



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

Policy Title: City Park Building Rental Policy
Effective Date: Amended April 12, 2011
Policy Number: 08-01

Policy: **The City Park Building is an alcohol, tobacco, and drug free facility.**

- The Administrative Offices at City Hall shall be responsible for administering this policy. City Hall will serve as the repository for the scheduling binder and the building key.
- The Administrative Offices at City Hall will be primarily responsible for scheduling reservations and obtaining rental agreements.
- When a need arises to request a cancellation or rescheduling of a scheduled rental, generated by someone other than the scheduled user, approval must be obtained from the City Administrator, with consultation of the Mayor if necessary.
- While every attempt will be made to accommodate recurring use by community service organizations, priority will be given to those who pay to use the facility. In general, the rental policy will be on a first come, first serve basis. All non-profit organizations must include a copy of their IRS status with their written request for usage of the building. The City of Brunswick will not grant these requests without the required documentation. In addition, the City of Brunswick reserves the right to request a copy of the organization's financial statement at the end of each fiscal year. **Recurring uses will be limited to a six-month approval.**
- The Mayor & Council must specifically approve any recurring use commitment by non-profit or community service groups. A group seeking long term commitment should petition the Mayor & Council in writing.
- Deposits and payments are required at the time of application. Payment may be made in the form of cash, check, money order or credit card. Checks should be made to the City of Brunswick. Deposits will be refunded 7-14 days after the key has been returned, and the facility has been inspected. Deposits for seasonal renters for multiple dates will be collected at the start of the rental period. The amount will be determined relative to the length of the contract, not to exceed \$100.00. The building must be left clean after every use. Periodic checks will be made to ensure that the building is being left clean and free of damage. In the event that the condition of the building is less than satisfactory, you will forfeit your deposit. An additional deposit will be necessary to continue use of the building. If continued offenses occur, the organization may not be permitted use of the building.
- The deposit, or a portion thereof, may be forfeited if the facility is left in an unacceptable condition or the key is unreturned. For your convenience, there is a drop box located at City Hall. This condition includes, but is not limited to, paint on surfaces, damage to property, and unusual disarray. This forfeiture of deposit shall be to reimburse the City for unexpected costs due to repairs or additional cleaning service. Appeals to forfeiture may be forwarded to the City Administrator.
- Cancellations require a notice of two business days in order to receive a full refund of deposit and rental fee. Any cancellation of less than two business days shall forfeit the deposit, but will be entitled to a full refund of the rental fee.
- Keys must be returned to City Hall Administrative Offices or drop box no more than 24 hours after usage. Any keys not returned will result in forfeiture of deposit. This policy includes customers with continued usage unless approved otherwise, prior to rental.
- The City of Brunswick reserves the right to refuse any individual/organization use of the facility if the nature of the event/activity is deemed inappropriate.

2011 Rental Rates (Out-of-City User Rates - 15% higher)

Non-Profit	½ Building	Whole Building
3 hours	\$20 (\$23.00)	\$50 (\$57.50)
Extra hours	\$5/hour (\$5.75)	\$12.50/hour (\$14.37)
All day	\$50 (\$57.50)	\$125 (\$143.75)
Social	½ Building	Whole Building
3 hours	\$50 (\$57.50)	\$125 (\$143.75)
Extra hours	\$10/hour (\$11.50)	\$25/hour (\$28.75)
All day	\$100 (\$115.00)	\$250 (\$287.50)
For Profit	½ Building	Whole Building
3 hours	\$75 (\$86.25)	\$187.50 (\$215.62)
Extra hours	\$10/hour (\$11.50)	\$25/hour (\$28.75)
All day	\$150 (\$172.50)	\$375 (\$431.25)

All Social and Nonprofit rentals will also be charged a \$50 security deposit. For profit renters will be charged a \$100 security deposit.

Nonprofit organizations are those with IRS status. Not for Profit may qualify for *Nonprofit rates* with prior approval.

Programs that require recurrent usage, defined as more than 1 use per month for 12 months, may submit exceptions in writing to the City Administrator for review. All requests should be forwarded to City Hall.

The stage is no longer permanently set up on the West Side of the building. If requested, it can be set up with a minimum of 72 hours notice and an additional \$50 fee.