



MONTGOMERY VILLAGE FOUNDATION, INC.

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PROCEDURES ON THE PRIVATE USE OF FACILITIES

These procedures are established to increase service to the residents of Montgomery Village by expanding leisure opportunities through the private use of community centers.

Facilities: The Lake Marion, North Creek, and Whetstone Community Centers have been designated as facilities available for rental for private use by residents. Below is a list of the amenities at each facility:

Lake Marion - 8821 East Village Avenue

Activity Room - 50' x 30' air-conditioned activity room with a wood floor adjacent to a large wooden deck overlooking the lake with a kitchenette (no stove/oven)

- 12 - 6' banquet tables and 85 metal folding chairs

(Maximum Attendance: 85)

and/or

Gymnasium with Bleachers, Basketball goals, and Volleyball standards with nets (upon request)

Appropriate footwear is required for the use of the gymnasium; high heels are not permitted.

(Maximum Attendance: 125)

75 parking spaces available (73 regular, 2 handicapped)

North Creek – 20125 Arrowhead Road

Large tile floor air-conditioned L-shaped room with dance mirrors and bars overlooking a swimming pool which may be divided into two smaller rooms

- Large kitchen (licensed for warming only)
- 15 - 6' banquet tables and 125 metal folding chairs

(Maximum Attendance: 125)

110 parking spaces available (108 regular, 2 handicapped)

Whetstone- 19140 Brooke Grove Court

Small tile floor air-conditioned room overlooking a swimming pool

- Small Kitchen (licensed for warming only)
- 10- 6' banquet tables and 60 metal folding chairs

(Maximum Attendance: 60)

50 Parking spaces 4 handicapped spaces

Please note: Whetstone is not available for rentals between Memorial Day weekend and Labor Day.

While the facilities are wired for Wi-Fi, connectivity is not guaranteed and should not be an expectation of the renter

Priority:

In reserving the use of these facilities, priority will be given to the following categories of users in descending order of importance:

- 1) Montgomery Village Foundation for activities such as recreation classes, board meetings and special events;
- 2) Homes Corporation Boards of Directors and MVF sponsored organizations such as MVSA and swim teams.

or

Non-profit religious, service or educational organizations designed to serve primarily Village residents and comprised of a membership or enrollment of 50% Montgomery Village residents.
- 3) Private users who are designated user residents of Montgomery Village. Designated users are members of Stedwick, Whetstone, Maryland Place, Patton Ridge, North Village, Northgate, East Village and Eastgate homes corporations, Poplar Springs, and those parts of South Village and Middle Village homes corporations whose annual assessment includes the designated user fee. Non-Designated User Village residents who pay the designated user fee will follow the schedule for designated users for this purpose.
- 4) Private users who are non-designated user residents of Montgomery Village. Non-designated users are members of Center Court, Horizon Run, Park Place I and II, Center Stage, Walkers Choice, Thomas Choice Condo, Thomas Choice West, Thomas Choice Gardens, Normandie I and II, Heron's Cove, Christopher Court and Breckenridge and whose annual MVF assessments are paid by their condominium or management company.

Time frame:

Category 3 (Private users) may submit requests according to the schedule below, but not less than three weeks prior to the requested date. Requests from Category 1 and 2 users, which are received by the date for submission, will be honored first. Thereafter, private user requests and requests received from Category 1 and 2 users will be considered on a first come, first served basis depending on the availability of the facility and staff.

| Season | Months | Date DU rental requests are accepted | Date NDU requests are accepted |
|---------------|---------------|---|---------------------------------------|
| Fall | Sept-Dec | Aug 10 | Aug 24 |
| Winter | Jan-March | Dec 1 | Dec 15 |
| Spring | April-May | Mar 10 | March 24 |
| Summer | Jun-Aug | May 1 | May 15 |

Processing: Requests for private use by residents as defined in item #3 under priority will be processed within 10 business days of submission of an eligible request. Requests must be submitted a minimum of 15 workdays prior to date requested for rental.

Notification: The MVF Recreation and Parks Department will notify all users as to the status of their request. This notification may be mailed, faxed or phoned. If phoned, it will be followed up with written confirmation.

Restrictions: The following restrictions apply to the rental of MVF facilities for private use:

- 1) Applicant must be a resident of Montgomery Village, over 21 years of age, or over 18 and provide the name and phone number of a resident over 21 years of age who must arrive at the rental with the renter and remain in attendance during the rental which would be verified and considered to be part of the rental agreement. Applicant must be current on all assessments. Applicants may be required to provide identification upon arrival at the facility. **Guests of the renter will not be allowed in the facility until the renter has arrived.**
- 2) Alcoholic beverages including beer, wine, Champagne and hard liquor are **NOT** permitted in the facility, parking lot or on the grounds. Use of alcoholic beverages by renter, guests, or anyone attending the renter's function will result in immediate cancellation of event and loss of all monies paid.
- 3) All local noise and occupancy regulations must be observed at all times. The renter or any person or business providing services on behalf of the renter is required to comply with Montgomery County Code Chapter 31 B Noise Control at all times during the rental. Violators of the Noise Control Ordinance are subject to a civil penalty of up to \$500. Notification of a violation by County staff will result in immediate cancellation of event and loss of all monies paid.
- 4) The rental agreement does not include use of any equipment other than the items specified. Renters should bring any and all needed items including recreational equipment, kitchen equipment, tablecloths, public address systems, etc. Use of equipment must be approved by MVF in advance.
- 5) Smoking is not permitted in the building. Food and drink may be restricted to certain areas and are never permitted in the Lake Marion gym.
- 6) Renters are required to leave the facility in the condition in which it was found; floors swept, mopped, tables and chairs cleaned and stored and trash and recyclable items removed from the building and placed in the onsite dumpsters and recycling bins.
- 7) MVF reserves the right to deny rental where the program or use is either:
 - a) unlawful;
 - b) disorderly;
 - c) of a nature to invite disorder; or
 - d) otherwise deemed to be an unsuitable activity at the discretion of the Board of Directors of the Montgomery Village Foundation, Inc.

To Apply: Individuals who wish to apply for rental of facilities should complete a "Private Rental Request Form" in its entirety and submit the form to the MVF Office. Proof of residency will be required for residents for which MVF does not have residency information.
Forms are available in the MVF office at 10120 Apple Ridge Road or online at www.montgomeryvillage.com.

To Contract: Once the rental is scheduled, a contract, along with a noise control ordinance acknowledgement (if entertainment is requested), will be sent to the renter. The renter must return the signed contract, a noise control ordinance acknowledgement (if entertainment is included in rental request), and payment of the rental fee and the security deposit by the date noted on the contract cover letter. Checks should be made payable to: Montgomery Village Foundation.

Inclement Weather Cancellations: MVF reserves the right to cancel any and all programs at MVF community centers when it determines that unsafe conditions may exist. In this event, MVF would make every effort to make a decision as soon as possible, once weather conditions are predicted or known and notify the renter. Renter would receive a full refund of fee, rental fee and security deposit.

If MVF does not cancel use of the facilities, cancellations by renter, as a result of weather conditions, will result in a refund of the security deposit and rental fee if MVF is notified a minimum of four (4) hours in advance of scheduled event. Notifications of less than four (4) hours may result in a loss of all monies paid.

To cancel due to weather conditions after business hours call the answering service at 301-576-1204.

Refunds: Refunds will be issued under the following conditions:

- 1) Emergency cancellation of rental by MVF - full refund of rental fee, and security deposit.
- 2) Cancellation by applicant with 30 or more days notice - full refund of rental fee and security deposit minus an administrative fee of \$40.00.
- 3) Cancellation by applicant with less than 30 days' notice - full refund of security deposit and refund of rental fee minus 33% late cancellation charge. The application fee would be retained.
- 4) Cancellation by applicant with less than 7 days' notice- loss of 50% security deposit

All refund requests must be provided in written notice.

Refunds will be issued within 10 business days.

Security Deposit: A security deposit is collected against damage to the facility, activities that require additional security, and cleaning that must be performed by staff to ready the facility for the next user. At the conclusion of the event, the staff person on duty will inspect the facility. If additional cleaning was not needed, no damage reported, and the rental was not terminated for violation of contract, the security deposit refund will be mailed within 10 business days. If, however, the facility or equipment was damaged or required additional cleaning, the refund of the security deposit will be delayed until all costs associated with the damage are assessed. Damage in excess of \$250 will be billed to resident for payment within 30 days.

The security deposit is due 7 days after the contract is approved and sent to renter. Any deposit not paid within 7 days of approval will cancel the rental contract as needed.

Fees: The fees for private rental of Lake Marion, North Creek, and Whetstone for use by designated user residents are as follows, non-designated user residents will be charged a fee that is \$25 per hour above the fees listed for designated user residents.

| | DU | NDU |
|--|------------------|-----------------|
| Activity Rooms <u>or</u> Gym | \$55/hour | \$80/hour |
| Entire Lake Marion Center (activity room and gym) | \$85/hour | \$110/hour |
| Holiday Rental* (per room) | \$75/hour | \$100/hour |
| Security Guards | \$40 /hour/guard | \$65/hour/guard |
| <i>MVF reserves the right to require the use of Foundation hired security guards as a condition of approval of any rental.</i> | | |
| The Security Deposit for each facility is: | \$250 | |

*The centers will be rented on the following holidays at a rate of \$75/\$100 per room per hour on a staff available basis: Easter Sunday, Memorial Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day. The centers are closed July 4.

Overtime Fees: Renters will be charged the hourly rental rate for every 15 minutes a renter exceeds their contracted rental time.

Facility Hours: 8 a.m. - 11:45 p.m. Minimum rental is 2 hours. Events must be scheduled to end by 11:00 p.m. with guests leaving the facility and grounds at that time. Renters and persons hired by them to provide services for the party, must be cleaned up and leave the facility and grounds by 11:45 p.m.

Access to the facility begins and ends at the times indicated on the facility request form. Rental fees do not include access to the facility prior to the event **nor extended time for clean-up.** Set up and clean up time must be included in rental request. The time from 11:00pm-11:45pm must be scheduled and paid for in advance.

Rules: Listed below are rules for the use of MVF centers by private users.

- 1) A staff person will be assigned to the event. The role of the staff person will be to provide access to the facility for the convenient and pleasurable use of the renter. He/she will unlock doors, turn on lights, provide access to storage areas for tables, chairs, furnish cleaning equipment, and monitor the rest rooms for adequate supplies. At the end of the event, the staff person will inspect the facility with the renter and lock up.
- 2) It is the responsibility of the renter to set-up and fully clean the areas used in the facility including rest rooms, hallways, the exterior of the building and trash, within the time frame indicated on the facilities request form. Additional time will be charged at the overtime rate of the hourly rental rate per every 15 minutes and deducted from the security deposit.
- 3) The renter will maintain control of his/her guests. At youth and teen parties, sufficient adults (age 21 and older) must be present to maintain a 1:10 ratio of adults to children at all times. The staff person is not responsible for maintaining order or providing recreational activities.
- 4) The MVF staff member will be present for the duration of the rental, and it is their responsibility to assure the renter complies with all aspects of the contract. If the staff or security guard determines the renter is in non-compliance they will notify the renter and ask them to bring the rental to compliance. If the renter continues to be in non-compliance, the staff person or security guard will issue a warning noting that if the rental is not brought into immediate compliance that the rental will be terminated and if necessary call police to assist. Rentals terminated due to non-compliance, will result in a loss of all monies paid.

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