



Takoma Park City Council Meeting – October 4, 2017 Agenda Item 5

Work Session

Discussion of Permitting Restaurants to Serve Alcohol on the Public Right-of-Way at Sidewalk Cafes

Recommended Council Action

Give direction on proposal to revise existing City Code and administrative regulations

Context with Key Issues

A recent inquiry regarding the process for securing authorization to establish a sidewalk café in the Takoma Main Street area and a desire on the part of two local restaurateurs to serve alcoholic beverages in an outdoor setting have brought to the City's attention the need to review existing policies governing the use of public space and the sale and consumption of alcohol on public land.

Following a preliminary review of the City Code and adopted Administrative Regulations, staff have found that the City does not have a mechanism in place to approve the siting of an outdoor or sidewalk café, to authorize the use of public right-of-way for temporary or long term use by a private entity, or to waive established requirements as they relate to the sale and consumption of alcoholic beverages on public property or in the public right-of-way for ongoing or special events. Restaurant owners seeking to expand their operations to include sidewalk seating, a common offering in surrounding jurisdictions, are unable to secure required permits for the sale of wine, beer or other alcoholic beverages as a result. These businesses have stated that this has negatively impacted their operations and limited their ability to survive in a highly competitive market. They have strongly encouraged the City to revise its codes and regulations to allow for the use of public property and right-of-way for these purposes. The Old Takoma Business Association supports their request.

The Council is asked to provide guidance on how it wishes to proceed. Is there an interest in modifying the City Code to allow for the establishment of sidewalk or outdoor cafes on public sidewalks or other right of way for the purpose of serving food and/or alcoholic beverages? Should public property such as the parking areas surrounding the Community Center or the public parking lot located in the Takoma Junction be available for community events that include the sale and consumption of beer or wine?

If the Council endorses the expanded use of public space for these purposes, staff will initiate the amendment of current legislation and administrative regulations, specifically [City Code Chapter 8.28 Sidewalk Sales](#) and [Administrative Regulations No. 2011-1 Use of Certain Public Facilities](#). Additional permitting procedures addressing the use and occupancy of the public right-of-way, similar to that developed by Montgomery County, may be required.

Council Priority

Advance Economic Development Efforts

Environmental Impact of Action

N/A

Fiscal Impact of Action

N/A

Racial Equity Impact of Action

The racial equity impact of this action is unknown though we do not believe it will disproportionately impact any particular group.

Attachments and Links

- [City Code Chapter 8.28 Sidewalk Sales](#)
- [Administrative Regulation No. 2011-1 Use of Certain Public Facilities](#)
- [Montgomery County Liquor Board: Outdoor Café Application](#)



Department of Liquor Control
Licensure, Regulation, and Education (LRE)
Outdoor Café Application

Outdoor Cafés that are operated as part of the licensed premises require approval from the Board of License Commissioners

Facility Name: _____	Phone Number: _____
Address: _____	City: _____
Licensees:	
1. _____	Phone Number: _____
2. _____	Phone Number: _____
3. _____	Phone Number: _____
Manager: _____	Phone Number: _____

Plan Attached, including barrier, tables, and chairs: YES NO

Café Dimension: _____ Number of tables: _____ Number of chairs: _____

Outdoor Café is: Contiguous Noncontiguous

Part of lease agreement: YES NO

Landlord Name (PRINT): _____ Landlord Signature: _____

Landlord Phone: _____ Landlord Address: _____

Located on public right-of-way (sidewalk): YES NO

- Outdoor Cafes which are located on a public right-of-way must be approved by the Department of Permitting Services: 240-777-6303 or 240-777-6302.

- Applicants, whose facilities are located within the cities of Gaithersburg and Rockville, must obtain express written approval from those jurisdictions.

Gaithersburg: 301-258-6340, ameyer@gaithersburgmd.gov

Rockville: 240-314-8226, mhall@rockvillemd.gov

Office Use Only:

Division Chief Sign Off: YES NO Initials: _____ Date: _____

Approved by ATES: YES NO Initials: _____ Date: _____

Note: Once your outdoor café has been approved, you must obtain final compliance inspection before you open and serve alcoholic beverages to that area.



Department of Liquor Control
Licensure, Regulation, and Education (LRE)

Outdoor Café Requirements

- Landlord Approval Required
- Contiguous to the licensed premises, enclosed in a clearly delineated area, and surrounded by a continuous barrier at least 36 inches high at its lowest point of ingress and egress; and neither on any public property nor on a public right-of-way, without the express written approval of the appropriate State, County or local governmental authority.
- On the same side of the street and extends no more than a combined total of fifty (50) feet beyond the width of the store front of the licensed premises in either direction. "Store front" is defined as that part of the outer wall of any premises which is contiguous to a public sidewalk or right-of-way.
- If the café extends beyond the width of the store front of the licensed premises, the licensee must obtain written permission to operate the extended portion of the café, from all adjoining property owners within the extended café area.
- In addition, the distance between the store front of the licensed premises and the closest point of the café area must be no more than twenty-five (25) feet; and enclosed in a clearly delineated area, and surrounded by a continuous barrier at least 36 inches high at its lowest point with controlled point(s) of entrance and exit.
- All licensees who operate an outdoor café as part of the licensed premises will only do so with the express approval of the Board of License Commissioners. The Board may modify, suspend, or revoke the outdoor café privilege.
- Wait service must be available at Outdoor Cafés.
- Portable/permanent bars are permitted inside the outdoor café area.

Outside Advertising

- A restaurant or hotel holding a Class B, BWL, on sale license shall not allow any exterior advertisement on the building in which the licensed premises is located, which promotes the sale of alcoholic beverage. This excludes outdoor umbrellas.

**Montgomery County Department of Liquor Control
Division of Licensure, Regulation, and Education**

16650 Crabbs Branch Way • Rockville, MD 20855
240-777-1999 • www.montgomerycountymd.gov/dlc
311 • www.montgomerycountymd.gov/311

**Chapter 8.28
SIDEWALK SALES**

Sections:

[8.28.010 Displays and sale of merchandise.](#)

[8.28.020 Removal of merchandise.](#)

[8.28.030 Permit required.](#)

[8.28.040 Denial or revocation of permit.](#)

8.28.010 Displays and sale of merchandise.

A. Any person who owns or operates a street-level retail business in the City shall be permitted to sell, attempt to sell or display for sale any goods, wares or merchandise which is a regular part of the inventory of such retail business on the sidewalk directly in front of such business, provided that:

1. Such sidewalk display and sale of merchandise does not block or impede pedestrian passage or ingress and egress to and from any building, and does not cause the area to become so congested as to create a safety hazard or impede or inconvenience the public.
 - a. There shall be a presumption that pedestrian passage is being blocked or impeded if there is less than a 5' clearance for pedestrian passage on the sidewalk from the edge of the curb to the beginning of the sidewalk display and sale of merchandise.
 - b. The burden of showing that the sidewalk display and sale of merchandise does not block or impede pedestrian passage or ingress and egress to and from any building and does not cause the area to become congested shall be on the person who owns or operates the retail business.
2. The sidewalk display and sale of merchandise occurs at a time when the retail business is open for business.
3. All fixtures used for sidewalk displays and sales of merchandise are removable and no such fixtures remain on the sidewalk when the retail business is closed.

B. All sidewalk displays and sales of merchandise shall be at the sole risk of the

retail business, and the City shall not be responsible for any injuries to persons or damage to property which result from such sidewalk displays and sales of merchandise.

C. A violation of this section is a Class C offense. (Prior code § 4-78)

8.28.020 Removal of merchandise.

Any person who displays or sells merchandise on the sidewalk in violation of this chapter shall immediately desist from such display or sale and remove the merchandise and all fixtures used for the display, sale or storage of such merchandise from the sidewalk upon the direction of a police officer. (Prior code § 4-79)

8.28.030 Permit required.

A. No person shall display or sell any merchandise on the sidewalk without first having obtained a sidewalk sales permit from the City.

B. Application for a sidewalk sales permit shall be made to the City Clerk on a form to be furnished by the Clerk.

1. The sidewalk sales permit application shall require the applicant:
 - a. To certify that the applicant is the owner or operator of the retail business for which the sidewalk sales permit is sought and that the business is validly licensed under all applicable City, County and State laws;
 - b. To specify the type of merchandise which will be displayed and sold on the sidewalk in front of the retail business and to certify that all merchandise which will be displayed and sold on the sidewalk will be a regular part of the inventory of the retail business;
 - c. To indemnify and hold the City harmless for any personal injuries or property damage which result from the sidewalk sale or display of merchandise;
 - d. To certify that the applicant shall comply with all applicable City, County, State and Federal laws and with any City rules and regulations which are adopted to carry out the provisions of this chapter.
2. The fee for a sidewalk sales permit shall be \$25.00, which shall be paid at the time an application for the permit is made.
- C. Sidewalk sales permits are nontransferable and shall be effective for one

year from the date of issuance.

D. Sidewalk sales permits shall be displayed prominently, either on the sidewalk display of merchandise or in the retail business.

E. A violation of this section is a Class C offense. (Prior code § 4-80)

8.28.040 Denial or revocation of permit.

A. A sidewalk sales permit may be denied or revoked for any of the following reasons:

1. The applicant has failed to completely and accurately complete the sidewalk sales permit application.
2. The applicant has failed to pay any personal property tax applicable to the retail business.
3. The applicant has previously violated any provision of this chapter or has failed to pay any assessed fine for a violation of this Code.
4. The applicant has previously failed to comply with the direction of the police officer to desist from the sidewalk sale of merchandise or to remove any merchandise and display fixtures from the sidewalk.

B. Prior to the denial or revocation of a sidewalk sales permit, the City Clerk shall give written notice to the applicant, by regular first-class mail to the address set forth in the permit application or to the applicant's last known address, setting forth the basis of the permit denial or revocation.

C. Any applicant whose sidewalk sales permit has been denied or revoked may appeal the denial or revocation to the City Administrator, in writing, within two weeks after the date of the written notice of the permit denial or revocation. (Prior code § 4-81)

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Subject: Use of Certain Public Facilities	
Effective Date: November 10, 2011	

Purpose

To establish reservation procedures and requirements, fees, rules and guidelines for the use of certain public facilities in accordance with *Takoma Park Code Title 14, Health and Safety, Chapter 14.20 Public Space and Public Buildings*.

Annual Review

These regulations will be reviewed by the City Manager or his or her designee on an annual basis and any modifications will be adopted pursuant to the procedure set forth in Chapter 2.12 (Administrative Regulations) of the Takoma Park City Code.

The Arts and Humanities Commission and the Recreation Committee will be provided an opportunity to comment on any proposed modifications. All comments will be submitted to the City Council for consideration prior to their finalization and adoption.

Applicability

This regulation governs use of the following public facilities.

Buildings

Takoma Park Community Center / Sam Abbott Citizens' Center (7500 Maple Avenue)
Takoma Park Recreation Center (7315 New Hampshire Avenue)
Heffner Community Center (42 Oswego Avenue)

Parks

Belle Ziegler Park (Takoma Avenue and Albany Avenue)
Forest Park (Prince George's Avenue and Elm Avenue)
Heffner Park (42 Oswego Avenue)
Spring Park (Poplar Avenue and Elm Avenue)

Fields

Ed Wilhelm Field (Darwin Avenue)
Hodges Field (Holly Avenue and Grant Avenue)
Lee Jordan Field (Piney Branch Road / Takoma Park Middle School)

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Programming Priorities

Requests for the use of public facilities will be processed on a first come basis within the following priorities.

First Tier: Official City Meetings, City Elections, and Emergency Management Operations

Examples include, but are not limited to, City Council meetings, public hearings, meetings called by the City Council, regularly scheduled meetings of Council appointed Boards, Commissions and Committees, and City elections. During emergencies, use of all public facilities may be redirected to emergency operations at the direction of the City Manager.

Second Tier: City Managed Programming

Examples include, but are not limited to, youth and adult programming offered by the Recreation Department; recreational events organized by the Recreation Committee; cultural events organized by the Arts and Humanities Commission or the Library; informational sessions, seminars and other trainings organized by the City; and town hall meetings of broad public interest held by elected officials or public entities such as the Montgomery County Council, Maryland National Capital Park and Planning Commission (MNCPPC), and the State Highway Administration (SHA).

Third Tier: Community Groups and Rentals

Examples include, but are not limited to, activities organized by individuals or groups, nonprofit organizations, for profit entities or community groups recognized in accordance with the standards set forth in Exhibit C for purposes of education, entertainment, fundraising, celebrations, family events, commerce, political campaigns, or worship.

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Use of Public Facilities

Hours of Operation: The use of all public facilities is limited to established hours of operations. Requests for reservations outside of established hours of operation may be approved on a case by case basis by the City Manager or his or her designee.

Hours of operation will be established by the City Manager or his or her designee on an annual basis. Schedules for all public facilities will be published on or about July 1 of each year and may be adjusted more frequently to reflect increases or decreases in the cost of operating and/or maintaining the facility. The current schedule is included as Exhibit A.

The Takoma Park Community Center / Sam Abbott Citizens' Center, Takoma Park Recreation Center and Heffner Community Center will be closed on the following holidays and holiday weekends: New Year's Eve, New Year's Day, Martin Luther King Day Weekend, Presidents Day Weekend, Memorial Day Weekend, Independence Day, Labor Day weekend, Veterans Day, Thanksgiving Day weekend, Christmas Eve (after 12:30 p.m.) and Christmas Day.

Facility Capacity: Capacity limits of each facility cannot be exceeded. The City reserves the right to change a reservation in the event another facility is determined to be a more appropriate venue.

Takoma Park Community Center / Sam Abbott Citizens Center

- Multi-Purpose Rooms: Lilac Room (max 25) and Azalea Room (max 66)
- Meeting Room: Rose Room (max 17)
- Conference Room: Hydrangea Room (max 29)
- Special Purpose Room: Auditorium (max 170)

Takoma Park Recreation Center

- Gymnasium: Full (max 294) and Half Gym (max 147)
- Meeting Room: Front Room (max 30) and Back Room (max 40)

Heffner Community Center

Community Center (max 50)

Parks and Fields

Park Shelters (reviewed on a case by case basis)
Parks and Fields (reviewed on a case by case basis)

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Use of Gymnasium: Use of the Takoma Park Recreation Center Gymnasium is limited to City sponsored recreational programs and events, athletic programs, contractor classes, health fairs, elections, birthday celebrations for youth 12 and under, and special events approved on a case by case basis by the City Manager or his or her designee.

Use of Auditorium: Use of the Takoma Park Community Center Auditorium for third tier programming is limited to meetings with anticipated audiences of 50 or more, film screenings, live cultural performances and rehearsals, trainings, workshops or informational presentations with AV or broadcasting needs, and special events approved on a case by case basis by the City Manager or his or her designee.

Use of Common Areas and Storage: Use of common areas is not included in the reservation and is not permitted. Auditorium reservations include the use of the Atrium lobby for no additional cost for the collection of admission fees, sale of merchandise, and small receptions. The reservation does not include overnight or long term storage and all materials and supplies of the Permit Holder must be removed from the facility at the end of each reservation period.

Reservation Procedures

Reservation Process: Reservation requests may be submitted online, in person, or by e-mail. Requests will be reviewed by staff with final approval by the City Manager or his or her designee. The request will be processed and a space reserved for the specified date and time upon receipt of the required security deposit, rental fee and execution of a rental agreement. Written confirmation of the reservation will be issued to the individual or entity (the "Permit Holder"), authorizing the use of the facility under the terms and conditions set forth herein.

Reservations will be accepted on a first come – first served basis.

Advance Reservations: Advance reservations for third tier programming are encouraged, though, with the exception of the Auditorium, public facilities may not be reserved more than three months in advance. Requests for reservations for first and second tier programming will be accepted one year in advance.

Reservation Period: The facility must be reserved allowing adequate time for set-up and breakdown of the scheduled event. The facility must be vacated within the time allocated on the permit.

Cancellation by Permit Holder: In the event of a cancellation, the City is to be notified in writing by the Permit Holder at least seven working days prior to the scheduled event. A cancellation fee will be assessed to the Permit Holder. Failure to provide adequate notice of cancellation will result in the forfeiture of the security deposit.

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Cancellation by City: City reserves the right to cancel all reservations. Every effort will be made to provide as much advance notice as possible in the event the building is closed. A full refund will be given if the event cannot be rescheduled.

Termination of Reservations / Revocation of Rental Access: The City reserves the right to terminate a reservation at any time without written notice to the Permit Holder for cause or to deny future access to any facility. Violation of the terms or conditions of these regulations will be cause for immediate revocation of the reservation, loss of privileges, and forfeiture of any fees paid.

Rental Fees, Security Deposits and Payment

Rental Fee: Rental fees will be established by the City Manager on an annual basis. Fee schedules will be published on or about July 1 of each year and may be adjusted more frequently to reflect increases or decreases in the cost of operating and/or maintaining the facility. The current fee schedule is included as Exhibit B.

Recognized community groups are eligible to receive eleven free rentals per calendar year. A rental fee equal to the Resident Fee (Exhibit B - Fee Schedule) will be assessed for all reservations in excess of eleven reservations per calendar year. Facilities to be provided at no cost are limited to specific meeting rooms, conference rooms, multi-purpose rooms and the Heffner Community Center. Eligibility criteria are detailed in Exhibit C.

There is no rental fee for first and second tier programming offered by the City or conducted by outside governmental entities.

Staffing Fee: For events and activities held outside of normal business hours, an additional fee may be assessed to cover staffing costs.

Maintenance Fee: Additional fees may be assessed at the discretion of the City Manager or his or her designee for extraordinary maintenance services.

Security Fees: An additional fee may be assessed at the discretion of the City Manager or his or her designee for required security measures provided by the City of Takoma Park's Police Department.

Multi-Media Fee: An additional fee may be assessed for use of presentation and audio-visual equipment provided and operated by the City. The City's audio-visual equipment may not be used without staff supervision.

Video Taping Fee: A fee may be assessed at the discretion of the City Manager or his or her designee for the taping, editing and production of third tier programming.

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Security Deposit: A security deposit may be assessed for all rentals. Deposits will be refunded for cancellations received at least seven working days in advance of the scheduled event.

Failure to vacate the facility within the reservation period or to leave the facility clean and neat will result in forfeiture of all or part of the deposit to cover any additional rental time, maintenance expense, repair costs, unscheduled staffing or security measures. Users may be billed for the cost of any repairs, maintenance, staffing or security in excess of the security deposit.

Deposits are refundable after inspection of the facility and grounds.

Interest is not paid on deposits.

Payment: All rental fees and required security deposit payments for all multi-purpose, meeting and conference rooms, the gymnasium and Heffner Community Center are due in full at the time of reservation. Security deposit must be paid in full at the time of the reservation of the Auditorium and all rental fees are due in full seven business days prior to the scheduled reservation period. Failure to pay in full all rental fees within seven business days of the reservation will result in the cancellation of the reservation. An additional processing fee may be assessed for all credit card payments.

Fee Waivers: Fees assessed to recognized community groups that have exceeded their free rental limit or that wish to use the Auditorium may be waived if approved by Resolution of the City Council.

Admission Fees, Donations and Sale of Merchandise

Admission fees may be charged for events organized and hosted by individuals, groups, nonprofit organizations and for profit entities charged a rental fee. Admission fees may not be charged for events held in any park or field.

An admission fee may not be charged for events held in any facility for which no rental fee was charged. Donations may be solicited but cannot be a condition of admission to the event.

The sale of merchandize such as CD's, DVD's, books, artwork and other items is permitted when offered in conjunction with a scheduled event.

The City assumes no responsibility for the collection or safeguarding of admission fees, donations or sales proceeds.

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Food and Beverages

The preparation, consumption or distribution of food or beverages is not permitted in the following public facilities: Auditorium, Rose Room and Hydrangea Room.

All food and beverages, containers and utensils must be removed from the facility at the end of the reservation period with all debris bagged and deposited in the dumpsters located on the building grounds. Recyclable materials must be sorted and deposited in the appropriate containers.

Alcoholic Beverages

The sale or consumption of alcoholic beverages is not permitted in any facility. The prohibition on the sale or distribution of alcoholic beverages may be waived at the discretion of the City Manager or his or her designee. Waivers are limited in nature and if approved apply only to the sale and/or distribution of wine and beer at cultural and fundraising events held in the Auditorium on Friday, Saturday and Sunday evenings.

If a waiver is granted, the Permit Holder must secure a Class C One Day Special License from the Montgomery County Department of Liquor Control for the event. A copy of the completed Application form and the alcohol plan, if required for the License, must be provided to the City. The Permit holder may be required to secure the services of a licensed (and bonded) caterer, approved by the City.

All wine and beer containers must be removed from the premises at the end of the reservation period.

The City assumes no legal or financial responsibility or liability for the storage, sale or distribution of any food or beverages offered by the Permit Holder.

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General Responsibilities of the User

In addition to being required to comply with the City's Use of Public Facility Regulations, the Permit Holder is responsible for ensuring that:

- The event does not exceed capacity limits for the reserved facility or extend beyond the reservation period.
- A responsible party is present at all times and all child and youth activities are supervised by an appropriate number of adults.
- All participants comply with the Takoma Park Recreation Department's Code of Conduct (Exhibit C)
- Required supplies such as paper goods, serving utensils, table cloths, art supplies, batteries, and ice, have been obtained and transported to the facility as they are not included in the rental fee nor will they be provided by the City.
- Furniture is not moved from one room to another unless authorized by the City. If the use of additional furniture is approved, all furniture must be returned to its original location prior to vacating the facility.
- Noise levels are kept within reasonable standards and do not disturb the peaceful enjoyment of the facility by others. Noise levels in the Auditorium may not exceed 85 decibels.
- No illegal drugs or unauthorized alcohol are used or consumed in the facility or the grounds. Smoking is not permitted in any public facility.
- All posters, decorations and directional signage are removed from the facility and the grounds. No nails, tacks, screws, glue or similar means of securing any material or signage to any surface in the facility or the building may be used to display materials.
- The facility is left in a clean and neat condition and that all items brought to the facility are removed and all foodstuff, trash, and debris are recycled or discarded in the appropriate containers.
- The activities of the Permit Holder do not create a hazardous environment as determined by the City or other governmental agency. Prohibited activities include, but are not limited to, open flame, blocked hallways, and hazardous chemicals or other materials.
- All posted park rules and regulations are followed.
- Only sports and game equipment authorized by the City are used during the scheduled activity or

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event. No pony rides, moon bounces or similar equipment is permitted.

- Participants park in designated or authorized parking areas and do not block drive ways or the roadway. Double parking is not permitted under any condition. Individuals participating in activities or events at Belle Ziegler Park may park in the Montgomery College parking lot on Sundays.

Authorized Representative

The Permit Holder is assumed to be the authorized representative of the organization or entity reserving the facility. As the authorized representative, the Permit Holder is responsible for ensuring that the organization or group complies with the terms and conditions set forth in the rental agreement and in this regulation.

Liability

The Permit Holder assumes all liability for activity related to the use of the facility. A Certificate of Insurance naming the City as additional insured may be required for specific rentals.

EXHIBIT A

HOURS OF OPERATION (Effective March 22, 2010)

The use of all public facilities is limited to the following hours of operation. Requests for reservations outside of normal hours of operation may be approved on a case by case basis by the City Manger or his or her designee.

Takoma Park Community Center / Sam Abbott Citizens' Center

Monday through Thursday: 8:30 a.m. to 9:30 p.m.

Friday: 8:30 a.m. to 10:00 p.m.

Saturday: 10 a.m. to 6 p.m.

Sunday: Closed

The Auditorium may be reserved outside of normal business hours though events must be ended and the building vacated by 11:00 p.m. Monday through Thursday and Midnight on Friday through Sunday.

Takoma Park Recreation Center

Monday through Friday: 2:30 p.m. to 9:00 p.m.

Saturday: 10 a.m. to 5 p.m.

Sunday: Closed

Heffner Community Center

Monday through Sunday: 9:30 a.m. to 9:30 p.m.

Parks and Fields

Monday through Sunday: Sunrise to Sunset

Hours may be extended for certain official public functions

The Takoma Park Community Center / Sam Abbott Citizens' Center, Takoma Park Recreation Center and Heffner Community Center will be closed on the following holidays and holiday weekends: New Year's Eve, New Year's Day, Martin Luther King Day Weekend, Presidents Day Weekend, Memorial Day Weekend, Independence Day, Labor Day weekend, Veterans Day, Thanksgiving Day weekend, Christmas Eve (after 12:30 p.m.) and Christmas Day.

EXHIBIT B
FEE SCHEDULE (Effective March 22, 2010)

Rental Fee / Security Deposit:

Takoma Park Community Center

Lilac Room	Resident:	\$15 per hour (a)
	Non-Resident:	\$40 per hour
	Commercial:	\$60 per hour
	Security Deposit:	None
Azalea Room	Resident:	\$25 per hour (a)
	Non-Resident:	\$50 per hour
	Commercial:	\$70 per hour
	Security Deposit:	\$50 for groups of 50 or more
Rose Room	Resident:	\$15 per hour (a)
	Non-Resident:	\$40 per hour
	Commercial:	\$60 per hour
	Security Deposit:	None
Hydrangea Room	Resident:	\$15 per hour (a)
	Non-Resident:	\$40 per hour
	Commercial:	\$60 per hour
	Security Deposit:	None
Auditorium	For profit entities and private rentals:	
		\$180 per hour with a minimum rental of four hours (b)
		10% discount for scheduled series with 5 to 8 rentals
		20% discount for scheduled series with 9 to 12 rentals
		30% discount for scheduled series with 13 or more rentals
		\$50 per hour rehearsal fee
	Nonprofit 501c3 organizations and recognized community groups (Exhibit C):	
		\$110 per hour with a minimum rental of four hours (b)
		10% discount for scheduled series with 5 to 8 rentals
		20% discount for scheduled series with 9 to 12 rentals
		30% discount for scheduled series with 13 or more rentals
		\$20 per hour rehearsal fee
	Security Deposit:	One Hour Rental Fee

<u>Heffner Community Center</u>	Resident:	\$25 per hour (a)
	Non-Resident:	\$50 per hour
	Commercial:	\$70 per hour
	Security Deposit:	\$50

Takoma Park Recreation Center

Gymnasium	Montgomery County Resident:	\$30 per hour (a)
	Commercial:	\$70 per hour
	Security Deposit:	\$50 for groups of 50 or more

Meeting Room (Front)	Montgomery County Resident:	\$15 per hour (a)
	Commercial:	\$60 per hour

Meeting Room (Back)	Montgomery County Resident:	\$15 per hour (a)
	Commercial:	\$60 per hour

Parks and Fields

Picnic Shelter	Resident:	\$85 per day (a)
	Non-Resident:	\$105 per hour
	Security Deposit:	\$50 for groups of 50 or more

Field	Resident:	\$20 per day (a)
	Non-Resident:	\$35 per day
	Security Deposit:	\$50 for groups of 50 or more

Staffing Fee: \$30 per hour fee for staffing outside of normal hours of operation

Fee for extraordinary maintenance or required security to be determined on a case by case basis

Multi-Media Fee: \$50 per hour fee for specialized AV services

(a) Proof of Residency must be provided by Permit Holder

(b) Minimum four hour rental requirement may be waived at the discretion of the City Manager or his or her designee.

EXHIBIT C
RECOGNIZED COMMUNITY GROUPS

Community groups are eligible to receive eleven free rentals per calendar year. Rental facilities are limited to the Heffner Community Center and the meeting rooms, conference rooms and multi-purpose rooms located in the Takoma Park Community Center – Sam Abbott Citizens Center and the Takoma Park Recreation Center. Rental fees equal to the Takoma Park Resident fee will be assessed for reservations in excess of eleven per calendar year. To receive the free room rentals, the group must meet one of the following criteria:

- A recognized neighborhood, tenant, or condominium association on file with the Office of the City Clerk.
- A non-profit organization (501c3) whose membership is comprised primarily of Takoma Park residents. The organization's mission must directly benefit the City of Takoma Park or Takoma Park residents. To be determined eligible under this criteria, an organization is required to provide a membership roster as well as a statement listing activities undertaken by the organization during the previous twelve months that benefited the City of Takoma Park or Takoma Park residents.
- Organizations to which the City provides financial support or with whom the City co-sponsors events/programs, such as the Takoma Park Jazz Festival Committee, the Takoma Park Film Festival Committee, the Takoma Park Folk Festival Committee, and the Takoma Park Independence Day Committee.
- Organizations that have provided financial support to the City or provide a direct public service to the Takoma Park community, such as Friends of the Library, the Takoma Horticulture Club, the Takoma Foundation and the Takoma Park Volunteer Fire Department.
- Youth-oriented organizations with partnership arrangements with the City, such as Takoma Park Youth Soccer, Takoma Park Silver Spring Youth Baseball and Softball League and affiliates, Takoma Park Silver Spring Babe Ruth League, Takoma Park Sports Camp, and Takoma Park Boys and Girls Club.
- Organizations with various missions that have historically met in one of the City facilities. These groups include the Takoma Artists Guild and the Takoma Park Swing Band.

A group which believes that it meets the aforementioned criteria should request the free room rentals by submitting a written request to the City Manager or his or her designee, including any required supporting documentation. Groups meeting the aforementioned criteria that require more than eleven room rentals during a year may reserve space in accordance with the fee schedule included herein as Exhibit B.