the contracted use and the removal of that trash from the building and the property.
 - 1. General clean-up also involves removal of residue or stains caused by drink spills, chewing gum, food consumption or other activity in all areas accessed during contracted use.
 - 2. Sweeping and mopping areas of the gym floor will be required to achieve general clean-up.
 - 3. Policing the outside entrance area and surrounding grounds and parking area for trash is required to meet general clean-up standards.
- B. Failure to comply with the above will result in a custodial charge assessed at 1 ½ times the hourly rate of the department employee. This cost will be retained from the facility deposit submitted by the user.
- C. The facility supervisor coordinates the completion of a facility checklist inspection form before and at the conclusion of each non-department or Department-sponsored

activity of the Community Center. The facility checklist requires the signature of a representative of the Contractor prior to departure from the site.

- D. Removal of all rented items should be completed at the close of the FUA contract period. This includes catering supplies, D.J. equipment, and decorations.
- E. Decoration restrictions include the following:
 - 1. No confetti
 - 2. There are no ladders on site for contractor use
 - 3. No decorations are to be stapled to the wall. Taped wall decorations must use blue painters–masking tape provided by the Department’s Facility Supervisor.

X. Concession Operations and Food Consumption

- A. Food consumption is restricted to Activity Rooms. If food consumption is a part of the activity scope for the gymnasium area, the protective floor covering **must** be installed.
- B. Concession operations in which food or beverages are sold to the public must be certified by the Caroline Environmental Health Department on or before the date of the program
 - 1. A copy of the Environmental Health Department’s Temporary Food Service Permit Application must accompany the FUA three weeks prior to the scheduled use date. There is no fee for this permit. The original must be submitted directly to the Health Department located at 403 S. 7th Street, Suite 226 in Denton. [www.carolinehd.org/htm/ehs/czfoodtempevents\[1\].pdf](http://www.carolinehd.org/htm/ehs/czfoodtempevents[1].pdf)
 - 2. Failure to submit the Temporary Food Service permit will eliminate food concessions operations from the FUA. NOTE: Deep fat fryers and homeowner style gas and charcoal grills are prohibited from use at the Community Center.

XI. Energy Conservation refers to the electricity and water required to operate the building for the public. The conservation and management of utility resources is the responsibility of the Department staff and all contractors.

- A. Air conditioning and heating systems are set in accordance with the Ashrae 55, as a National standard for “Thermal Conditions for Human Occupancy”.
 - 1. Cooling season occupied set points are 74 – 78 degrees F. The unoccupied set point is 85 degrees F. Relative humidity levels shall not exceed 60% for any 24 hour period.
 - 2. Heating season occupied set points are 63- 72 degrees F. The unoccupied set point is 55 degrees F.
 - 3. Facility Use Contractors and the Facility Supervisors may adjust the room conditions at the wall mounted thermostat in each room within 5 degrees of the current temperature. The HVAC system will not allow temperature adjustments outside 5 degrees of the current set-points.
 - 4. Doors to activity rooms should remain closed during occupied and unoccupied times when heating and cooling systems are operating.
- B. Refrain from turning on lights in activity or gymnasium areas unless definitely needed. Utilize natural lighting where appropriate.
 - 1. All unnecessary lighting in unoccupied areas must be turned off. Please be sure to turn off lights following restroom or stairwell use.

2. Facility Supervisors will secure the facility and ensure that all lights are off following the final inspection of the facility.

X11. Accident, Building, or Property Damage

- A. In the event of an injury or accident within the Community Center or on the grounds and surrounding parking lots in association with the contracted use in which emergency medical services are summoned or that, in the judgment of the Facility Supervisor and the FUA contact, subsequent medical attention will likely be required, the Facility Supervisor shall complete an accident report per Department policy.
 1. At any time 911 is called, the Facility Supervisor must notify the Department personnel after the emergency situation has been secured.
 2. Facility Use Contractors are advised to provide their own first aid supplies and first aid responders for the operation of athletic programs in which injury is more likely.
- B. In the event of building or facility damage caused during the operation of the facility use contract, and the damage exceeds normal custodial maintenance of the facility and its furnishings and equipment, the problem must be recorded on the Facility Use Inspection Report (FUIA).
 1. The FUIA form is completed by the Facility Supervisor prior to the start and at the end of each FUA-defined contract use period. The FUA contact should initial the report.
 2. If an FUA contact disagrees with an inspection report or the condition of the facility during the contract use period, contact the Department within two work days of the FUA to speak with the Recreation Supervisor or the Department Director.
 3. The Department reserves the right to retain all or a portion of the security deposit complete facility, furnishings or equipment repairs.

XIII. Special Event Sign Options

If the contractor requests additional on-site signs to promote an upcoming event, signs must comply with the municipal sign code for the Town of Denton administered through the Denton Town Hall.

- A. Sign dimensions are limited to two (2) signs, not to exceed 16 square feet for any individual sign and shall be securely installed on the Community center property facing Fourth Street as designated by the Department. No signs may be placed within the road right-of-way.
- B. All signs must be professionally made and the Department reserves the right to remove any illegally placed sign.
- C. Violation of the sign code on Community Center grounds may result in a temporary exclusion from Community center reservation and use.

XIV. Policies for discounted room use and the establishment of Recognition Groups.

Caroline County welcomes the initiative and creativity of citizens who organize as volunteers to enhance the range of cultural, athletic, recreation, and service opportunities available to Caroline County Residents.

Discounted fees for use of the Community Center may be extended to community Recognition groups which include but may not be limited to non-profit organizations

serving Caroline County, Departments or Divisions of Caroline County Government, and Caroline County Board of Education.

- A. Community Recognition Groups status allows for limited discounted use of community center facilities in accordance with facility use policies for cultural, athletic, recreational, and service activities which are open to the general public.
1. To become a Community Recognition Group, an application form must be filed annually with the Department.
 - a. Divisions or Departments of Caroline County Government are automatically afforded this status.
 - b. The application form can be submitted at any time by all other organizations provided it is submitted no later than 3 weeks prior to the Community Center dates requested for discounted use. The eligibility requirements for Community Recognition Groups include the following:
 - The primary purpose of the organization should be to provide ongoing cultural, athletic, recreation, and service opportunities which are open to the general public. Restrictions on residency and age for participation in the group's activities are permissible as appropriate (example: sports leagues).
 - Non-profit status: Designation is available to not-for-profit organizations only, whether or not such organizations hold 501(C)3 designation from the Internal Revenue Service.
 - Membership and county resident involvement: In the case of membership organizations, at least 2/3 of the organization's members should be Caroline County residents and 50% of its program and service activity should take place within Caroline County.
 - The activity requested for discounted use is not a fundraising activity. Fees associated with the recovery of program operating cost are not considered a fundraising activity.
 2. Discounts are at the discretion of the Department Director or his/her designee and may be limited by the fiscal constraints of Caroline County and the Department.
 - a. The award of a discount does not establish a formal precedent for future FUA requests.
 - b. Discounts may be suspended if the Community Recognition Group fails to comply with Community Center use policies.
- B. Discounted fees awarded to a Community Recognition Group must be authorized for each FUA submitted and may be limited to four time periods of discounted use per month.
- C. All Community Center use requires compliance with the policies defined in this document including, but not limited to, the following:
1. The presence of a Department Facility Supervisor during weekend and evening program operation.
 2. The submission of a FUA form no later than 3 weeks prior to the scheduled use request.
 3. The Submission of a security deposit in full per the policy stated in section III of this document.