



Town of North East

Application for Use of the Old Town Lock Up

102 West Cecil Avenue, North East MD 21901

Applicant Information

Applicant / Organization Name: _____

Primary Contact: _____

Email: _____

Phone: _____

Date: _____

Mission

The Town of North East seeks to utilize the restored Old Town Lock Up in a manner that:

- Preserves the building's historic character;
- Encourages meaningful community engagement;
- Promotes civic-minded activity;
- Draws residents and visitors into Town; and
- Maintains a clean, historically appropriate appearance, including the requirement that all materials and supplies stored on-site remain hidden from public view and reasonable in volume.

Examples of mission-aligned uses may include, but are not limited to: arts programming, museums or exhibits, educational events, and organizations that promote civic engagement.

Application Questions

1. Describe how the applicant's proposed use aligns with the Town's mission for the historic property:

2. Explain how the applicant's presence or activities will generate positive economic or tourism impact for the Town:

3. Does the applicant intend to use the space on a continual/ongoing basis or for single-event or limited-duration use?

- ☐ Ongoing Use
☐ Single Event(s)
☐ Seasonal / Periodic

Describe:

4. If ongoing, applicants must maintain consistent, publicly posted hours of accessibility.
Proposed public hours:

5. Describe whether the proposed use requires any modifications or presents any risks to historic features:

6. Does the applicant have the capacity and willingness to share the space with other organizations if scheduled use overlaps or if the Town establishes a shared-use model?

☐ Yes

☐ Potentially, with conditions

☐ No

Explain:

7. Applicants must demonstrate adequate operational capacity (staffing, experience, readiness) to responsibly use and manage the space.

Provide details:

Applicant Certification

I certify that the information provided in this application is accurate to the best of my knowledge and that I understand and agree to comply with all requirements, policies, and regulations outlined in this document.

Applicant Name (Printed): _____

Applicant Signature: _____

Date: _____

Policies and Regulations for the Use of the Old Town Lock Up

The Old Town Lock Up is a historic, Town-owned facility made available for limited public use. All approved uses must support community, educational, or civic purposes while preserving the character, integrity, and historic significance of the building.

General Use and Disclaimer

- Permission to use the Old Town Lock Up does not constitute endorsement by the Town of North East of any group's beliefs, policies, programs, or viewpoints.
- Groups may not issue publicity or promotional materials implying Town sponsorship or endorsement. The Town reserves the right to post appropriate disclaimers within the facility.
- The Town Administrator, or a designated representative, reserves the right to review any handout materials, displays, or press releases associated with use of the facility.

Prohibited Uses

The Old Town Lock Up may not be used for:

- Sectarian or denominational religious services or exhibits;
- Partisan political meetings, campaign events, or exhibits involving specific candidates or ballot questions.
- Any group advocating for or associated with, in any degree, unlawful conduct or exercising unprotected speech.

Access and Conduct

- Meetings or events may not exclude members of the press.
- Use of the facility may not disrupt Town operations or staff.
- All participants must comply with applicable Town policies, regulations, and local laws.
- Disorderly conduct or violation of these policies may result in immediate termination of use.

Revocation of Permission

- The Town reserves the right to deny or revoke permission to use the Old Town Lock Up.
- The Town Administrator may cancel or deny use by any group found to be disorderly or in violation of these regulations.

Property and Liability

- The Town assumes no responsibility for the loss, theft, or damage of personal property or equipment brought into the facility.

- Items belonging to any group may not be stored or left in the facility before or after approved use.
- Any damage to the Old Town Lock Up or its contents shall be repaired or replaced at the expense of the responsible individual, group, or organization.

Food, Smoking, and Clean-Up

- Light refreshments may be permitted with prior approval.
- All food, beverages, and debris must be removed immediately following use.
- Smoking is prohibited in all Town-owned buildings, including the Old Town Lock Up.

Reservations and Agreement

- Reservations must be made by an adult (18 years or older) authorized representative of the organization.
- By signing the use agreement, the representative agrees to be financially responsible for any damage to Town property resulting from use of the facility.
- Reservations may be tentatively scheduled by phone; however, final approval requires execution of this agreement.
- No use of the Old Town Lock Up may occur prior to the signing of this document

Acknowledgement and Agreement

Signature: _____

Printed Name: _____

Date: _____

Approval Signature [Town Of North East Staff]

Name and Title