



Rules For Use of Meeting Rooms

- The Fire Marshal limits the capacity of the meeting rooms to the following:

Multi-purpose Room: 164

Prangley Room: 117

- Meeting rooms are locked when not in use. Keys are available from the Police Communications Office on the second floor. Each set of keys opens the meeting space and restrooms. Rooms must be locked after use and keys returned to the Police Dispatcher on duty.
- Events held in the Prangley Room may not interfere with the normal operation of the Police Department. Minimal amplification is allowed. However, due to the proximity of the police communications center, if at any time dispatch operations are challenged by amplification, guests will be asked to turn off all amplification. We thank you for your understanding of our need to keep all residents, personnel and visitors safe.
- Meeting rooms must be left in a neat and orderly condition. All signage, decorations, displays must be taken down and removed at the end of the meeting. Full trash bags should be taken to the dumpster at the side of the building in the parking lot. Groups are responsible for any damage to the building, furniture or equipment and any extra cleaning that is required.
- Decorations and signs may NOT be affixed to walls using tape, glue or other adhesives, thumbtacks, pushpins or nails.
- Kitchen facilities are available for the preparation of light refreshments which do not involve cooking. Kitchens must be left clean and free of trash, and all food items must be removed.



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- The City of Hyattsville is not responsible for any equipment or items left in the meeting rooms.
- Adequate adult supervision of minors is required at all times and children should remain in the room during events. Playing on the elevators and stairs and running through the building is not allowed.
- Smoking, candles, matches, incense and other potential fire hazards are not permitted.
- Alcoholic beverages are not permitted without written permission from the City Administrator.
- Meeting rooms close at 11 pm.
- Failure to comply with these rules could result in the denial of future reservation requests and the forfeit of the reservation deposit.

For questions, please call 301-985-5000 during office hours – Monday through Friday, 8:30 a.m. to 5:00 p.m.