



Reservation Policies for City of Hyattsville Meeting Rooms

The City of Hyattsville makes rooms available to support City resident groups and nonprofits that strengthen our community. The policies below seek to ensure that the rooms are used for these purposes, and that they are kept clean and accessible. The rooms subject to these policies include the Multipurpose Room (first floor) and the Prangley Room (second floor) in the City Administrative Building at 4310 Gallatin Street.

- Rooms may be used only for the meetings and activities of the following types of organizations:
 - Resident groups in which more than one fourth of members are City residents. Proof of resident status may be required.
 - Nonprofit organizations that are located in the City.
 - Government organizations and elected officials.
- Rooms may not be used for events that are:
 - Partisan or campaign related (except for a candidate's forum for City elections, if conducted by a neutral community oriented public service organization).
 - Religious worship/services.
 - Celebrations (for example - birthday parties, baby and bridal showers, wedding receptions, holiday parties, staff celebrations, etc.).
 - Events that require an entrance fee.
- Rooms may not be reserved more than four months in advance.
- Room reservations are subject to cancellation at any time by the City. The City will always attempt to seek alternatives before cancelling a public reservation, including relocating the reservation or finding a suitable alternate date.
- Room reservation priority is as follows: 1) City events, 2) City-sponsored events, 3) Hyattsville organization and resident-group events.
- Room reservations are free. However, from all non-governmental users a \$50 deposit is required. If the room is left damaged or dirty, the deposit will not be returned and an additional \$50 deposit will be required before another reservation is allowed.
- Room reservation cancellations must be received at least seven days in advance. Unless the cancellation was for an emergency, residents and organizations will be charged \$10 from their deposit, and an additional \$10 will be required for subsequent reservations.
- When planning events that include significant sound amplification, the Prangley Room cannot be reserved, as the amplification interferes with the police dispatch center.