



RECREATION CENTER APPLICATION FOR RENTAL

All rental requests must be received 10 business days prior to your requested reservation date(s). \$100 deposit is due once rental is approved to hold the reservation. Total Fee is due 10 business days prior to first date of reservation.

Name of Renter/Organization: _____
 (as listed on Certificate of Insurance)

Specific Purpose of Use: _____ Estimated attendance: _____

Contact Person: _____ E-mail: _____

Primary Phone: _____ Secondary Phone: _____

Street Address: _____
 (as listed on Certificate of Insurance)

City: _____ State: _____ Zip Code: _____

Non Profit Status#, if applicable: _____

**The Charging of Admission or selling of food or goods in not permitted in any
 Frederick County Recreation Center.**

Application Deadlines (Recreation Centers are closed in August):

Fall	September-October	Due 8/1	Spring	March-May	Due 2/1
Winter	November-March	Due 10/1	Summer	June-July	Due 5/1

Applications will be accepted no earlier than thirty (30) days prior to the seasonal deadline.

Hourly Rates:

Hourly Rental Rates	RC (Rec Council)	YO (Youth Org.)	S (Standard)
Gymnasium	\$20	\$24	\$33
<i>Out-of-County</i>		\$36	\$50
Rec Room	\$10	\$14	\$17
<i>Out-of-County</i>		\$21	\$25

Facility rentals are granted in order of priority (see below).

Priority Order	Group	Rental Rate
First	Board of Education (with 30 days notice)	N/A
Second	PTA/PTO, school affiliated groups and state education agencies (with 30 days notice)	N/A
Third	Frederick County Division of Parks and Recreation (DPR)	N/A
Fourth	DPR Volunteer Recreation Councils/Frederick County Government agencies (in designated areas)	RC
Fifth	Public non-profit recreation providers (non-profit status proof required) and DPR Recreation Councils (outside designated areas)	YO
Sixth	Public recreation providers serving Frederick County residents 18 years of age and younger.	YO
Seventh	Private education agencies, other users such as volunteer, improvement, private, service, religious, social, and civic	S
Eighth	Activities provided by organizations primarily serving non-Frederick County residents or organized by a private business	S

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Reservations can be held Monday-Friday, 4:30-10:00pm and Saturday-Sunday, 8:00am-10:00pm, depending on availability.

When selecting dates and times there is a minimum 2- hour minimum rental for use. Include set-up and clean-up times. Any use of facilities outside of permitted time will be charged time and a half the normal rate. Blanket applications will be denied. Certificate of Insurance must be submitted with your application. The rec room cannot be reserved independently. Frederick County Division of Parks and Recreation reserves the right to deny use to any group at any time.

Practice schedules must be submitted 7 days prior to first date of reservation. *(Must include date/time/coach/team name)*
Game schedules are due 7 days prior to first game. *(Must include date/time/home team/away team/game duration/location)*

Recreation Center Requesting *(complete a separate application for each Recreation Center):*

Centerville	Middletown	Rock Creek*	Thurmont
Deer Crossing	Oakdale	Sugarloaf	Tuscarora

Rec Room	Gym	Date	Start Time	End Time	Practice/ Game or Other	Estimated Attendance	Office Use Only	
✓	✓	9/1/19	4:30 pm	7:30 pm	Practice	25		

***Rock Creek Recreation Center** may only be reserved by organizations and groups that serve youth with disabilities or special needs. Does your reservation meet this qualification? Yes No
 If yes, Please include specific details of how this population will be served: _____

RECREATION CENTER RULES AND POLICIES

We are happy to provide a place for your activity. Please abide by our rules while using our facility. Please read the following rules and code of conduct. You will be asked to sign the bottom to acknowledge you understand the rules. It is the rental organizations/individual renter's responsibility to make certain that all coaches, parents, and participants are aware of and comply by these rules

1. Frederick County Division of Parks & Recreation (DPR) activities are made available for youth and adults to enjoy participating in an environment of camaraderie and sportsmanship. DPR supports the belief that all recreational experiences should be positive and safe with sportsmanship and enjoyment the primary goal. DPR is committed to providing a safe and welcoming environment for all participants and guests. To promote safety and enjoyment for all, DPR asks individuals to act appropriately at all times while they are visiting our facilities or participating in our activities. Participants and spectators will be held accountable for their behavior and zero tolerance given for intentional violation(s) of this Code of Conduct.
 - A representative from your organization **must be present** throughout the duration of the reservation.
 - Treat all parties involved with dignity and respect.
 - Use appropriate language, tones and volume when communicating. Angry or vulgar language including swearing, name calling or shouting is prohibited.
 - Aggressive behavior, verbal or physical intimidation/abuse, and violence are prohibited. Physical contact with another person in a threatening way is prohibited. Harassment or intimidation by words, gestures, body language or menacing behavior is prohibited.
 - Inappropriate, threatening or offensive displays/conduct is prohibited.
 - Children are to be monitored at all times by an adult. This includes players under 18 years of age without an adult who is representing the organization present.

Participants and guests are encouraged to be responsible for their personal comfort and safety. If a member or guest ever feels uncomfortable with a negative action of another individual, they should report the behavior to DPR staff. Participants and guests should not hesitate to notify a staff person if assistance is needed.

2. You have reserved a section of time and a specific facility space.
 - Use only the portion of the facility that you have requested. Refrain from having persons associated with your group in areas other than those reserved. Alarms are positioned throughout the facility to prohibit entrance to non-monitored areas. Participants must enter and exit through the rec center main entrance only.
 - Reservations are only available for use by the applicant and/or organization(s) named on the valid Certificate of Insurance and application. You may not sublet any portion of your reservations to another user group. **Renter must have a representative on-site at tournaments to monitor the facility and activities at all times.**
 - Please be respectful of other organizations' reservations and enter and leave as scheduled. Any set-up or clean-up time must be included in the time reserved on your permit. Any reservation that exceeds their allotted permitted time will be charged time and half for the additional hours.
 - Participants may not enter the facility without a Recreation Staff person present.
 - Frederick County Division of Parks and Recreation will arrange equipment usage such as chairs, tables, etc. upon request and availability. Renters are responsible for set-up and clean-up. The on-site Recreation Staff will assist.
 - Do not move furniture and equipment without the consent and advisement of the on-site Recreation Staff.
 - Leave areas in the same or better condition than found. This includes outdoor grounds and the parking lot.

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- Food and drinks are prohibited in the gymnasium (except water).
 - Do not sit, lean, or run against the divider wall that separates the gym and cafeteria.
 - Please notify the Recreation Staff immediately in the event of any problems such as spills on the floor, broken equipment, and any other facility issues.
 - Please wear sneaker-type shoes that will not scuff or mark the floor.
 - There is absolutely NO DUNKING or SLAPPING THE BACKBOARD.
 - The basketball backboards cannot be adjusted by anyone other than on-site Recreation Staff. Exception: Deer Crossing Rec Center -goals may not be adjusted.
3. Any conduct that may jeopardize the safety of others, or of an individual or of groups in question is prohibited.
- Theft, vandalism or behavior that results in the damage/destruction of property is prohibited.
 - Carrying or concealing any weapons, devices or objects that may or could be used as a weapon is prohibited.
 - Using or possessing illegal chemicals/substances on DPR property, or at DPR-sponsored activities.
 - Alcohol/Tobacco/Vaping products are strictly prohibited on FCPS school property.
4. Recognize DPR programming as a privilege that can be retracted for the greater good.
- Become knowledgeable, understanding and supportive of all established guidelines, rules, policies and procedures applicable to the related activity.
 - When an incident occurs at an DPR activity/facility, DPR officials have the authority to institute immediate suspensions. DPR officials will offer to escort the offending individual(s) from the activity/facility. If the offending individual(s) refuses to leave the premises, local law enforcement will be contacted immediately.
 - It is DPR's desire that situations never warrant the removal of an individual from any activity or facility. However, it is our obligation to maintain a controlled, safe and healthy atmosphere for everyone. Recreational activities are designed to foster qualities such as character building, social interaction, enjoyment and relaxation while educating the general public and promoting healthy lifestyles.

Cancellation & Refund Policy

Refunds or Credits will be granted for rental dates that are not used by the applicant when a refund or credit request is made at least 10 business days prior to the date(s) in question. A minimal 20% processing fee will be charged per refund transaction. To avoid the processing fee, you may apply the credit to your account for future use. Any refund or credit requests for a facility rental that are received less than 10 days prior to the event will not be honored. Rental dates cancelled by the Frederick County Division of Parks and Recreation are automatically issued full refunds if make-up date cannot be arranged. Please allow at least 3 weeks for refunds to be processed.

Weather Cancellations: In the event of inclement weather, Frederick County Division Parks and Recreation may cancel a program when the safety of the participants or staff is in question. When the determination is made to cancel a specific program, Frederick County Division of Parks and Recreation will inform the public of all cancellations by updating the Program Cancellation Line. The Program Cancellation Line is 301-600-6291. **Frederick County Division of Parks and Recreation does not follow Frederick County Public Schools cancellation policy.**

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Concussion & Sudden Cardiac Arrest Policy

Organizations making reservations are required to comply with state law on concussions and sudden cardiac arrest under HEALTH - GENERAL § 14-501:

1. A youth sports program shall make available information on concussions, head injuries, and sudden cardiac arrest developed by the State Department of Education under §§ 7-433 and 7-436 of the education article to coaches, youth athletes, and the parents or guardians of youth athletes.
2. A coach of a youth sports program shall review the information provided in paragraph (1) of this subsection.
3. A youth athlete who is suspected of sustaining a concussion or other head injury in a practice or game shall be removed from play at that time.
4. A youth athlete who has been removed from play may not return to play until the youth athlete has obtained written clearance from a licensed health care provider trained in the evaluation and management of concussions.
5. Before a youth sports program may use a facility owned or operated by a local government, the local government shall provide notice to the youth sports program of the requirements of this section.

Insurance Requirement Checklist for Recreation Center Rental (See example attached at end)

1. The Certificate Holder must be:

**Frederick County, Maryland
c/o Risk Management
12 East Church Street
Frederick, MD 21701**

2. **General Liability** coverage with minimum limits of:
\$1,000,000 per Occurrence; \$2,000,000 General Aggregate
3. **FREDERICK COUNTY, MARYLAND and FREDERICK COUNTY BOARD OF EDUCATION** must be added as an Additional Insured for the specific event and date(s).
4. Address of applicant on the Certificate of Insurance must correspond with the address of the applicant
5. If policy requires additional insured status, the endorsement must be provided upon request.
6. Required insurance must be maintained for the duration of the lease or business relationship.
7. Required insurance is primary and non-contributory.

Subletting Gym Space: Reservations are only available for use by the applicant and/or organization(s) named on the valid Certificate of Insurance and application. You may not sublet any portion of your reservations to another user group.
Renter must have a representative on-site at tournaments to monitor the facility and activities at all times.

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I, _____ (print name), an authorized representative of the Renter, confirm that all information provided in this application is true, complete, and accurate. I have read and agree to abide by and enforce at all times all Frederick County Division of Parks and Recreation (DPR) policies and code of conduct provided by DPR for the rented facility/property, and that any damage and/or destruction of the above named property(s) will result in repair and/or replacement fees billed directly to me. I understand that any deviation from the policies may result in the removal of persons in the group or the entire organization from the facility and cancelation of the reservation. I agree to pay all costs pertaining to facility use 10 business days prior to the first use. Applicant's responsibility extends to participants, officials, and spectators.

To the extent allowed by law, Renter shall indemnify Frederick County, Maryland for any and all claims during the course of or in relation to the Renter's activities, including workers' compensation claims and the cost of defense. Renter will not hold Frederick County, Maryland liable for any accident or injuries during the course of or in relation to Renter's activities.

Signature of Applicant

Title

Date

Submission:

This is an electronic form. Please download or save to your computer. You will then be able to fill it out using the PDF reader on your computer. Please email completed forms to:

TStarick@FrederickCountyMD.gov

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COUNTY & SCHOOL FACILITY CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Buymore Insurance 123 Happy Street	CONTACT NAME: PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____ ADDRESS: _____ INSURER(S) AFFORDING COVERAGE: _____ NAIC #: _____ INSURER A : Be Safe Insurance Company 12345 INSURER B : _____ INSURER C : _____ INSURER D : _____ INSURER E : _____ INSURER F : _____
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INSURED
Name as shown on Registration

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____	XX		A1B2C3		XX/XX/XXXX	XX/XX/XXXX	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$							
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> HIRED AUTOS							COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED _____ RETENTION \$ _____							EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Frederick County, Maryland and the Frederick County Board of Education is an additional insured.

CERTIFICATE HOLDER Frederick County, Maryland c/o Risk Management 12 East Church Street Frederick, MD 21701	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <p style="text-align: center;">authorized signature</p>
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