

# **Instructions for Application For Use of the Gathering Place Community Room and Multipurpose Room at Severn Senior Activity Center**

1. Please fill in the Application for Use of County Space form
  - a. All requested information on the form is required for processing
2. Please fill out the Use of County Space License Agreement by:
  - a. Noting your group's name in the paragraph 1,
  - b. Noting the location of the requested room and dates in paragraph 1,
  - c. Indicate the number of attendees for the event in paragraph 8,
    - i. Initial understanding that the attendees for the event shall not exceed the capacity
  - d. Indicate review and understanding of the License Agreement Rules via initials in paragraph 9,
  - e. Indicate understanding what food can be brought into the center for the event by initialing paragraph 10,
  - f. Noting the name and contact information of your group in paragraph 14, and
  - g. Signing the agreement on page 5
3. Submit the completed application to the director of the Severn Senior Activity Center:
  - a. Via email at [agscot23@aacounty.org](mailto:agscot23@aacounty.org) **OR**
  - b. Via mail to:
    - i. Severn Senior Activity Center  
ATTN: Daniel Scotten  
1160A Reece Road  
Severn, MD 21144
  - c. You may also drop the completed application off at the Severn Senior Activity Center

4. The director of the senior activity center will determine if the community room is available on the requested date(s). If the room is available on the requested date(s), you will receive a signed license agreement.
5. Please use email, if possible, to expedite processing of the agreement.
6. Please remember to initial and sign the license agreement as indicated.