

NATIONAL PARK SEMINARY

COMMUNITY ROOM RULES AND REGULATIONS

The Community Room at National Park Seminary (NPS) is a uniquely beautiful interior space that can be made available for social gatherings and other events. Managing a beloved architectural treasure within a private residential community is a challenge that requires a thoughtful balancing of community wide access with the private interests of those most affected by its use.

According to the NPS Master Declarations, Forest Glen Main Master Tenant LLC (owner of the Community Room) may limit the number of guests and hours of operation. As such, activities in the Community Room will be limited to those that are consistent with public safety, do not impose an unreasonable level of noise or vibration, and will not cause damage or excessive wear to the room or its fixtures, furnishings, and artifacts without compensation. To ensure this objective, Management must restrict allowable uses, hours and frequency of use and the number of guests and shall set a license fee for larger gatherings that, by nature, will cause excessive wear and tear on the capital improvements. Such license fees shall be placed in a reserve account and used solely for capital improvements to the Community Room.

The following Rules and Regulations are for the protection and benefit of the NPS Master Association Members (Members) and their guests and for the protection of the Community Room. For the purpose of this document, Management shall include the owner of the Community Room, its agents, and its employees; Licensees shall be defined as Members and NPS Master Association sponsored organizations that request permission to allow more than four guests in the Community Room.

1. The Community Room is limited to Members and up to four of their guests, committees and boards comprised of Members and Master Association sponsored activities at no charge. Licenses must be granted for Members to allow additional guests subject to these rules and the fees and hours included on page 3.
2. A license fee and security deposit will be charged for use of the Community Room which may be changed by Management from time to time with the approval of the NPS Master Association.
3. Requests to license the Community Room must be made in writing using the National Park Seminary Community Room License Application form. Required information includes:
 - a. Type of event
 - b. Number of persons attending
 - c. The hours of the event
 - d. If food, beverages, or alcoholic beverages will be served
 - e. If a caterer or other support service is to be used
4. Management, at its discretion, may limit the frequency and the number of events approved for one person or organization if such use deprives others access to the room or imposes an unnecessary burden on Members.
5. Licensees and their guests will not have full exclusive use of the Community Room. Specifically, Licensees cannot exclude Members from passing through the Community Room or deny their access to computer equipment located within the Community Room.

6. Members and their guests will have use of lavatories and lobby immediately outside the Community Room. Members and their guests shall not access any other areas of the building or other buildings on the site unless such access is otherwise within their rights.
7. Members and guests will cooperate with Management who may monitor events in the Community Room in order to protect its historic resources, maintain an orderly environment, and enforce these rules and regulations as well as any rules posted on placards within the Community Room.
8. Members will accept full responsibility for their guests and their actions. Members and their guests need to be mindful of those living in the building, community and nearby neighborhoods with regard to noise control. The Community Room doors and windows must be closed during events. Amplified sound is not permitted. Guests are expected to arrive and leave quietly and be particularly attentive to noise after 8:00 pm.
9. Members and their guests must obey all traffic and parking regulations. Guests must park in marked visitor spaces or on public streets and Licensees are required to provide for guest parking by such means as shuttle and valet services if visitor and on-street parking is insufficient.
10. Alcoholic beverages may be served in the Community Room but are prohibited outside the Community Room and outside the building. No one under the legal minimum age of 21 may be served or consume alcohol on NPS premises. Persons under age 21 will not be allowed to attend a function in the Community Room where alcohol is served without adequate adult supervision. Management will not be responsible for intoxicated persons.
11. Licensees must provide Management with the names and contact information of any hired support services such as event planners, caterers, and valets. Management may, at its discretion, deny access to any service provider.
12. Arrangements for food service, deliveries and retrievals or equipment to be used must be made in advance and coordinated with Management staff. No catering supplies, food products or decorations may be stored, prepared or served in common areas outside of the Community Room. No electric or gas stoves may be brought onto the premises. Caterers may use warming ovens that they supply. All ice must be contained in watertight containers. Renters are responsible for the set-up and removal of their equipment.
13. Doors must not be wedged or tied in the open position. Emergency exits must not be blocked. Light fixtures and light bulbs will not be disabled, changed or removed.
14. Smoking materials, candles, or any lit material are not permitted in the Community Room.
15. Animals other than service animals are not permitted in the Community Room.
16. Licensees shall be responsible for cleanup and removal of trash from the site immediately after the event and must arrange for pickup or dispose of trash in their own receptacles.
17. Licensees must not store or leave behind anything in the Community Room and or outside the building.

18. Management may, at its discretion, cancel a scheduled event, close an event in progress, or in extreme cases, bar future licensing of the Community Room to Members if the conditions of the license agreement are violated. Management reserves the right to refuse entry or deny privileges to any person for due cause including but not limited to; repeated noncompliance of rules, delinquent rent or violations of apartment rental agreements, or delinquent association fees or other violations of NPS Master Declarations when requested by the NPS Master Association Board of Directors.

19. The maximum capacity of the Community Room is 50 persons.

Limits of Liability

Persons using the Community Room do so at their own risk and sole responsibility. Management assumes no responsibility for any accidents or injury in connection with such use. Management shall not be responsible for any loss or damage of personal property. Members and their guests shall hold harmless Management from any and all liabilities and actions by any guest resulting from the use of the Community Room.

Persons using the Community Room agree to make no claim against the owner or Management for or on account of any loss of life, personal injury or damage to or loss of personal property except where such loss, injury or damage can be clearly proven to have resulted from or caused by direct negligence of Management in the operation, care or maintenance of the Community Room or any portion of, or facility upon, the property of which the Community Room is a part.

If the Community Room is not available to the Licensee on the date and time requested and agreed upon, regardless whether it is within the control of Management, the liability of Management will be expressly limited to the return of the fees and deposit. Management will assume no liability for any damages, direct, incidental, or consequential.

Community Room License- Hours and Fees

Available Days/ Hours:

Monday through Thursday 9:00am to 9:00pm

Friday and Saturday 9:00am to 10:00pm

Sunday Noon to 8:00pm

Management Contact:

Apartments @ National Park Seminary: 9615 Dewitt Dr, Silver Spring, MD 20910

Phone: (301) 650-5766

npsapartments@alexandercompany.com

*Fees Amount

Rental Fee: \$50.00 per hour with a 3-hour minimum (\$150 minimum fee). Can be rented for up to 4-hours.

Security Deposit: \$250.00 (refundable)

***Money Orders or Certified Funds Checks should be made payable to: Apartments @ National Park Seminary**

The Security Deposit must be made to reserve a date for an event. The Rental Fee must be made two weeks prior to the event. The Security Deposit is refundable but may be forfeited in whole or in part for any damage to the property, furniture, furnishings and artifacts or to pay for additional services that are required. Liability for damages is not limited to the Security Deposit. The cost for repair of any property damage will be the responsibility of the Licensee. A storage fee or disposal fee will be deducted from the Security Deposit for items not removed from the Community Room unless prior arrangements have been made with Management.

At the discretion of Management, additional staff may be assigned to monitor parking, direct guests, or maintain safety. Licensees will be charged for such staff.

National Park Seminary Community Room License Application

Name: _____

Address: _____

Telephone: _____

Email Address: _____

Date of event: _____

Type of event: _____

Number of guests: _____

The hours of the event: _____

Will food and/or beverages be served? _____

Will alcohol be served? _____

What equipment, furniture, or decorations will be brought into the Community Room?

How will guest parking be handled? _____

Name, address, and telephone of event planner (if any)

Name, address, and telephone of caterer (if any) _____

Name, address, and telephone of other service providers (if any) _____

I/We agree to abide by the Community Room Rules and Regulations. I/We understand that the Security Deposit of \$250.00 will be required before any calendar date will be reserved for _____. I/We also understand that the License Fee shall be paid two weeks in advance. I/We understand that the repair cost for damages will be deducted from, but is not limited to the amount of the Security Deposit. I/We are aware that surveillance cameras have been installed to discourage acts of vandalism and that these surveillance cameras do not constitute a security device or a guarantee of personal safety.

Signature of Licensee **Date**

Agent for NPS Management **Date**

(Office Use Only) Date License Application Received by Mgmt Co.: License Application Approved:

Deposit Received:

License Application Denied: Date Security

Date License Fee Received: Comments:

Date Security Deposit Returned to Renter:

Community Room Rules & Regs.Draft.11/06/2023.doc