

# WOODLAND HILLS HOME OWNERS ASSOCIATION

## BLOCK PARTY / NEIGHBORHOOD EVENT APPLICATION

**THIS APPLICATION MUST BE SUBMITTED AT LEAST ONE (1) MONTH PRIOR TO THE DATE OF THE EVENT. APPLICANT MUST BE CURRENT WITH ASSESSMENTS AND FREE OF ANY ARCHITECTURAL VIOLATIONS.**

This application may be printed and mailed to:

**Woodland Hills HOA, c/o Metropolis, 4307 Gallatin Street, Hyattsville, MD 20781**  
or emailed to Staci Richardson: [staci@mymetropolis.net](mailto:staci@mymetropolis.net).

**Applicant Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Event Location:** \_\_\_\_\_

(Please attach a map)

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Rain Date:** \_\_\_\_\_

**EVENT DESCRIPTION** (include equipment, seating, cooking, etc. you plan to use, number of parking spaces or common ground area you would like to reserve):

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**APPLICANT SIGNATURE** (Applicant must conform to the requirements listed on page 2)

### FOR WOODLAND HILLS HOA BOARD OF DIRECTORS USE ONLY

☐ **APPROVED**

☐ **DENIED**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE



## **BLOCK PARTY / NEIGHBORHOOD EVENT REQUIREMENTS**

1. According to the Woodland Hills Home Owners Association (the “Association”) Covenants, any private use of common areas requires approval from the Board of Directors. The request for the private use of any common area should be accompanied by a detailed description of the planned activity, including, but not limited to, the specific area needed, the hours of the event, equipment to be brought in and used, **approval from the City of Gaithersburg and the City’s Fire Marshal if city streets are affected** in any way, and a list of homes that will be affected in any way.
2. The applicant **may not** interfere or otherwise encroach upon common areas within Woodland Hills and city street (as indicated by city officials) without approval from the appropriate authorities. It is the applicant’s responsibility to obtain all the required approvals prior to event.
3. The Authority of the Association extends **only** to permission to occupy common area(s) within the community. Our issuance of this permit does not relieve the participants of their obligation to obey all applicable State and County laws. You may contact the Police if you desire information relative to any specific law (i.e. excessive noise, public nuisance, etc.).
4. The applicant **must** provide a written notice seven (7) days in advance of the event to residents of all properties abutting the common ground area(s) roadway(s) listed on this permit.
5. Vehicle and pedestrian access to properties abutting the common ground area(s) listed on this permit **must** be permitted where possible; **Emergency Vehicles Shall Be Permitted Passage At All Times.**
6. Personal vehicles displaced by this event and any vehicles driven by any of your non-resident invitees (those who live outside Woodland Hills) must be parked in the customarily under-utilized parking spaces located within Woodland Hills. Outside of parking space(s) reserved for this activity, you must in no way interfere with the normal parking of other residents in the community.
7. All equipment must be promptly removed after the event is over and all trash promptly collected and stored on the applicant’s property until next available trash pick-up.
8. Departure from or unauthorized extension of this limited approval may result in a call to the police and forced closure of the event.

