



annapolis

recreation & parks

Healthy Living Starts Here.

**Stanton Community Center**

92 W. Washington Street

Annapolis, MD 21401

Main: 410.295.5519

Recreation: 410.263.7966

Fax: 410.295.3818

Dear Rental Patron(s):

The Stanton Center staff welcomes you for choosing to hold your activity at this community facility. The Center is located in a residential area of the City of Annapolis, so it is essential that you be reminded that loitering in front of the homes/apartments in the community is illegal and therefore prohibited. Complaints of loitering could lead towards the event being canceled at the time we receive the complaint.

**Parking is very limited in this area of the City and illegal parking is strictly enforced. Your vehicle could be towed at a cost of up to \$400 if you are found in violation of the City parking regulations. The Gott (Calvert Street) and Whitmore (Clay and Washington Streets) parking garages are within walking distance of the Stanton Community Center.**

We strongly recommend that the rental patron(s) encourage all participants to remain inside the Center and not to congregate outside in the residential areas. Please make periodic announcements to encourage participant's compliance. Hired security officers should be made aware that the above procedures will be strictly enforced.

The staff here at the Stanton Center hopes that you have a successful event. We look forward to serving you and others in the community.

Sincerely,

[Christopher Beck](#)

Facility and Recreation Manager

Stanton Community Center

[www.annapolis.gov/stanton](http://www.annapolis.gov/stanton)

**STANTON COMMUNITY CENTER**  
**92 WEST WASHINGTON STREET**  
**410-295-5519**  
*current as of October 2018*



## **RENTAL PROGRAM POLICIES AND PROCEDURES**

The City of Annapolis welcomes the opportunity to serve you as a rental patron at the Stanton Center. Please read these guidelines in their entirety for important information pertaining to rental use.

**Hours of Operations:** The Center is generally open for rental use from 9:00 a.m. to 9:00 p.m. daily. The Center is closed on scheduled holidays: New Years Day, Martin Luther King Jr. Day, President Day, Maryland Day, Good Friday, Independence Day, Thanksgiving Day, Veterans Day, Labor Day, Memorial Day and Christmas Day.

### **A. POLICIES FOR RENTAL OF THE CENTER**

**Persons seeking information for rental of the Center can apply between the hours of 9:00 A.M. to 5:00 P.M., Monday through Friday. The Center is available to Annapolis residents, non-profit organizations, businesses and non-residents; upon appropriate approval by the Director of Recreation and Parks.**

PLEASE UNDERSTAND THAT YOUR REQUEST IS NOT OFFICIALLY CONFIRMED OR BOOKED UNTIL FEES ARE PAID IN FULL, IF APPLICABLE. *You must be at least 21 years of age to sign a permit and the person signing the permit must be in attendance at the rental event.* If two or more groups wish to rent the facility on the same day and time, the permits will be processed and reservations confirmed on a first-come, first-serve basis.

1. Facilities are available under a “private party” use arrangement. The applicant is responsible for group’s actions, including any facility damages or losses.
2. Organizations may be required to provide proof of liability insurance naming the City as “Additional Insured” for the event.
3. Rental items may be stored on-site only during rental time. Item delivery or storage before or following an event requires prior approval by the Facility Supervisor. The City is not responsible for any items arriving prior to, or remaining after rental period.
4. The City is not responsible for rental or personal property while group is using the facility.
5. Guests must follow established rules and regulations of the facility. Violations or misrepresentation of use may be cause for immediate rental forfeiture.
6. Room rental does not give guests building privileges in any other area.
7. Renter will be responsible for any and all damages incurred to the facility and/or contents there resulting from their usage.
8. Contract representative renting facility must be present during entire rental period.

9. Use will be restricted to the terms of the application including area reserved, time of entry and departure, intended activity, etc.
10. Conduct will not violate local, state, or federal ordinances or laws and will at all times be conducted in a mature and responsible manner.
11. Rentals may not infringe on the use of other facility areas facility by separate public or private groups.
12. Facility staff will perform their regular assigned duties. They are not available for group supervision.
13. Adult supervision is required for all youths at a 1:10 ratio. Youth events may require additional security provided by the rental patron.
14. Accidents occurring on City property must be reported immediately to facility supervisor on duty.
15. Profanity is not permitted.
16. Only music suitable for a public facility will be permitted. Volume is subject to control by the City laws and regulations.
17. Appropriate apparel must be worn in accordance with the facility area being used. Shirt and shoes are required at all times.
18. Renter agrees to indemnify and hold harmless the City of Annapolis, its officials, and employees from any claim or cause of action brought by renter, his agents, employees or guests arising from the use of the facility.
19. No pets allowed inside the building (exception: service animals for the disabled)
20. No outside tables/chairs (without prior authorization by Facility Supervisor)
23. No bounce houses or moon bounces are allowed.

## B. FACILITY USE PERMITS

Request for a rental may be made by submitting a Facility Use Permit one (1) month in advance of the rental date.

All individuals or groups wishing to use the Center must make application by completing a Facility Use Permit. This is a permit, not a binding contract to rent the building. Permits are available at the Center and can be mailed or faxed. **PLEASE UNDERSTAND THAT YOUR REQUEST IS NOT OFFICIALLY CONFIRMED OR BOOKED UNTIL A DEPOSIT HAS BEEN ACCEPTED AND YOU RECEIVE YOUR COPY OF THE APPROVED FACILITY CONTRACT.** You must be at least 21 years of age to sign a contract, and the person signing the permit must be in attendance at the rental event. If two or more groups wish to rent the facility on the same day and time, the permits will be processed and reservations confirmed on a first-come, first-serve basis.

## C. MINIMUM RENTAL TIME FOR FRIDAY AND SATURDAY NIGHTS

On Friday and Saturday evenings, there is a minimum rental time of four hours starting at 5:00 P.M. This policy is for groups or individuals requesting rental of the activity rooms

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D. FEES	<u>CITY RES.</u>	<u>CO. RES.</u>	<u>NON. CO. RES.</u>
• Gym	\$50.00/Hr.	\$60.00/Hr	\$60.00/Hr
• Kitchen	\$30.00/Hr.	\$35.00/Hr	\$40.00/Hr
• Meeting Space	\$25.00/Hr.	\$30.00/Hr	\$35.00/Hr

If you are a nonprofit organization, a tax exemption certificate is required. The Center's normal business hours are 8:30 a.m. to 4:30 p.m., Monday through Friday. Non-profit groups can meet during the hours of 8:30 a.m. to 8:00 p.m., with no rental fee charged. However, groups meeting after business hours will be charged the appropriate fee. Under NO circumstances will this facility be rented to applicants for self-profit.

## E. USER (S) RESPONSIBILITIES

Rental patrons are required by the Stanton Center to leave their rented rooms(s) in the same condition in which it was found. Groups should anticipate the amount of time necessary for set-up and cleanup, and include this time in the rental request. For example, a customer would need 1 hour for set-up before the event, and 1 hour for cleanup after the event. The setup and cleanup time will be included in the total cost of the rental. Delivery of catering items and other assorted items such as rented equipment on any day and time

other than those specified in the Facility Use Permit, is not authorized. Similarly, pickup of rental items or other equipment must be done within the time of the Facility Use Permit unless prior written approval is agreed upon.

Rental patrons are responsible to: Decorate table tops. A Center staff person will bring the requested number of tables, chairs and other equipment, and set the items in place.

At the conclusion of the event, users must clean off tables and chairs, i.e., remove all food products, paper products, etc. The user (s) will also sweep the floors and the trash must also be bagged and left in the gym or meeting room. Abide by the information in the rental packet that identifies maximum number of persons per room.

Under no circumstances will the user (s) lift or set/break down the tables.

Failure to adhere to any or all of the above policies may result in the rental group being asked to leave the facility and lost of future renting privileges.

#### **F. REVOKING OF PERMITS, REFUSAL OF FUTURE RENTAL**

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The Facility Manager reserves the right to revoke a user's permit and/or refuse rental for any or all of the following:

1. Failure to pay rental fee at least 15 days prior to event.
2. Rental patrons are not conducting an event in an orderly manner.
3. Damage is done to the Center.
4. The rental patrons repeatedly do not adhere to users responsibilities.
5. If the Facility Manager feels that a group event is detrimental to the well being of the Center staff or patrons or community.
6. Violent acts such as fighting in the Center.

#### **G. TABLE/CHAIRS**

If the number of tables and chairs exceeds the number of people in attendance at the event, the user will be informed by the administrative office that they are responsible to provide the additional tables and chairs. The user will also be responsible for the removal of the items, as soon as possible, after the event is over.

#### **H. PAYMENT**

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Total amount of rental fees are due no later than 7 days prior to an event or the event will be cancelled. Payment can be made by personal check, money

order, cash and certified check. A \$35 collection fee will be assessed for any check returned by the bank. If your check remains unpaid after 30 days notice, you may be prosecuted in District Court under the Maryland Criminal Code, Article 27, and Section 140-144.

#### **I. CANCELLATIONS**

In the event the rental patron wishes to cancel, 14 days advanced notice must be given to the Administrative office.

#### **J. ALCOHOLIC BEVERAGES (Two Months lead time)**

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The rental patron must submit an application for a one day liquor license to the Alcohol Control Board and received approval to serve alcoholic beverages at the center. Applications to the Alcohol Control Board must be submitted two months prior to the event. The rental patron must sign, date and have witnesses sign and date the alcohol permit application, which is enclosed in the rental packet, prior to submitting to the Board. Any parties – with the exception of weddings and other community events - that serves alcohol, patrons attending must be 21 years of age or older. Security officers must be present at all events where alcoholic beverages are served.

The serving and consumption of alcoholic beverages to patrons must stop at 12:00 Midnight.

#### **K. SMOKING**

In accordance with City of Annapolis Ordinance No. 0-13-90, no smoking will be allowed in the Center.

#### **L. YOUTH EVENTS (Birthday parties, graduation parties, etc.)**

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Special permission must be granted by the Facility Manager to hold youth events at the Center for patrons under the age of 21. The application and rental contract must be completed and signed by an adult age 21 or over for youth events involving minors under the age of 18. Chaperones must be present at the start of, and throughout the duration of the event. Events for youth under the age of 21 years old will end at 10:00 P.M., and qualified security must be in place at the event. Moreover, high school graduation parties will end at 8:00 P.M. All youth events must be invitational, and a list will be provided to the Facility Manager and the security company prior to the event. It is the responsibility of the rental patron to make an announcement at the start of the event, as well as at the close of the event, that no loitering will be permitted on city property, outside of the building or in the neighboring community. Chaperones are responsible for ensuring that once attendees arrive for the event, they do not leave and re-enter the Center, unless accompanied by a Chaperone.

#### **M. SECURITY PERSONNEL**

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Security personnel are required for all events at the Center where alcoholic

beverages will be served or at the request of management. It is the rental patron's responsibility to obtain security to monitor the event. It is required that one officer be stationed at the front desk, and another shall check identification card for age 21 compliancy. The number of security officers should be sufficient to cover the people attending the event, which will be determined by the security company you select. Verification of the security company covering this event, including the point of contact and telephone number, must accompany this application.

**If security officers are not present at the time of the event, the event will be CANCELLED.**

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**N. CHARGES FOR ADMISSION**

Admission or cover charges for rental events are prohibited, unless prior written approval is granted or proof of 501C-3 Non-Profit status is provided.

**O. DECORATIONS AND CARE OF EQUIPMENT**

No thumbtacks, tape, candles or non-fire proof decorations are allowed. This includes live or cut holiday trees. Special equipment requirements should be approved in writing prior to the rental event. Tampering with the thermostats or light fixtures, or any other Center equipment or furnishing is prohibited. The throwing of rice, bird seed, confetti and MOON BOUNCES are strictly prohibited at the Center. Balloons will be retrieved after the event is over.

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**P. CHARGES FOR DAMAGES**

Rooms will be inspected by Center staff before and after use. The rental patron shall sign and verify the inspection sheet and be responsible monetarily for any damages or problems noted on the inspection sheet.

**Q. FOOD AND BEVERAGES**

The Center has a professional kitchen for use by a certified caterer or chef only. Food and beverages are permitted in designated rooms. The Center does have refrigeration and warming facilities for rental patrons. Caterers will be given the authorization to cook in the kitchen, but they must contact the Anne Arundel County Health Department for the proper temporary food license. Please remember, that clean up associated with food and beverages is the responsibility of the rental patrons

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**R. MUSIC, SIGNAGE AND MISCELLANEOUS**

Use Permit as part of the event description. Undesirable entertainment is prohibited. Volume of music must be kept at a level that will not interfere with other patrons of the Center, and/or the community. The Center will provide a sign identifying rental patrons for each room in the facility. Additional signage may be displayed by rental patrons providing that such signage does not interfere with other uses at the Center. Any Signage or

flyers that the rental patron wishes to publicly display, either at the Center or throughout the community, must be reviewed and approved by the Facility Manager prior to distribution. If full compliance is not realized, the rental patron's contract will be immediately rescinded, and the event canceled.

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## **S. PARKING**

Parking on private lots and illegal residential parking is not allowed. Patrons or guests can be fined and/or towed at their expense, which could exceed \$400. The Stanton Center, and the City of Annapolis Recreation and Parks will *NOT* be held financially liable should this occur. Parking is very limited in the area. There is a parking garage at Clay and Washington Streets for \$2 all day on Saturday and Sunday and after 5:30 p.m. Monday through Friday.

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## **T. LIABILITY INSURANCE**

The City of Annapolis and the Stanton Center are not responsible for any accidents or injuries to rental patrons and guests resulting from the rental. As such, each rental patron is responsible for securing the proper Liability Insurance. The insurance will be in the form of a Certificate of Insurance, naming the City of Annapolis as "additionally insured" on the policy. The City of Annapolis and the Stanton Center will not be held responsible for the loss of any items by guests during the event.

**Capacity of the Gym**  
Banquet: 225  
Meeting: 300

**Capacity of Multi-Purpose Room**  
Chair seating: 20

**Capacity of 1<sup>st</sup> Floor Conference Room**  
Chair seating: 40

- **Stove - Ovens**  
Stoves and ovens must be wiped cleaned at the end of usage
- **Steamer**  
Must have special permission from the Administration to use the Steamer. If granted, the steamer must be wiped out at the end of usage.
- **Refrigerator**  
All food products must be removed and refrigerator must be wiped out at the end of event
- **Floors**  
Floor area must be wiped cleaned during and after event for safety reasons



- **Sinks**  
Must be cleaned of any material or food product at the end of usage.

**THIS IS A CITY OWNED BUILDING AND IS SUBJECT TO INSPECTION BY THE HEALTH DEPARTMENT, SO MAKE SURE ALL UTENSILS USED ARE CLEANED AND PERSONNEL MUST BE DRESSED IN COMPLIANCE WITH CITY HEALTH CODES.**

You are responsible for the following supplies:

Dish Cloths  
Kitchen Utensils  
Pots/Pans, Etc.

***Emergency Contact at the Stanton Center is [Christopher Beck](#). He can be reached at 443.942.1131.***

## ADDENDUM TO THE RENTAL POLICIES

All applicants requesting rental space at the Stanton Center for parties must meet the following internal guidelines:

- It is mandatory that all attendees have invitations to enter into the building.
- A certified bonded security company and the Stanton Center will be notified, by the applicant that **Invitation holders only will be allowed to enter the event.**
- **Applicants must have a conference with the facility manager**, before the event is held, to ensure that the consequence resulting from altercations and violence is addressed.
- All parties held at this center must have sufficient security guards if liquor is being served, and in accordance with the policies of the City Alcohol and Control Board. In addition, **all attendees must be 25 years of age or older.**