

APPLICATION FOR USE OF CITY PARKS

Today's Date: _____

Contact Name: _____

Organization: _____

Mailing Address: _____

Email: _____

Daytime Phone No.: _____ Evening Phone No.: _____

PARK REQUESTED: _____

Description of Event: _____

- Pavilion
- Baker Park -
 - Carillon / Bell Tower Area
 - Gazebo
 - Multi-purpose fields
- Courts (Basketball, In-line, etc.)
- Other: _____

DATE(s): _____
TIME(s): From: _____ To: _____

Check any City Assistance Needed (if available):
___ Bathrooms ___ Electricity ___ Lights
___ Other - details: _____

Will participant(s) be charged a fee: ___ No ___ Yes (If yes, we will need detailed budget of your proposed activity: \$ _____)

Will admission be charged to the event: ___ No ___ Yes (If yes, amount \$ _____)

Will vendors be at the event: ___ No ___ Yes Number of people expected: _____

**PLEASE CALL 301-694-1492 FOR WEEKEND AND HOLIDAY ASSISTANCE.
ALWAYS CARRY PERMIT WITH YOU DURING EVENT IN CASE OF CONFLICT AT SITE.
NO ALCOHOLIC BEVERAGES SHALL BE PERMITTED IN CITY PARKS BY CITY
ORDINANCE (unless otherwise approved by the Mayor and Board of Aldermen per Section 15-26).
VIOLATORS WILL BE PROSECUTED.**

*City of Frederick / Department of Recreation
WAIVER AND FACILITY PERMIT*

It is hereby agreed and understood that the above Facility is reserved, as specified, for the use of the above named person and/or User. The Facility reserved is subject to inspection by any authorized representative of The City of Frederick in order to assure proper use of City property. This permit must be in the possession of the User to whom it is issued and shown upon request to any of the above-mentioned representatives.

The user assumes personal liability and responsibility for any and all costs of cleanup of the premises, loss, breakage, damage to or removal of City property and further assumes liability and responsibility for the conduct and good order of the group and its invitees and guests.

The User shall be responsible for any and all loss, damage or injury to any and all personal property that it or its agents, representatives, invitees or guests, may bring to, store at, or leave at the Facility, and shall indemnify and hold harmless The City of Frederick and any department, agent, official and/or employee thereof for any personal injury incurred during, or as a result of such use. The User further agrees to abide by all procedures, policies, and rules governing use of the above-mentioned facility.

Witness the hand and seal of the User as of the date indicated below.

User: _____ Date: _____

Any User under the age of 21 must have the signature of a parent or guardian who shall assume any and all responsibility and liability as set forth above and the person signing must be in attendance at the rental event.

Parent/Guardian: _____ Date: _____

APPROVED: _____ **Date:** _____
 City of Frederick Representative

**PLEASE NOTE APPROVAL FOR USE OF THIS FACILITY IN YOUR RECORDS.
 THANK YOU!**

FOR OFFICE USE ONLY	
Rental Fee: \$ _____ <input type="checkbox"/> Cash Date Paid: _____ <input type="checkbox"/> Check Staff: _____ <i>Recreation Director's Approval:</i> _____ Date: _____ DENIAL - If denied, reason why: _____ _____ _____	Forward to Parks & Recreation Commission? <input type="checkbox"/> Yes <input type="checkbox"/> No Director's Comments: _____ _____ _____ This request will be presented to the Parks and Recreation Commission on _____ at 7:00 p.m. at the Talley Rec Center located at 121 North Bentz Street, Frederick. <input type="checkbox"/> Approved <input type="checkbox"/> Denied – reason for denial: _____ _____

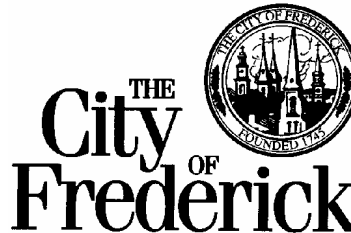
Cc: City Police Department Park Enforcement Officer / Jesse Goode
 Building Department / Vendor-Peddler License

The City of Frederick welcomes the opportunity to serve you as a rental patron at our facilities. Please read the following guidelines in their entirety for important information pertaining to pavilion use:

1. Any individual or organization wishing to reserve a part or portion of a park property owned by The City of Frederick first must apply for and receive a permit from the City for exclusive use. Any individual or organization wanting to ensure use of park restroom facilities for a specific date and

**RECREATION
DEPARTMENT**

Date of Application:	
Date Received:	
Date of Approval:	
Date of Issuance:	



William R. Talley Rec Center
121 North Bentz Street
Frederick MD 21701

301-694-1493
FAX: 301-631-2940
www.cityoffrederick.com

time also must apply for and obtain a permit from the City. Permit applications may be obtained from the City Recreation Department. Such permits are required in order to coordinate multiple uses of limited space, to assure preservation of the park facilities, to prevent uses that are dangerous or unlawful and to assure financial accountability for damages.

2. All established organizations (YMCA, FBA, churches, etc.) must complete the application and include a certificate of insurance in the amount of one million dollars, naming The City of Frederick as additionally insured. Private groups for family picnics, weddings, reunions, etc., are exempt from providing insurance.
3. Staff will be required to monitor any music levels and make certain the decibels do not exceed 60 (Sec. 15-21).
4. Park all motor vehicles in designated parking areas ONLY. At no time will vehicles be allowed to park on the grass in any City park. Event coordinators may unload/load vehicles near pavilion/area, but vehicle must be moved immediately – NO EXCEPTIONS. (Sec. 15-34)
5. Between the hours of 12:00 noon and 1:00 p.m. every Sunday, there cannot be any music or speaking at the bandshell. This is because of a prior agreement between the City and the carillonneur who performs the weekly concert at this time.
6. All trash must be placed in the appropriate receptacles at the parks, unless using a trash-free park, in which case, the user group must remove all trash.
7. Please clean off tables and pick up all trash, making sure any full bags are tied to prevent trash blowing in nearby neighborhoods.
8. ***THERE WILL BE NO ALCOHOL IN ANY CITY PARK.*** This is a City Ordinance, with no exceptions, and violators will be prosecuted. (Sec. 15-26)
9. The City cannot provide sports equipment, sound systems, tables, and/or chairs for private rentals in the parks.
10. Please abide by the times approved on your application, making sure you allow for set-up and clean-up time. Official park closing time for ALL City parks is 10:00 p.m. (Sec. 15-28).
11. Basic electricity is available at most pavilions. Electrical service will support limited use of items such as radios, CD players, small cookware and small residential appliances. For larger needs, you must supply an independent power source.
12. Any requests for refunds must be done, in writing and submitted to this office at least ten (10) days before scheduled use in order to be considered. All reservations are rain or shine and the City does not give refunds due to inclement weather.

13. Rental fees are due no later than ten (10) business days before your reservation.
14. Make sure charcoal is completely out before leaving the premises. If bringing personal grills, they are permitted in the picnic areas only.

The City of Frederick reserves the right to revoke a user's permit and/or refuse rental for any or all of the following:

- Failure to pay the rental fee when due
- Rental patrons are not conducting an event in an orderly manner
- Damage is done to the area
- Users/Patrons repeatedly do not adhere to users' responsibilities

This is a permit, not a binding contract to rent sports facility.

For sport facility reservations, please call 301-694-1493
 Fax: 301-631-2940



CITY OF FREDERICK DEPARTMENT OF RECREATION FEE SCHEDULE

RENTAL RATES FOR PARK PAVILIONS & BANDSHELL

Yard Sale permits - \$25.00 City residents; \$50 Non-City residents

Pavilions: Pavilion rentals do NOT include field areas.

Small pavilions and/or pavilions with no restrooms: Baughman's Babee, Catoctin Avenue, E. 3rd Street, Gazebo, Grove, Hillcrest, Sagner, and Stonegate

City residents - \$15.00 Non-City residents - \$30.00

Medium pavilions: Greenleaf, Lake Coventry, Monarch Ridge, South End, Walnut Ridge, Whittier Lake and Willowbrook

City residents - \$30.00 Non-City residents - \$60.00

Large pavilions: Amber Meadows, Carrollton, College Estates, Harmon, Hill Street, Monocacy Village, Mullinix, Maryvale, Overlook, Riverwalk, and Rosedale

City residents - \$50.00 Non-City residents - \$100.00

Bandshell – City residents - \$100.00; Non-City residents - \$200

This fee will be charged whether or not there is music. Note: there are many stipulations to using the bandshell, please refer to policy & regulations in the application package.

Bandshell restrooms ONLY – City \$15.00; Non-City \$30.00