

# Allegany College of Maryland

12401 Willowbrook Road  
Cumberland, MD 21502  
April Higson, Contact Person  
301-784-5265 or ahigson@allegany.edu

## REQUEST FOR USE OF COLLEGE FACILITIES

Organization Name \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_  
Billing Address \_\_\_\_\_  
\_\_\_\_\_

### SPECIFIC FACILITIES REQUESTED:

Locker Room(s) Men \_\_\_\_\_  
Women \_\_\_\_\_

\_\_\_\_\_ Baseball Field  
\_\_\_\_\_ Soccer Field  
\_\_\_\_\_ Football Field (Track Enclosed)  
\_\_\_\_\_ Practice Field (Behind Soccer Field)  
\_\_\_\_\_ Practice Field (Behind Tennis Courts)  
\_\_\_\_\_ Tennis Courts  
\_\_\_\_\_ Mile Track (Dirt)  
\_\_\_\_\_ 1/4 Mile Track (Macadam)

\_\_\_\_\_ **Swimming Pool (Charge \$40 per hour)**  
**One Lifeguard Required Per 50 people**  
**100 people maximum**

**Special Events or Weekend Lifeguard(s) will be provided by the college at an additional cost of \$10 per lifeguard/per hour. This should be paid directly to the lifeguard at time of event. Thanks!**

Number of Persons Attending \_\_\_\_\_

Day(s) of the Week \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

Hours Requested \_\_\_\_\_

Specific Nature of Event \_\_\_\_\_

I have read the policies and guidelines for use of the Allegany College of Maryland facilities and acknowledge that I will adhere to them.

Print Name: \_\_\_\_\_ Signature \_\_\_\_\_

The representative or chaperone is directly responsible for the group.

NAME OF ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

\*\*\*\*\*

FOR OFFICE USE ONLY: APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

ATHLETIC DIRECTOR (for Gym Area) \_\_\_\_\_

Steve Bazarnic

CHARGE \$ \_\_\_\_\_

**MAKE PAYABLE TO ALLEGANY COLLEGE OF MARYLAND**

**Payment for lifeguarding duties should be made directly to lifeguard at the time of event. THANK YOU!**

Allegany College of Maryland does not discriminate against any individual for reasons of race, sex, color, religion, national or ethnic origin, age, veterans status, or conditions of disability in the admission and treatment of students, educational programs and activities, scholarship and loan programs, hiring of faculty and staff, or any terms and conditions of enrollment or employment. The College complies with applicable state and federal laws and regulations prohibiting discrimination.

# Allegany College of Maryland

## Policy on Use of College Facilities

### By Off-campus and On-Campus Organizations

*“Allegany College of Maryland strives to promote a College that enhances lives and the community through education and service. We welcome the public and service providers to our campus. All visitors are expected to conduct themselves appropriately and lawfully at all times. ACM reserves the right to deny entrance to the College or to remove persons from the College grounds who pose a safety risk to our students, faculty, staff, other visitors, or property.”*

Fee schedules set forth in this policy do not cover all indirect costs to the College for maintenance of its buildings and grounds. In some cases, fees may be adjusted to account for particular activities proposed by visiting groups.

#### Important Considerations Regarding Facility Use

1. An application for use of the College facilities must be completed and submitted to the contact person.
2. ACM does not strive to make any type of judgment regarding the importance or priority of one request over another. Facility usage is on a first-come basis. College events will be given priority if a conflict of time exists.
3. The College will send an invoice to the contact person of the requesting organization after the paperwork for the event has been processed. Payment must be made within 15 calendar days of the date of facility use.
4. No one may possess or use on College property any firearms, guns (including BB guns), knives, or other dangerous or deadly weapons of any kind unless expressly permitted by the President. Please see the Student Handbook, Code of Student Conduct (Sec 8, C1).
5. No drinking or food is allowed in the gym. No alcoholic beverages are permitted on campus at any time.
6. Allegany College of Maryland is a Smoke-Free, Tobacco-Free institution at all ACM campuses and centers. Smoking and tobacco use, in all its forms, is prohibited.
7. Nothing that will scar, gouge, scrape or otherwise damage the floor or walls may be used.
8. Community organizations are responsible for the orderly conduct of their members while using the College's facilities.
9. Any individual or group activity that requires more than routine clean-up may be assessed an additional fee for the time.
10. The piano may not be used or moved without the permission of the contact person (pertains to the Somerset County Campus only).
11. Campus facilities are not open to church groups or religious organizations for regular religious services or special related events or activities.
12. ACM reserves the right to deny the use of any facility to individuals or groups who fail to comply with any of the stated guidelines listed in this policy document. Any organization sponsoring an activity on campus will be held strictly responsible for any and all damage caused to College equipment or property which occurred during their scheduled and approved time of facility usage.

Allegany College of Maryland prohibits sexual misconduct and sex discrimination by or against all students, employees, and campus guests. If you have any questions or concerns or if you need to make a complaint, contact ACM's Title IX Coordinator, Dr. Renee Conner in CC-152, by email at [rconner@allegany.edu](mailto:rconner@allegany.edu), or by phone at (301) 784-5206. For detailed information about policy, procedures, and prevention education, see [www.allegany.edu/titleIX](http://www.allegany.edu/titleIX).