



Town of Upper Marlboro

Town Hall, 14211 School Lane
Upper Marlboro, MD 20772

Tel: (301) 627-6905
Fax: (301) 627-2080

info@uppermarlbormd.gov
www.uppermarlbormd.gov

Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

Regulations Governing Use of The Town of Upper Marlboro Meeting Room(s), Facility and Grounds

The Upper Marlboro Town Hall building and surrounding grounds are both owned and maintained by The Town of Upper Marlboro using public funds. The Board of Commissioners is interested in guaranteeing the use of meeting space to its residents. The Town also serves as a historical and cultural center for the greater Upper Marlboro area. In order to promote the public interest, the Town agrees to allow the residents of the Town, and of the greater Upper Marlboro area, to use the Town Hall meeting area(s) and its surrounding grounds for civic and cultural purposes under the terms and conditions as follows:

1. The attached Indemnity/Hold Harmless Agreement is signed and the organization/person agrees to its contents;
2. The agreement application is properly filled out and signed by the group's authorized leader, and submitted with payment at least one week prior to the event (*cash, money order, check or major credit cards are accepted*);
3. Meeting rooms will normally be available for use from 5:00 pm to 10:00 pm during the business week. Weekend event requests require Board approval on a case-by-case basis;
4. The Town Hall Facility is a smoke-free environment; No alcohol or illicit drugs may be consumed or served; Beer and wine is allowed, but only with prior approval by the Board of Town Commissioners. Consumption of beer or wine while on Town Hall property requires the presence of a Town Police Officer at the rate of \$75 per hour. No alcohol shall be sold on Town property at any time. No open flames are allowed; If refreshments are to be served, tables must be protected with a water proof covering. If food is to be sold, a County Food Service Permit may be required;
5. A Certificate of Insurance showing liability coverage and listing the Town as an additional insured may be required by groups that are legal entities or individuals. Tenant user liability insurance is available via the LGIT and the NLC;
6. Town Hall and the grounds must be left in the same condition and arrangement as it was found; Any damage to the Town Hall Facility, its contents, furnishings and/or grounds must be compensated for to the Town;
7. Youth organizations must be supervised by at least one adult over the age of 21;
8. The capacity of the Conference Room is determined by fire regulations and must not exceed 39 people if using chairs and tables; and, 83 people without chairs and tables. The entire Facility capacity indoors is 73 people. Hallway doors to the meeting room(s) must remain unlocked at all times;
9. In-Town events, residents, staff, businesses, civic groups, committees and clubs have priority use of the Town Hall Meeting Rooms and/or Grounds. Rental rates for outside-of-Town citizens, businesses and various groups are applied according to the current rate schedule (*see Rate Chart on Request Application next page.*)
10. Subject to the needs of the Town, in-Town residents or business owners may schedule use two months in advance; all others may schedule one month in advance;
11. No refunds for cancellations. No rescheduling of booked dates once agreement is approved;
12. One Application Form can be used for multiple meeting dates by a single entity, but, all dates requested must be within the same fiscal year (*July 1 —June 30*) however, only one Hold Harmless Agreement form per request is required.
13. The President of the Board of Town Commissioners reserves the right to supplant previously reserved dates, reclassify and/or waive rental fees, or make exemptions to regulations at his or her discretion.



Town of Upper Marlboro

Town Hall, 14211 School Lane
Upper Marlboro, MD 20772

Tel: (301) 627-6905
Fax: (301) 627-2080

info@uppermarlboromd.gov
www.uppermarlboromd.gov

Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

I have read and understand these conditions and regulations of this use agreement, and agree to abide by them.

Signature of applicant _____ (date of this request) _____

Name of group/organization/individual _____

Contact information (phone & email) _____

Date(s) you are requesting the room to be reserved

(FY2021: July 1, 2020—June 30, 2021)

Start time: _____ Duration (in hours): _____

Meeting Rooms **RATE CHART** (entire Facility includes: Meeting Room(s), Lobby, Kitchenette and/or Outdoor Grounds)

Non-resident & Area Businesses:

(outside Town's corporate boundaries)

Meeting Room only = \$100 per hour

Entire Facility = \$150 per hour

Max 5 hours — requires \$250 refundable deposit

Town Residents, Committees & Staff:

First 2 hours FREE

Meeting Room only = \$50 per hour

Entire Facility = \$75 per hour

Max 5 hours — requires \$250 refundable deposit

Area Civic Associations:

(outside Town's corporate boundaries)

Meeting Room only = \$75 per hour

Entire Facility = \$125 per hour

Max 3 hours — requires \$250 refundable deposit

In-Town Businesses:

(inside Town's corporate boundaries)

Meeting Room only = \$75 per hour

Entire Facility = \$125 per hour

Max 5 hours — requires \$250 refundable deposit

- If facility is locked upon arrival, please call our Town Police Department at 301-273-5901 to gain access.
- Enter through the side entrance (glass door) that faces School Lane.
- Please lock the School Lane entrance once all members of your event have arrived.
- Exit your event through the Conference Room fire exit directly into the parking lot.

Please provide 2 separate payments: One for rental fee & One for deposit. Deposit is returned after event.
(payments can be furnished in the form of check, cash or credit card—credit card processing incurs a 3.5% processing fee)

TOTAL rental fee due: \$ _____

TOTAL deposit required: \$ _____

Make checks payable to: Town of Upper Marlboro. Please fill out a separate form for each rental date.

Mail to: Town of Upper Marlboro, P.O. Box 280, Upper Marlboro, MD 20773

PLEASE NOTE: No refunds for cancellations. No rescheduling of booked dates once agreement is approved.



Town of Upper Marlboro

Town Hall, 14211 School Lane
Upper Marlboro, MD 20772

Tel: (301) 627-6905
Fax: (301) 627-2080

info@uppermarlboromd.gov
www.uppermarlboromd.gov

Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

Indemnity / Hold Harmless Agreement

In consideration of the use of facilities, _____ [*name of person, association or entity*] (the "User") agrees to indemnify and hold harmless The Town of Upper Marlboro (the "Town") and its officials, employees and agents from and against any and all liabilities, judgments, settlements, losses, costs or charges (including attorney's fees) incurred by the Town or any of its officials, employees or agents as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated with the use of the premises by the User or by the User's members, guests, employees, agents or invitees. User knows, understands and acknowledges the risks and hazards associated with using the premises and the surrounding property, and hereby assumes any and all risks and hazards associated therewith.

User hereby irrevocably waives any and all claims against the Town or any of its officials, employees or agents for any bodily injury (including death), loss or property damage incurred by the User as a result of using the premises and surrounding property and hereby irrevocably releases and discharges the Town and any of its officials, employees or agents from any and all claims of liability arising out of or associated with the use of the premises. User shall pay the Town for any and all physical loss or damage to the premises (including the cost to repair or replace the premises) caused by, arising out of, relating to or associated with the use of the premises by the User or the User's members, employees, agents, guests or invitees. User further agrees to provide proof of insurance, when requested, which names the Town as an additional insured on a policy with limits and coverage's similar to those provided by the Town's insurance carrier. The parties also understand and agree that the Town will not be responsible for lost or stolen items.

Authorized Signature: _____ Date: _____

Name of Organization: _____

Business Address: _____

Name of Contact: _____

Phone: _____ Email: _____



Town of Upper Marlboro

Town Hall, 14211 School Lane
Upper Marlboro, MD 20772

Tel: (301) 627-6905
Fax: (301) 627-2080

info@uppermarlboromd.gov
www.uppermarlboromd.gov

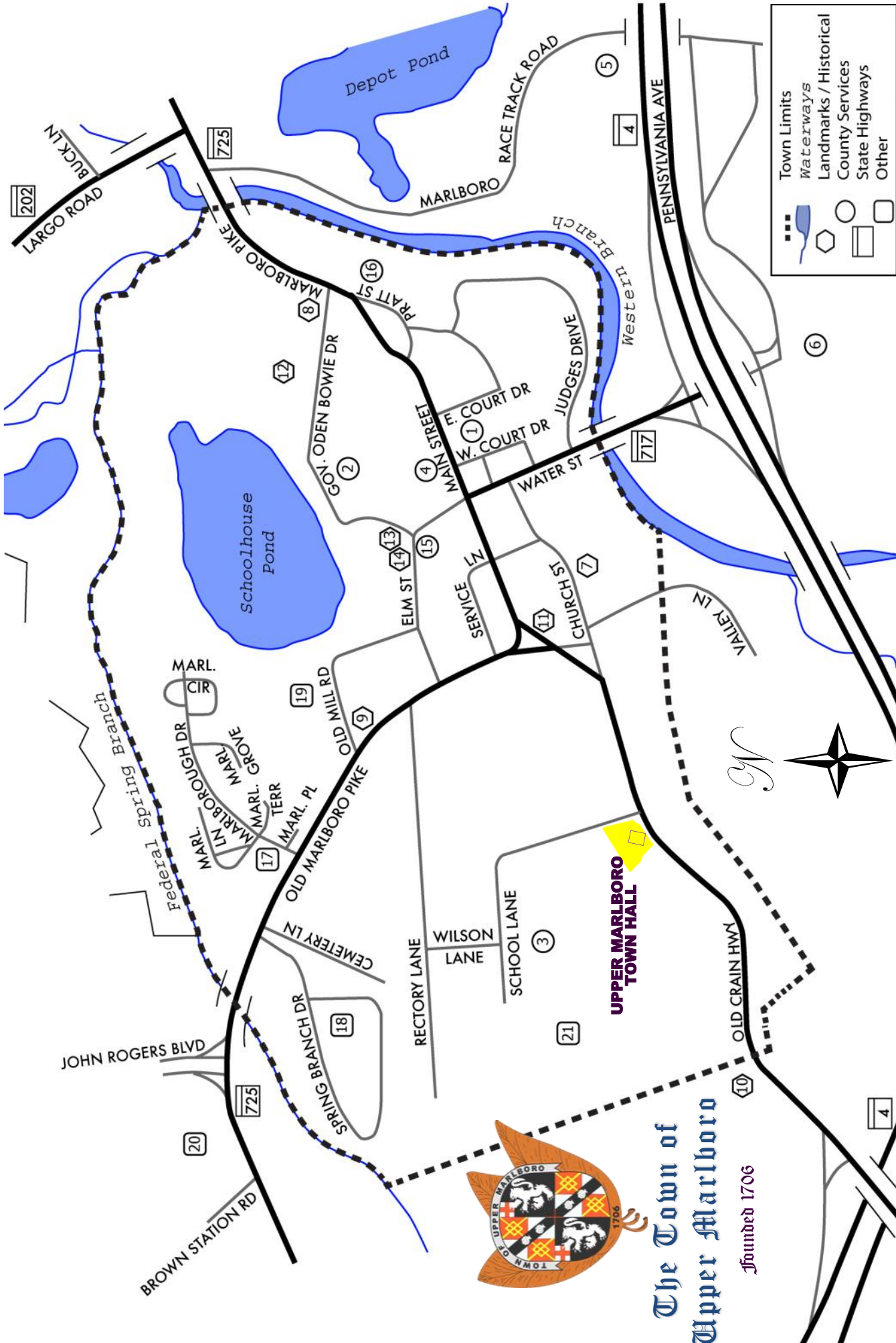
Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

PARKING AT TOWN HALL

Town Hall is located at the corner of School Lane and Old Crain Highway. Additional/overflow parking can be found next door at the Board of Education (BOE.) It can be accessed by a gateway in the chain-link fence (indicated by the yellow arrow on the map below.)

Users must drive further down School Lane to find the driveway entrance to the BOE parking lot. The pathway through the fence is well lit and monitored by security cameras.





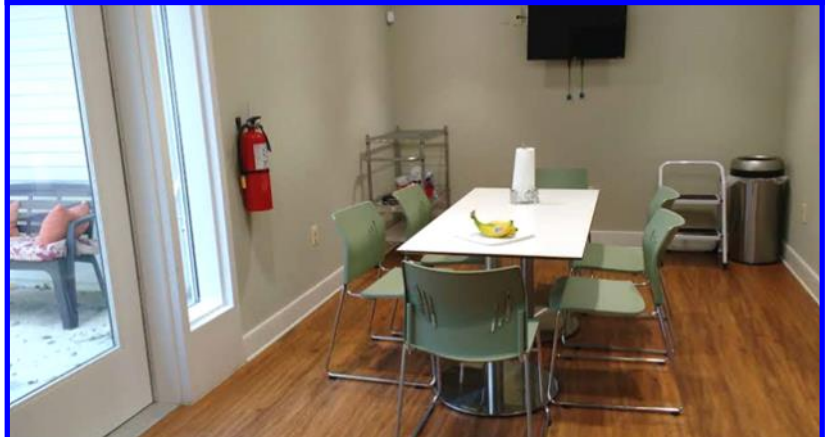
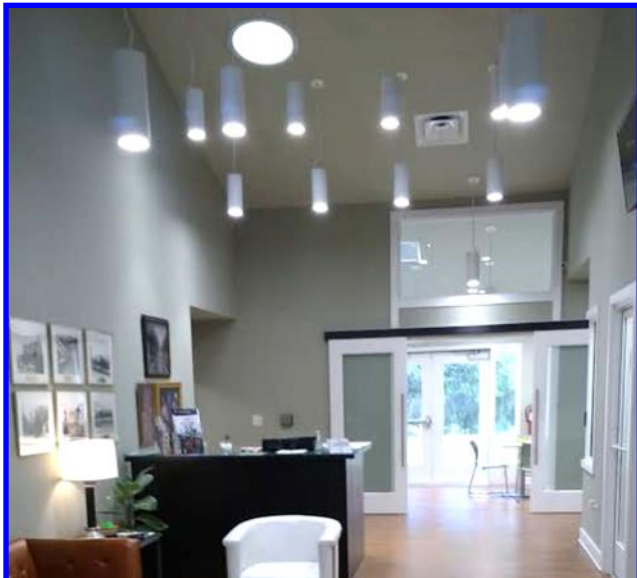
- | | | | |
|--|---|---|---------------------------------|
| ★ Town Hall | 6. P.G. Equestrian Center / Showplace Arena | 12. Darnall's Chance House Museum | 18. Spring Branch Estates |
| 1. P.G. County Courthouse | 7. Trinity Episcopal Church | 13. Dr. William Beanes' Gravesite | 19. Lakeside Office Park |
| 2. P.G. County Administration Building (CAB) | 8. St. Mary of the Assumption Catholic Church | 14. Old Marlboro Elementary School (OMES) | 20. Villages of Marlborough |
| 3. P.G. Board of Education (Sasser Bldg) | 9. Union United Methodist Church | 15. Post Office, Upper Marlboro Branch | Shopping Center |
| 4. County Library, Upper Marlboro Branch | 10. Providence Baptist Church | 16. Marlboro Vol. Fire Dept. (Station 20) | 21. Sasser Field / Boys & Girls |
| 5. Community Center, Upper Marlboro | 11. Robert Crain Railroad Monument | 17. Marlborough Towne | Club Field |



Pictured above is the **Large Conference Room**. It measures 600 square-feet and has a seating capacity for 39 people (83 people w/o any chairs or tables.) *Audio/Visual*—The meeting room comes with a 54-inch flat-screen TV with a 10-foot HDMI cord attached to project presentations onto the TV screen. The TV does not have access to cable TV. If needed, Town Staff can also set up a microphone and speaker system upon request.

Pictured at right: The **Small Conference Room** measures 11' x 12' and seats 4-6 people comfortably. Both meeting rooms have access to three separate rest rooms, including one handicap-accessible. The restroom area also features a sink, water fountain, and a filtered-water dispenser for refilling you empties.

We respectfully ask that clients leave the room as it was found upon entering (i.e.; chairs arranged in 4 rows of 4, High-back white chairs around the main conference table, podium and utility table back in place. And, as a favor to our security, please ensure blinds are closed before leaving.



Pictured to left and above are the **Lobby Area** and adjoining **Kitchenette**. This area is referred to as the "Entire Facility" and the rate includes use of the restrooms, water fountain and conference rooms as well.

The kitchenette has a microwave oven, refrigerator, sink, and table with chairs enough for 6 people. Both spaces also have flat-screen TVs.