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CHEVY CHASE VILLAGE HALL RENTAL RULES AND REGULATIONS

Chevy Chase Village residents may use the public rooms in the Village Hall for nonprofit or charitable activities. These activities may include social gatherings, recreational activities, club meetings and educational events. The Hall is not available for commercial use, but it does serve as the focal point for the Village, and is available to enrich the civic, cultural, and social life of the Village. Please note that although the needs of the Board of Managers and of the Village staff to conduct Village business shall be given priority for the use of the public rooms, every effort will be made to accommodate previously scheduled events. These rules and regulations have been approved by the Chevy Chase Village Board of Managers as recommended by the Building Facilities Commission.

Who May Rent the Village Hall

1. Any adult Village resident (defined as twenty-one (21) years of age or over) may file an application to use the public room(s) for an organization or a private party, meeting or event. They will be referred to as the “host” for the event.
2. Any adult person who is not a Village resident that wants to rent the public room(s) must have a Village resident “sponsor” their event. The sponsor then must be in attendance at the event and will take responsibility as if they are the original “host”.
3. The host must be present during the entire event and maintain an orderly activity, accepting full responsibility for all participants and their actions; he or she must remain mindful of those living in the neighborhood and on-duty personnel especially those working in our 24-hour Communications Center.
4. There are no restrictions on the number of occasions a Village resident may use the Hall to host an event. However, the Commission may, in its discretion, limit the frequency and the number of events held by one resident if it determines such use deprives other Village residents of access to the Hall or imposes an unnecessary burden on Village residents or on the Village staff.

Village Hall Usage

5. Any person granted use of a room within the Hall on a specific date and within a definite hour designation will have the exclusive use of the room(s) during that time. Since more than one room may be in use at the same time, groups will be expected to share the coat room and lavatory facilities. **The use of the kitchen may be limited to one event.**
6. Events held at the Hall will remain open at all times to the Village Manager or the Manager’s designee and to Chevy Chase Village Police Officers. The Village Manager or Manager’s

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designee may order the closing of any event in progress if it is determined that the conditions of the rental agreement are being violated.

7. The lobby area may be used during the rental period. Public access to the Communications Center, Police Department, and Administrative Office must be maintained at all times.
8. No animals may be brought to any event in the Village Hall with the exception of service dogs.
9. Users of the public rooms in the Hall must comply with, the Montgomery County Liquor Ordinance, the Montgomery County Fire Code, the Village Noise Ordinance, and all other applicable ordinances and regulations. Copies of Village ordinances are available in the Village office.

Payment

10. All payments as well as the security deposit must come from the Village resident.
11. The Village Hall accepts cash, checks, and all major credit cards (except American Express).
12. The rental deposit can be paid in person at the Village Hall or on our website (www.chevychasevillagemd.gov). The rental deposit will be applied to the total rental fee.
13. The rental fee and security deposit must be paid at least fourteen (14) days in advance. If the event is scheduled less than fourteen (14) days after the application is submitted payment of the fees and security deposit in full must accompany the application.
14. The reservation fee will be deposited immediately, while the security deposit check will only be deposited if damages are assessed following the event.

Cancellation

15. The rental fee and security deposit will be refunded in full, unless the Village, in anticipation of the event, has incurred expenses. The rental deposit portion is non-refundable if the event is cancelled thirty (30) days or less from the scheduled event date.
16. If the premises are not available to the host on the date and time requested and agreed upon, regardless of whether it is within the control of the Village or whether the Village was negligent in this regard, the liability of the Village will be expressly limited to the return of the fees and deposit. The Village will assume no liability for any damages, direct, incidental, or consequential.

Damages / Injury

17. The security deposit may be forfeited in part or in total for any damage to the Hall, the Hall grounds, or to other Village property. **Liability for damages is not limited to the security deposit.** The Village Manager will assess any damages in a timely way. If the cost of the damages exceeds the security deposit, the host is responsible for the additional amount. If no

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damages have occurred, the security deposit will be returned within fourteen (14) calendar days after the event.

18. The Village will not be responsible for any injury occurring before, during, or following an event at the Hall. The host will be required to sign a waiver releasing the Village from liability.

Parking

19. The host must advise those parking on the street of the necessity to obey all traffic and parking regulations. No parking is permitted within the business parking lot, except for parking by those with valid handicap tags or placard. **The Village Manager reserves the right to require valet parking for events of 100 people or more.**

Noise

20. The Village Code (Chapter 20-2(b)(3) and (4)) requires consideration of neighbors in regard to noise control. **All outside doors and windows must remain closed whenever music is played.** In addition, the host must remind guests gathered outside the Hall that the sound of voices carries. The host must insist on quiet conduct particularly after 10:00 p.m. on weeknights and after midnight on weekends. Participants are expected to arrive and leave quietly, showing consideration for those living in the nearby houses. The host must inform participants of this requirement.
21. The music source for all events must be located in Lambert Room. All music performers must adjust their sound levels so that it does not interfere with the Communications Center activity and to avoid being become a nuisance to the surrounding neighbors. **All doors to the Lambert Room must remain closed while music is being played.**

Chaperone Requirement

22. When use of the Hall is for an event to be given primarily for persons under twenty-one (21) years of age, the host must guarantee adequate adult supervision during the entire event. **The host must inform the chaperones of their supervisory responsibilities.** Guidelines for chaperones will be distributed at the time a reservation is made. Adequate supervision is:
 - A minimum of one (1) adult chaperone for every six (6) children under ten (10) years of age.
 - A minimum of one (1) adult chaperone for every ten (10) children ten (10) years of age through twenty (20) years of age.

Monitor Requirement

23. The Village Manager may require a Village-provided monitor for any event with over 100 expected attendees. This is to ensure that all regulations are followed during the event. This will either be required by the Village Manager after review of the rental application or upon request by the host. The fee for a monitor is \$200.

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Alcoholic Beverage Restrictions

24. Alcoholic beverages may not be sold in the Hall.
25. Alcoholic beverages may be served in the Hall, however, intended use must be indicated on the Hall Rental Application. **Consumption/distribution of alcohol is not permitted outside the building.**
26. Maryland State Law prohibits the use of alcohol by anyone under the minimum age of twenty-one (21). No one under the legal minimum age of twenty-one (21) will consume any alcoholic beverage on Village premises. No one under the minimum age of twenty-one (21) will be allowed to attend a function in the Hall where alcohol is served without adequate adult supervision.
27. The Village maintains a “zero tolerance” policy for serving alcohol to individuals under twenty-one (21) years of age. The host of any event where alcoholic beverages will be served must sign a “No Alcohol Pledge.”
28. The Village will not be responsible for intoxicated persons. Hosts will indemnify and hold harmless Chevy Chase Village, its officials, employees and the members of the Commission from all claims or legal actions of any sort allegedly arising from the serving of alcoholic beverages.

Fire Restrictions

29. No Smoking is allowed anywhere in the Village Hall.
30. Lit candles are prohibited inside and outside the building.
31. Pyrotechnics are not allowed either inside or outside the Village Hall.

Vendor Arrangements

32. The host must submit the names and contact information for the proposed caterer, band leader, DJ, party planner and/or others who will be the support staff for the event at the time an application is filed. The Village reserves the right to refuse access to certain caterers, musicians, party planners or others who will be the support staff for the event based on their past use of the Hall.
33. Before the event, those using vendor(s) must arrange for a representative from each vendor to come to the Hall to meet with a member of the Village staff to become familiar with the building facilities and regulations and initial the rental agreement. Specific guidelines for all involved in putting together an event will be provided to the host prior to signing the rental agreement.

Use of Rental and Village Equipment

34. **Host-Furnished Equipment:** If the host and/or caterer use their own equipment, they are responsible for the set-up and removal of all equipment used and for the disposal of all garbage and trash. Arrangements for outside equipment to be brought in and used must be made in advance

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with the Village office. **The host will be charged a daily storage fee of \$200.00 for all items remaining inside and outside the Hall after 10:00 a.m. the day following the event.**

35. **Village-Furnished Equipment:** Arrangements to use Village equipment must be made in advance. The host is responsible for set up of equipment prior to the event and return of equipment to storage after the event. **Conference tables will be used with pads provided without exception.**

Requirements During Setup

36. Before the event begins, the host shall report to the Communications Center where a member of the staff will accompany him/her on a walk-through of the building and around the surrounding grounds using the inspection checklist to record any existing damages. Then the host and staff member will each sign the checklist.
37. No host or other persons associated with a private event may have access to the Village Hall's electrical circuit panel. Only the electricity available through plugs and sockets in the Village Hall may be used.
38. No electric or gas stoves may be brought into the kitchen. Caterers may use warming ovens that they supply.
39. The event refrigerator and the deep freezer may be used for the event.
40. All equipment to be used during the event must be listed on the application.
41. All plans for decorating the Hall must be reviewed with the staff.
42. Any item not listed on the application is not authorized.

Requirements While the Event is in Progress

43. The host will be responsible for preventing damage to the Village Hall, Village equipment, Village grounds, and neighboring properties.
44. The host is responsible for immediately notifying the Village Communications Center if there is:
- Any use of alcoholic beverages by minors,
 - Any loud or uncontrolled behavior and,
 - Any risk of personal injury or of property damage either inside or outside the Village Hall.
45. In **ANY** emergency, immediately notify the Village Communications Center.
46. All hosts are encouraged to recycle applicable debris; appropriate containers are provided.

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Requirements When the Event is Finished

47. At the end of the event, the host shall report to the Communications Center so a member of the Village staff can accompany him/her through a post event walk-through of the building and around the surrounding grounds using the inspection checklist to record any new damages. Then the host and Village staff member will each sign the checklist.
48. The host is responsible for the quiet and timely departure of the participants from the Hall. The host is responsible for ensuring that all the windows and doors are locked, all Village-owned equipment has been returned to storage and all other equipment brought in for the event is removed from the premises.
49. All trash and recycling is to be removed from the premises. If there is no caterer removing the debris along with their items, the host needs to ensure that all trash and recycling are placed in bags, tied up and taken out to the dumpster and/or recycling totes at the rear of the Village Hall.

Application Procedures

50. The host must initiate the application process by either coming into the Village Hall or by visiting the Village website and paying the \$50 reservation fee and filling out the Hall Rental Application.
51. The rental deposit must accompany the Hall Rental Application to secure the scheduled date.
52. Completed applications will be considered in the order of their receipt.
53. A completed application is as follows: signing all the appropriate forms, paid all required deposits (rental deposit), and completed vendor information sheet if necessary. All hosts/sponsors must read and sign the application form.
54. The host will walk through the space to be rented with a member of the Village staff to become familiar with the layout of the building, the location of the restrooms, the dumpster/recycling totes for disposal of trash and recycling, the fire exits, and location of the Communications Center. The host will receive a checklist for the walkthroughs, both before and after the event.
55. The host will be given a copy of the Rental Rules and Regulations. When appropriate, the host will be given the “No Alcohol Pledge” form, which must be signed when the application is submitted. The host will also be given a copy of the Guidelines for Chaperones for each chaperone.

Short Notice Alternate Facility Application Procedures

56. Residents may reserve the Village Hall as an alternate facility no more than ten (10) days before a scheduled event as a back up to the primary event location. This provision has been put in place to accommodate our residents when the previously scheduled use of other facilities is impacted by weather or other unforeseen challenges that prevent use of the facility.

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57. Hosts may use vendors to have equipment dropped off and food delivered, but under this provision the use of onsite vendors/caterers will only be permitted if the vendors have performed a walk-through with Village Staff.
58. Short Notice Alternate Facility rental hosts must fill out the full Hall Rental Application along with the fee/deposit of \$150 during regular business hours (Monday – Friday, 9am – 5pm, excluding holidays).
59. Because a last minute Hall rental is used only as back up if the original location becomes unusable/unavailable the \$150 fee/deposit will not be deposited unless the host actually uses the Hall.
60. If the Hall is not used the \$150 fee/deposit will be returned to the host within fourteen (14) days following the scheduled event.

Establishment of these Rules and Regulations; Enforcement

(Reference Chapter 7 of the Village Code of Ordinances, entitled “Village Building Facilities”)

The Chevy Chase Village Board of Managers has established the Village Building Facilities Commission to formulate and submit to the Board of Managers for its approval, proposed rules and regulations concerning the public’s use of the Lambert Room, Humphrey Hall and the Tuohey Conference Room. These include, but are not necessarily limited to, standards and eligibility for use, hours of use, rental fees, conduct during use, permits for use, damage to equipment, building or property during use, and such related matters as may, in the judgement of the Commission, enhance the utility and enjoyment of the Village Hall and are consistent with the Village Code.

The Commission is responsible, and delegates operational authority to the Village Manager, for the administration and enforcement of the rules and regulations approved by the Board of Managers.

Any person or entity that feels aggrieved by a decision of the Building Facilities Commission or its designee (the Village Manager) relating to rental or use of the Lambert Room, Humphrey Hall and the Tuohey Conference Room may appeal that decision to the Board of Managers, which shall conduct a hearing and render a decision.

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Village Hall Rental Schedule

| Rental Times | Weekday | Weekend |
|--------------------|-------------------|-------------------|
| Monday to Thursday | 8:00am to 10:30pm | |
| Friday | 8:00am to 4:00pm | 4:00pm to 11:30pm |
| Saturday | | 8:00am to 11:30pm |
| Sunday | | 8:00am to 10:30pm |

Maximum Number of People Allowed Per Room/Hall

| Style | Humphrey Hall | Lambert Room | Tuohey Room |
|----------|---------------|--------------|-------------|
| Banquet | 50 | 50 | 20 |
| Theater | 80 | 80 | 20 |
| Buffet | 80 | 80 | 20 |
| Cocktail | 125 | 125 | 20 |

| FEES* | Humphrey Hall | | Lambert Room | | Tuohey Room | |
|------------------------|---------------|---------|--------------|---------|-------------|---------|
| | Weekday | Weekend | Weekday | Weekend | Weekday | Weekend |
| Rental Deposit** | \$50 | \$50 | \$50 | \$50 | \$0 | \$0 |
| Security Deposit | \$500 | \$750 | \$500 | \$750 | \$500 | \$500 |
| Rental Fee-Adults*** | \$325 | \$425 | \$325 | \$425 | \$175 | \$175 |
| Rental Fee-Children*** | \$150 | \$200 | \$150 | \$200 | \$125 | \$125 |

When Applicable

| | |
|------------------------|-------|
| Daily Storage Fee | \$200 |
| Monitor Fee | \$200 |
| Extra per hour fee**** | \$45 |

**Reservations must be paid in full within two (2) weeks of the event. These fees are for one 7 hour block.*

***Rental Deposit is applied towards the Room Rental Fee.*

****Adults are any persons 13 years old and over; Children are any persons 12 years old and under.*

*****Extra per hour fee is for set up and take down only.*

PLEASE NOTE:

- The Rental Deposit must accompany the Rental Application to secure the scheduled date.
- The Rental Deposit is non-refundable if the event is canceled 30 days or less from the scheduled event date.
- Rooms/Halls may be rented for up to 2 consecutive 7-hour blocks.
- The registered host must check in (with Village staff) before the set-up begins **and** sign out after the take down is complete to ensure security deposit is refunded properly.
- Time needed pre or post event for set-up and/or take down will be charged \$45 per hour and must be scheduled in advance with the Village staff, or else it will be deducted from the security deposit.
- A \$200/day storage fee will be deducted from the security deposit for items not removed by 10:00 a.m. the day following the event.

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Guidelines for Chaperones

1. Chaperones are responsible for enforcing all Chevy Chase Village Hall Rental Rules and Regulations, especially those prohibiting the serving or consumption of alcoholic beverages to those less than twenty-one (21) years of age.
2. Chaperones are responsible for maintaining an orderly activity in the Chevy Chase Village Hall and its surroundings. They must be mindful of those living in the neighborhood as well as Village staff and are responsible for quiet entry and exit and adherence to all noise regulations. Chaperones are asked to inform guests of these rules.
3. A sufficient number of chaperones are required to maintain an orderly level of activity and to ensure that Chevy Chase Village Hall Rental Rules and Regulations are followed. The required ratio of chaperones to guests is no less than 1:10 when guests are between the ages of 10 and 20. When guests are 9 years of age and under, the ratio of chaperones to guests is no less than 1:6.
4. Chaperones are to provide continual supervision of guests.
5. All guests under twenty-one (21) years of age must remain under the supervision of the host and chaperones while on Village Hall property (inside and outside).
6. The Host is responsible for informing guests that all food and beverages must remain inside the Village Hall at all times.

Signature of Host

Date

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Caterer Guidelines

- Caterer deliveries and retrievals will be coordinated with the Administrative Office
- Vehicles will be removed from the circular driveway once emptied, and shall not be parked or stopped in the driveway unless actively loading/unloading
- No catering material supplies, foodstuffs or decorations may be stored, prepared or served in common areas outside of the spaces rented for the specific event
- Doors will not be wedged or tied in the open position
- Emergency exits must remain unobstructed
- Light fixtures and light bulbs will not be disabled, changed or removed
- All ice must be contained in watertight tubs wherever it is used or stored within the building
- Decorations will be freestanding and will not be attached to any wall ceiling or other building structure
- Open flames other than for chafing dishes are prohibited
- Conference tables will be used with the provided protective pads without exception
- Conference tables will not be transferred to the front porch for any reason
- Refrigerator and freezer must be cleared of all foodstuffs by 10:00 a.m. the following day
- All trash and recycling is to be removed from the building
- Trash bags should be put in the dumpster and recycling in the toters in the Public Works yard at the rear of the Village Hall
- All floors should be left clear of any debris or sticky substances

Caterers are responsible for maintaining orderly activity in the Village Hall and its surroundings.

Caterers must be mindful of those living in the neighborhood as well as Village Staff and are responsible for quiet entry and exit and adherence to all noise regulations. Caterers are obligated to inform their workers of these rules.

Signature of Host

Date

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Chevy Chase Village No Alcohol Pledge

I, _____, hereby agree that I will not allow any person under the age of twenty-one (21) years to consume or possess any alcoholic beverage in the Chevy Chase Village Hall or on the surrounding grounds during the function that I am hosting. In the event I discover such alcohol use or possession, I will either take the alcoholic beverage away from such person(s) or immediately obtain the assistance of the Village police in stopping such use or possession.

I have read the foregoing and agree to honor this pledge and to be responsible for any damages that may result in any way from the use or possession of an alcoholic beverage by a person under twenty-one (21) years of age.

I understand that the Village will not be responsible for any injury occurring before, during or following an event at the Hall. The host will be required to sign a waiver releasing the Village from liability. (By signing this pledge it will serve as a waiver to release the Village from liability.)

Signature of Host

Date

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