

The City of Takoma Park Recreation Department

7500 Maple Avenue, Takoma Park, MD 20912

Facility Use Application

301-891-7290 www.tprecreation.org

You can also reserve a space with a credit card at activenet.active.com/takomaparkrecreation

Program or Event Name: Number of Attendees Expected:

Description of Event:

Date(s): Time:

Please be sure to include time for set up & clean up

Applicant's Name:

Organization:

Address: City/St/Zip

Phone Number: Work Home: Fax:

Please circle: R= city resident NR= non city resident C = commercial user

Is this event open to the public: Yes No

Equipment required: 6 ft Tables - how many? Chairs - how many?

Check Space(s) Requested:

Takoma Park Community Center: 7500 Maple Avenue Takoma Park, MD 20912

- Rose Room (capacity 17) R \$10 NR \$35 C \$55
Lilac Room (capacity 17) R \$10 NR \$35 C \$55
Forsythia Room (capacity 18) R \$10 NR \$35 C \$55
Hydrangea Room (capacity 29) R \$10 NR \$35 C \$55 (No food or beverages allowed.)
\*Azalea Room (capacity 66) R \$20 NR \$45 C \$65
\*Auditorium (capacity 200) R \$20 NR \$45 C \$65 (No food or beverages allowed.)

\$50 security deposit required if over 50 participants.

Takoma Park Recreation Center: 7315 New Hampshire Avenue, Takoma Park, MD 20912

- \*\*Gym (capacity 294) R \$20 NR \$45 C \$65
Back Meeting Room (capacity 40) R \$10 NR \$35 C \$55
Front Meeting Room (capacity 30) R \$10 NR \$35 C \$55

\$50 security deposit required

\*\*Heffner Park Community Center (capacity 50) R \$20 NR \$45 C \$65 42 Oswego Avenue, Takoma Park, MD 20912

- Jeque Park Pavilion R \$75/NR\$100 Field (Takoma and Albany Aves) R \$15/NR \$15
Spring Park Pavilion R \$75/NR\$100 Field (Poplar and Elm Aves.) R \$15/NR \$15
Forest Park Pavilion R \$75/NR\$100 Field (Prince Georges and Elm Aves.) R \$15/NR \$15
Hodges Field (Holly Ave) R \$15/NR \$15
Ed Wilhelm Field (2 Darwin Ave.) R \$15/NR \$15
Lee Jordan Field (Piney Branch Road) R \$15/NR \$15

Please identify any other information that will be helpful to center staff:

I, the undersigned, will be held responsible for the facility, insuring it is left clean and in the original condition. I will see that all participants conduct themselves in an orderly manner. I further agree that no alcoholic beverages or illegal substances will be consumed or sold. I certify that this event is not a fundraiser and that no admission will be charged, unless written approval is issued in advance by the City Manager. I also hereby assume all liability and agree that no claim or demand will be made against the City of Takoma Park, or any of the City's agents or representatives regarding damages, accidents or injuries prior to, during or after use of the requested facility(ies.)

Date Signature of Applicant:

For Center Staff Use Only: Date Received Time Staff initials
Computer Entry Date Time Staff initials:
Rate per hour \$ x Number of Hours = \$ Total rental fee
Rental Check# Cash Credit Card
Deposit received by Check # Date deposit returned Staff initials