



Catoctin Creek Nature Center Building Rental Application

Applicant must be at least 21 years of age to rent the building.

Name of Group: _____ Today's Date: _____
 Name of Applicant: _____ # People Expected: _____
 Street Address: _____ City: _____ State: _____ Zip: _____
 Home Phone Number: _____ E-Mail Address: _____
 Date of rental: _____ Alternative Date: _____ Start time: _____ End Time: _____

Rentals must fall outside normal operating hours, except by special request

Any rental requests within normal operating hours must be made 30 days in advance

Please select all that apply:

Non Profit:

\$35 (R)/\$52 (NR) per room per hour*; Program Room 1 or 2

Private:

\$55(R)/\$85(NR) per room per hour*; Program Room 1 or 2

Non Profit: (Patio Space)

\$80(R)/\$120(NR) for entire rental (Patio Space); Rental of Indoor space is required for all patio reservations.

Private: (Patio Space)

\$100(R)/\$150 (NR) for entire rental time (Patio Space); Rental of indoor is required for all patio reservations.

Capacity of Catoctin Creek Nature Center

Nature Center	340
Program Room #1	93
Program Room #2	68

Definitions and or General Description of Rates:

Non Profit: Proof of 501c3 status is required to qualify for this rate.

Private: Wedding's or Individual Event rate. Use of rental space for financial gain is prohibited.

Check here if you would like access to the Kitchen

*All rentals must pay for a minimum of 2 hours per reservation. Any portion of an additional hour will automatically incur another 1 hour charge.

Processing fees (See Rules and procedures for details): Refunds: 20% Processing Fee, Transfers: \$10.00,
Returned Checks: \$25.00

Applicant Signature: _____ Date: _____

A signed and dated Catoctin Creek Nature Center agreement must also be submitted with this application.

OFFICE USE ONLY:			
Date received: _____	Rules Sheet Signed: _____	ID received: _____	
Method of payment:	Amount Paid: \$ _____	Key Number: _____	
<input type="checkbox"/> Cash			
<input type="checkbox"/> Check # _____ (Checks made payable to "Frederick County Treasurer")			
<input type="checkbox"/> Credit Card (Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> Discover <input type="checkbox"/> Am Ex)			
Credit Card #:	• • •	Expiration Date:	

Mail or fax to:
Frederick County Division of Parks & Recreation
 355 Montevue Ln, Suite 100
 Frederick, MD 21702-8213
 Phone: 301-600-1646 • Fax: 301-600-2595