

## **BUILDING USE GUIDELINES**

The **Town of Betterton Community Center (BCC)** has chosen to share its facilities with you.

The following regulations will be strictly adhered to:

1. A **Building Use Application** must be completed and returned to the Town Office. Requests are considered on the second Tuesday of each month at the Mayor and Council Meeting. A security deposit of \$100.00 must accompany this application, which will be reimbursed following your event if upon inspection no damages have occurred. If rental fees are required and not received one month prior to the event – the security deposit will be returned and the date will be forfeited.
2. All organizations, individuals, or groups are required to obtain liability insurance. Proof of insurance must be presented with this application. Please obtain a certificate of insurance and attach to this application. Applications and security deposit checks will be returned if there is no certificate of insurance. Comprehensive General Liability is required with a minimum of \$500,000.00 per occurrence to \$1,000,000.00 in the aggregate. A certificate of insurance is required naming Town of Betterton as the certificate holder.
3. A key may be picked up at the Town Office from 8 a.m. to 12 noon on the last business day prior to the activity, and returned the next business day.
4. The **Betterton Community Center** cannot be used for events on the **second and fourth Mondays** and **Tuesdays** of each month from 6:30 p.m. to 9 p.m.
5. **Applicant(s)** must be aware that rental of the **BCC** does NOT mean the other areas of **BCC** [i.e. outdoor park and parking area] will not be is use on the same day. Groups, individuals and their guests using **BCC** may only use the common areas. Parking for events and usage shall only be in the main parking areas.
6. **Applicant(s)** are to be in charge of the event and shall be responsible for the following:
  - a. Submitting proper application for use of the **BCC**.
  - b. Each group is responsible for its own room set up. If any furniture or equipment is used, it must be returned to its original location. Doors and windows must be closed and locked. All lights and other electrical items must be shut off. Telephone is for emergency calls only. HVAC system controls are not to be adjusted.
  - c. All areas of the building used, including restrooms, must be free of debris, and all refuse must be placed in trash cans.
  - d. **Applicant** signing the Building Use Application must be in attendance at the activity from start to finish.

7. **BCC** is a smoke-free facility. Smoking is not permitted anywhere on the property, including parking area. No alcoholic beverages are permitted on the **BCC** property without the express written permission from the Mayor and Council.
8. The **Mayor and Council** are not responsible for loss of any personal property by building users or their guests.
9. **BCC** does not store any items for outside groups without special permission from **Mayor and Council**.
10. The **Mayor and Council** shall be responsible for the administration of these policies. When special circumstances exist, certain fees and policies may be negotiated or waived at the discretion of the **Mayor and Council**.
11. The **Mayor and Council** reserve the right to cancel an event.
12. Any violation of the above rules will terminate the **Applicants'** use of the property.
13. Members of the **Mayor and Council** may observe activities in the **Community Center**.
14. These guidelines may be revised and amended at the discretion of the **Mayor and Council**.

**BUILDING USE APPLICATION**

**Betterton Community Center  
Town of Betterton  
100 Main Street, P.O. Box 339  
Betterton, MD 21610  
Phone 410/348-5222 Fax 410/348-5131  
[info@townofbetterton.com](mailto:info@townofbetterton.com)  
[townofbetterton.com](http://townofbetterton.com)**

Date of Application \_\_\_\_\_

Name of Organization \_\_\_\_\_

Applicant(s) \_\_\_\_\_

Address \_\_\_\_\_

Phone (home) \_\_\_\_\_ Phone (work) \_\_\_\_\_ Email: \_\_\_\_\_

Purpose or Nature of Use \_\_\_\_\_

Date: From \_\_\_\_\_ To \_\_\_\_\_

Day Of Week \_\_\_\_\_ Time of Use \_\_\_\_\_

Estimated Attendance \_\_\_\_\_

List any other information pertinent to this request \_\_\_\_\_

\_\_\_\_\_

**I have read, understand, and agree to all Building Use Guidelines.**

Signature of Applicant: \_\_\_\_\_

Date Approved By Mayor and Council:  
\_\_\_\_\_

**Town of Betterton  
Not for Profit and Individual Fees for BCC USE**

<b>BCC</b>	<b>FEE</b>	<b>YOU PAY</b>
<b>Non-Profits</b>	<b>\$ 0.00</b>	
<b>Private Party</b>	<b>\$150.00</b>	

**Security Deposit of \$100---Check # \_\_\_\_\_ Date \_\_\_\_\_**

**TOTAL Rental Fee (not including Security Deposit) \$\_\_\_\_\_ due thirty days prior to event.**

**Liability Insurance –CERTIFICATE OF INSURANCE MUST BE ATTACHED or this application will be returned to applicant.**

**I the undersigned agree to and understand all of the above:**

**Signature of Applicant: \_\_\_\_\_**

PLEASE RETURN THIS PAGE WITH BUILDING USE APPLICATION TO:

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Town of Betterton  
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Betterton, MD 21610  
Phone 410/348-5222 Fax 410/348-5131  
[info@townofbetterton.com](mailto:info@townofbetterton.com)**