



# 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: \_\_\_\_\_

### Charging Admission/Selling food or goods:

We intend to charge admission to activities held during our reservation time: Yes  No

Food and/or goods are being sold during our reservation time (only permitted in the rec room): Yes  No

Must follow Frederick County Health Department Codes and Regulations. Please visit [md-frederickcountyhealth.civicplus.com](http://md-frederickcountyhealth.civicplus.com) for information.

If yes to either question above, please fill out a Special Request Application found on the website, [www.recreator.com](http://www.recreator.com).

### Hourly Rates:

Hourly Rental Rates	RC (Rec Council)	NP (Non Profit) YO (Youth Org.)	S (Standard)
<b>Gymnasium</b>	\$20	\$24	\$33
<i>Out-of-County</i>	\$30	\$36	\$50
<b>Rec Room</b>	\$10	\$14	\$17
<i>Out-of-County</i>	\$15	\$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 (FCDPR)	N/A
Fourth	FCDPR Volunteer Recreation Councils/Frederick County Government agencies (in designated areas)	RC
Fifth	Public non-profit recreation providers (non-profit status proof required) and FCDPR Volunteer Recreation Councils (outside designated areas)	NP/YO
Sixth	Public recreation providers serving Frederick County residents 18 years of age and younger.	NP/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

### Application Deadlines (Recreation Centers are closed in August):

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



## RECREATION CENTER RULES AND POLICIES

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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 Parks & Recreation (FCPR) activities are made available for youth and adults to enjoy participating in an environment of camaraderie and sportsmanship. FCPR supports the belief that all recreational experiences should be positive and safe with sportsmanship and enjoyment the primary goal. FCPR is committed to providing a safe and welcoming environment for all participants and guests. To promote safety and enjoyment for all, FCPR 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 FCPR 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 gym doors 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.*
  - *Participants may not enter the facility without a Recreation Staff person present.*
  - *Frederick County 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 FCP&R property, or at FCPR-sponsored activities.*
  - *Alcohol/Tobacco products are strictly prohibited on FCPS school property.*
4. *Recognize FCPR 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 FCPR activity/facility, FCPR officials have the authority to institute immediate suspensions. FCPR 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 FCPR'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 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 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 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)

**General Liability** coverage with minimum limits of:

\$1,000,000 per Occurrence; \$2,000,000 General Aggregate

**FREDERICK COUNTY, MARYLAND AND FREDERICK COUNTY BOARD OF EDUCATION** must be added as an Additional Insured for the specific event and date(s).

PLEASE NOTE THE FOLLOWING:

**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 (FCDPR) policies and code of conduct provided by FCDPR 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 field use 30 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.

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Signature of Applicant

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Title

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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:*  
[ParksandRecreation@FrederickCountyMD.gov](mailto:ParksandRecreation@FrederickCountyMD.gov)

