

City of Bowie  
Room Use  
Rules & Reservation Procedures

A. **PURPOSE:** To provide equitable and standardized application and reservation procedures for eligible user groups requesting room use at Bowie City Hall and the Kenhill Center.

B. **RESPONSIBILITY:**

1. The Department of Community Services is responsible for:

- The assignment of rooms as outlined in these procedures.
- Billing user groups for rental, custodial, and security deposit, as applicable.

2. User groups are responsible for:

- Applying for room use as outlined in these procedures.
- Arranging tables and chairs if need is different than the standard set. Please allow sufficient time and be prepared to move tables and chairs when you arrive if necessary.
- Ensuring that nothing is taped to walls or room fixtures by membership or guests.
- Returning the room setup to its original layout before leaving, if the layout was changed.
- Accepting and using assigned space, or canceling the room request with Community Services at least 48 hours prior to a meeting or event.
- The conduct of its membership during room usage.
- Supervising children. Children accompanying a parent or guardian to a meeting at any City facility must be under direct supervision of an adult at all times. All children must remain inside the room reserved by the organization hosting the meeting unless accompanied by an adult.
- The cleanup of the room upon completion of the meeting or other event.
- Payment of all applicable fees and deposits at the time of reservation.
- Notifying the City of changes or additions to their schedule. Notification can be via e-mail to [roomreservations@cityofbowie.org](mailto:roomreservations@cityofbowie.org) or fax to Community Services at 301-809-2314; Attn: Room Reservation Request. Reserved rooms that are not used or canceled by a group may result in future reservation requests being denied or future meeting dates being canceled.
- Ensuring the contact representative making the reservation is present while room is being used.
- Ensuring the contact representative checks in and out with the building monitor at the main desk for each meeting.
- Notifying the City of cancellations in a timely manner.
- **Any sport groups must have approval from Park Operations prior to making room reservations.**

C. **PRIORITIES: Room requests are processed according to the below priorities:**

- Bowie City Council
- City Staff
- Council Appointed Committees
- Tenants (Kenhill Center only)
- Resident Non-profit Groups (Bowie based)
- Non-resident Non-profit Groups
- Resident Commercial Groups (Bowie based)
- Non-Resident Commercial Groups

The City reserves the right to cancel a reservation at any time prior to the start of the meeting if the space is required by a group with higher priority. Residency is determined by the address stated in the articles of incorporation, not by residency of an individual within the organization.

D. APPLICATION PROCEDURES:

1. Requesting Space - Groups desiring to use a room may apply by submitting a City of Bowie “Room Use Application” to the Dept. of Community Services. All first-time groups must submit their application a minimum of 30 days in advance of the first requested date for proper review and processing. Submittal may be by mail or in person to Bowie City Hall, Department of Community Services, 15901 Excalibur Road, Bowie, MD 20716; Attn: Room Reservation Request, at any time between 8:30 a.m. – 5:00 p.m., Monday-Friday, excluding City holidays. Applications may also be submitted by email to [roomreservations@cityofbowie.org](mailto:roomreservations@cityofbowie.org). Payment (as required) must accompany the application.

2. ROOM USE HOURS:

Staffed Hours of Use are as follows:

- Mon-Thurs 5:30 p.m. - 9:30 p.m. at both City Hall and Kenhill Center, and also Sat. 9:00 a.m.–12:00 p.m. at Kenhill Center ONLY. Room use is not available on Friday evenings, Sundays, and City holidays.

Non-Staffed Hours of Use are as follows:

- Requests for days/times outside of the designated (staffed) Hours of Use require a minimum 30 days’ notice and are subject to availability of space and staff. Additional fees will be assessed (see Section E, below).

3. Application:

- A Room Use Application is required annually for the following calendar year’s reservations by all users and should include applicable fees and/or security deposit.
- Room use permits will be issued based upon priority as specified in Section C above. Existing user groups who have a security deposit on file are not required to submit a new security deposit.
- Meeting Frequency: Resident non-profit groups may not exceed two (2) reservations per calendar month (unless additional dates are approved by a supervisor) and non-resident non-profit groups may not exceed one (1) reservation per calendar month. All other reservations will be determined on a case by case basis.

E. USER FEES:

Rental Fees:

Staffed Hours of Use:

Resident	Non-profit	No charge	\$100 deposit	
Resident	Commercial	\$25/hr	\$100 deposit	2 hr minimum
Non-Resident	Non-profit	\$25/hr	\$100 deposit	
Non-Resident	Commercial	\$50/hr	\$100 deposit	2 hr minimum
Custodial fee		\$30/hr		as applicable

Non-Staffed Hours of Use:

Resident	Non-profit	\$50/hr	\$100 deposit	
Resident	Commercial	\$100/hr	\$100 deposit	3 hr minimum
Non-Resident	Non-profit	\$100/hr	\$100 deposit	
Non-Resident	Commercial	\$200/hr	\$100 deposit	3 hr minimum
Custodial fee		\$30/hr		as applicable

1. Cleaning Fees: Any custodial work required to return a room to its original furniture configuration or state of cleanliness shall be charged to user groups at the rate specified above.
2. Security Deposit: A security deposit is required for all reservations. In the case of multiple reservations per year, the security deposit will be held on file with the City of Bowie.
3. Payment methods: Cash, check (payable to CITY OF BOWIE), or credit card (VS, MC, DIS, AMX) are required at the time of reservation.

F. AUDIO & VISUAL EQUIPMENT:

- The City provides limited audio/visual equipment. Users are not permitted to use the City audio/visual equipment that may exist in rooms, other than what is specified for each room on the reverse side of this document. A portable projector is available at the reception desk of each facility. Please contact us in advance to confirm availability.

G. LIMITATIONS:

1. The City of Bowie may refuse future applications from a group that has failed to meet past obligations, caused property damage, has displayed irresponsible or disruptive behavior, or whose activity is deemed to be inappropriate for a public building.
2. The City reserves the right to review the Articles of Incorporation, Charter, Bylaws or other documents indicating the legal status of an organization.
3. Because of a high demand for public meeting space, groups who do not show up for scheduled meetings without notifying the City may have future meeting dates removed from the calendar.
4. The City reserves the right to review and require insurance coverage for groups reserving rooms and may require a policy naming the City as additionally insured.
5. No athletic events will be permitted in the room(s).
6. No worship services will be permitted in the room(s) during staffed hours.
7. No running, ball playing or similar activities are permitted.
8. Private social functions, such as weddings, wedding receptions, anniversary celebrations, bar mitzvahs, bat mitzvahs, baby showers, birthday parties, and similar activities are prohibited.
9. The collection of fees by a user group is prohibited; except fundraisers by Bowie based non-profit groups, where the majority of funds collected are returned to the community through programs which benefit the City or its citizens.
10. The possession and consumption of alcoholic beverages is prohibited.
11. Groups must use the assigned room. Groups may not relocate to a vacant room or space without permission of the Building Monitor.
12. Smoking is prohibited on all City property.
13. Food and drink is prohibited in the Multi-purpose Room (CR 101) at the Kenhill Center and the City Manager's Conference Room (Room 201) at City Hall.
14. For safety reasons maximum capacity figures have been assigned to all meeting rooms. Users agree to abide by those numbers.
15. The City of Bowie reserves the right to amend these rules and procedures at any time as deemed necessary for the well-being and security of occupants.

H. REFUND POLICY:

1. A refund of the security deposit may be obtained at the conclusion of a user group's need for a conference room at either facility by making a request in writing on the organization's letterhead.
2. All security deposit refunds are returned in check form made payable to the organization.
3. A full refund of fees paid will be issued to groups that cancel a reservation with more than 7 calendar days' notice.
4. No refund of fees paid will be issued to groups that do not cancel or cancel a reservation with less than 7 calendar days' notice.
5. EXCEPTION: Cancellations made with less than 7 calendar days' notice because of major, regional weather conditions or other such natural disaster conditions impacting public safety, fees will be refunded upon written request.

Remittance Address:  
 City of Bowie  
 Department of Community Services  
 15901 Excalibur Road  
 Bowie, MD 20716  
 Attn: Room Reservation Request