

**CECIL COUNTY ADMINISTRATION BUILDING**  
**REQUEST TO USE FACILITY/BUILDING MEETING ROOM**

**Contact/Return Form to:** Angela Vaca, Office of the County Executive  
200 Chesapeake Blvd., Suite 2100  
Elkton, MD 21921  
Phone: 410.996.8300  
Fax: 1.800.863.0947  
Email: [avaca@ccgov.org](mailto:avaca@ccgov.org)

If a government entity or private organization or individual requests use of a County Meeting Room or Facility for their use, they must sign this document and in doing so, expressly agree to the following terms set forth herein. Please return the completed form at least fourteen (14) business days prior to your requested date. By signing this Agreement, the undersigned individual/organization (“User”) acknowledges and agrees to abide by all terms and conditions as set forth herein.

- (a) **Safety.** Use of the Meeting Rooms shall be limited to classroom or meeting-type use only and shall not be used for physical or other activities (e.g., rallies, group demonstrations, etc.) which may subject attendees, members of the host individual or organization, County employees, the general public, or County property to risk of injury or damage. The County reserves the right, in its sole and exclusive discretion, to deny any use that it deems unsafe or which would interfere with the normal conduct of business in the County Administration Building.
- (b) **Prohibited Conduct.**
- i. Open flames of any kind, including but not limited to lighted candles, candle warmers, lighted tobacco, or similar, are not allowed in the buildings or on the grounds, provided however, that smoking is permitted outside in designated/posted areas only.
  - ii. Possession and/or consumption of food or beverages is prohibited in meeting rooms. Applicants may request the use of the County Breakroom for consumption of food and beverages associated with the use of meeting space within the County Administration Building.
  - iii. The sale, consumption, and/or possession of alcohol, alcoholic beverages, illegal drugs, and/or other controlled substances of any kind, is prohibited on the grounds or in the building.
  - iv. Gambling or games of chance are prohibited on the grounds or in the building.
  - v. With the exception of certain law enforcement personnel, weapons of any kind, including but not limited to firearms and knives, are prohibited in the building.
  - vi. Full face coverings or other devices whereby all or a substantial portion of the face is hidden or covered so as to conceal the identity of the wearer are prohibited in the building, unless written consent is obtained from the County. The provisions of this section shall not apply, however, to persons (i) wearing head or face coverings in observance of religious custom or doctrine; (ii) wearing traditional holiday costumes; (iii) engaged in professions, trades, employment or other activities and wearing protective masks which are deemed necessary for the physical safety of the wearer or other persons; (iv) engaged in any bona fide theatrical production or masquerade ball; or (v)

wearing a face covering device for bona fide medical reasons upon the advice of a licensed physician or osteopath.

- vii. Users may not move furniture, equipment or County property within the room or facility.
  - viii. Users must practice sound safety procedures for activities including proper supervision of all persons and activities and proper set up and take down of supplies and equipment.
  - ix. Threatening, abusive, or assaultive behavior or threats of violence are prohibited on the grounds and in the building.
  - x. All meeting room users or attendees must enter the building using the main entrance at the front of the building.
  - xi. Activities which, in the sole and exclusive discretion of Cecil County, Maryland, disrupt the normal and orderly transaction of County business, including but not limited to, loud or disorderly behavior, are prohibited.
- (c) Area of Use. Use of the Meeting Rooms or Facilities or Locations is restricted to the rooms reserved or the area and activity described in this Agreement. Hallways, vestibules, and/or anterooms shall not be used as a congregation area by applicant or his/her/their/its invitees.
- (d) Number of Attendees. At no time are Meeting Rooms or Facilities to exceed the occupancy capacity posted by fire protection agencies. The County reserves the right, in its sole and exclusive discretion, to close a use to additional attendees, or to terminate an existing use, if County administration, law enforcement, or the State fire marshal determines that the use constitutes a threat to the health, safety, or welfare of attendees, the host individual or organization, County employees and/or public officials, or visitors to the building.
- (e) Day and Length of Meetings/Event.
- i. The building is available for public use Monday through Friday (subject to staffing availability), unless closed for business due to the observance of a holiday, health, safety or welfare reason, or administratively.<sup>1</sup>
  - ii. Use of the building shall begin no earlier and end no later than times approved for reserved use.
  - iii. Meetings or events shall end no later than 9:00p.m.
- (f) Equipment/Furniture. All equipment/furniture in the meeting room is the property of Cecil County Government and cannot be removed from the room. Outside tables & chairs may not be brought inside the building.
- (g) Set-Up. County personnel are not responsible for set up and take down of the User's property. Users may not hang decorations, signs, posters, or other items on the walls.

---

<sup>1</sup> This provision does not apply to agencies of Cecil County government, including but not limited to appointed or elected Boards and/or Commissions of Cecil County government, or to the Election Board. Agencies of Cecil County government, appointed and elected Boards and/or Commissions, and the Election Board, may reserve meeting rooms for the conduct of their official business Sunday through Saturday between the hours of 8:00a.m. and 9:00p.m., subject to room availability and advance approval of the Director of Administration.

- (h) Clean-Up. Those reserving the Meeting Rooms or Facilities are solely responsible for clean-up of trash, food or other materials brought in by the individual or organization reserving the space. All trash must be placed in the respective container after the meeting. Should the County have to clean-up trash or other materials brought to the space by those reserving the Meeting Room or Facility, the User will be charged the cost of the clean-up at the hourly rate of the County employee performing the clean-up.
- (i) Reservation Priority. County government offices, agencies, boards and commissions shall be given priority with respect to reservation of space. Applications from non-County individuals or organizations shall be scheduled on a first-come, first-served basis. The County reserves the right to deny reservation requests for uses that, in the sole and exclusive discretion of the County, would be disruptive of other pre-reserved events or use of space in the building.
- (j) Cancellation Policy. The County reserves the right to cancel any reservation for private use of the Meeting Rooms or Facilities without prior notice should: (1) A government agency, office, board or commission need to utilize the Meeting Room or Facility; (2) Inclement weather, emergency, or other situations, conditions or needs arise; or, (3) County administration, law enforcement, or the State fire marshal determines that the use constitutes a threat to the health, safety, or welfare of attendees, the host individual or organization, County employees and/or public officials, or visitors to the building. If the County cancels a reservation, then any fees paid to reserve or use space in the building will be refunded.
- (k) Insurance. Cecil County, Maryland is not insuring any individuals or organizations for this event. The User is solely and completely responsible for damages or injuries that occur to any persons or property whatsoever as a result of activities related to the event, including during set-up and removal of supplies and equipment. Cecil County, Maryland reserves the right to require specific insurance coverage as a condition of approval.
- (l) Indemnification. The undersigned individual or organization acknowledges and agrees to indemnify and hold harmless Cecil County, Maryland, its officials, employees, agents, and volunteers, from and against any and all liability or claims for damages of any kind, arising from actions of the individual or members of the organization reserving the Meeting Room or Facility, as well as the individual's or organization's employees, agents, and/or attendees, unless such damage or injury is caused solely by the negligence of Cecil County, Maryland, its officials, employees, agents or volunteers.

**Make checks payable to:** Cecil County, Maryland

**Submit checks to:** Attn: Director of Administration  
200 Chesapeake Blvd., Suite 2100  
Elkton, Maryland 21921

<u>Check One</u>	<u>Room/Area Name</u>	<u>Location</u>	<u>Capacity</u>
	Elk Room (no food or drink permitted) Podium <input type="checkbox"/> Yes <input type="checkbox"/> No Microphones <input type="checkbox"/> Yes <input type="checkbox"/> No Projectors (USB only) <input type="checkbox"/> Yes <input type="checkbox"/> No	1 <sup>st</sup> Floor	200
	North East Room - 1007	1 <sup>st</sup> Floor	10
	Cecilton Room - 2006	2 <sup>nd</sup> Floor	8
	Rising Sun Room - 2009	2 <sup>nd</sup> Floor	14
	Perryville Room - 2010 Projectors <input type="checkbox"/> Yes <input type="checkbox"/> No	2 <sup>nd</sup> Floor	20
	Bainbridge Room - 2013	2 <sup>nd</sup> Floor	8
	Community Services Dining Room Fees required prior to approval: -\$40.00 reservation fee (refundable if user cancels at least 48hrs before room use) PLUS \$20.00/hr (2 hour minimum) -\$100.00 Security Deposit	1 <sup>st</sup> Floor	119
	Pavilion at Administration Building	Outdoor	
	Courtyard at Circuit Court	Outdoor	
	Employee Break Room	1 <sup>st</sup> Floor	n/a
	Other-Describe Requested Area		

Date of requested use: \_\_\_\_\_ Day of the week: \_\_\_\_\_

Time (beginning and end): \_\_\_\_\_ Number of attendees: \_\_\_\_\_

Name of meeting and description of activities to be conducted during event:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Facility Dept. Request (Sitting arrangement, attach room lay-out/tables, etc.)  Yes  No

Other \_\_\_\_\_

\_\_\_\_\_

Name of Host Individual or Organization: \_\_\_\_\_

Name of Person responsible: \_\_\_\_\_

Address-Street \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone(s): Day ( \_\_\_\_\_ ) Evening ( \_\_\_\_\_ )

E-Mail: \_\_\_\_\_

Signature of Person Responsible and Authorized to Enter into this Agreement on Behalf of the

Individual or Organization: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

**Community Services**

By Representative: \_\_\_\_\_  
David Trolio, Director, or Designee Date

Fees Required? \_\_\_\_\_ Yes \_\_\_\_\_ No Amount Received \$ \_\_\_\_\_

**Facility Maintenance**

By Representative: \_\_\_\_\_  
Stephen Reisler, Chief, or Designee Date

\_\_\_\_\_ Denied \_\_\_\_\_ Approved

**Circuit Court**

By Representative: \_\_\_\_\_  
Matthew Barrett, Court Administrator, or Designee Date

\_\_\_\_\_ Denied \_\_\_\_\_ Approved

**IT Department**

By Representative: \_\_\_\_\_  
Brian Miller, Director/Designee Date

**Approval: Cecil County, Maryland**

By Representative: \_\_\_\_\_  
Alfred C. Wein, Jr.  
Director of Administration, or Designee Date

\_\_\_\_\_ Denied \_\_\_\_\_ Approved

**If denied, reason for denial:** \_\_\_\_\_

\_\_\_\_\_

Scheduled in Outlook Calendar by: \_\_\_\_\_

Comments: \_\_\_\_\_