

## The Multi-Purpose Room at the Ballenger Creek Community Building Rental Rules and Procedures

### Alcohol

- No persons shall possess or consume alcoholic beverages on County Parkland except in accordance with the Alcohol Use Policy of the Division and with valid permit issued by the Division Director. *County Code #1-12-45*

### Animals

- No pets are allowed in the building.
- A special request form must be completed and approved if animals other than guide animals are to be in the building.

### Capacity - Standing

- The standing capacity of the entire building is 140 by authority of the Frederick County Fire Marshal.
- **BY ORDER OF THE FIRE MARSHAL:** If you are having **50 or more** persons in the building during your reservation, you must have a *Certified Crowd Manager* on site during your reservation. Please complete the **Certified Crowd Manager Online Training** at the following link: [Fire Marshal Crowd Manager Online Training](#) (\$19.95). **Please email a copy of the certificate to [ParksandRecreation@FrederickCountyMD.gov](mailto:ParksandRecreation@FrederickCountyMD.gov) no later than two weeks prior to your reservation.**

### Chairs/Tables

Renters may use the available tables and chairs. Please do not drag the tables and chairs.

- 10 round tables - 5-foot
- 10 rectangular tables -8-foot
- 125 stacking chairs

### Children

- Children are to be supervised at all times by an adult.

### Cleaning

- Cleanup must be completed by the rental end time as stated on your rental application.
- Follow cleaning procedures posted inside janitor closet.
- Cleaning and paper supplies are located in the janitor closet.
- Failure to leave building in good condition could result in an additional fee for custodial services.

### Closing the Building

- Follow procedures posted on the bulletin board.

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**Decorations**

- Do not tape, thumbtack, nail, or staple decorations to the walls.

**Doors**

- Do not prop door open. This can result in damage to door mechanism.
- Groups will be responsible for any damage.

**Emergencies**

- In case of emergencies please follow the procedures posted on the bulletin board.

**Fires**

- In case of fire alarm, immediately evacuate building.
- Make sure you know where the fire extinguishers are located.
- No open flames allowed in building, including candles.

**Food**

- Caterer's equipment cannot be delivered before the day of the rental. It must be promptly removed at the conclusion of the rental.
- No cooking is to take place – food can only be reheated.

**Hours**

- The building may be rented from 10 a.m. to 10 p.m. (During the winter months the park gate is locked promptly at 10 p.m.) Please allow ample time for cleanup so that you and your party can be out of the building by the time stated on your rental application.

**Keys/Key Access Card**

- Pick-up:  
Keys to the building are to be picked-up at 355 Montevue Ln, Suite 100, Frederick on the business day closest to the rental date. Only the individual who completed the rental application may pick-up the keys. This person must also show photo ID at the time of key pick-up.
- Drop-Off:  
At the end of the rental time, the keys are to be left in the drop box at the Ballenger Creek Community Building. If the key is not left in the drop box at the end of the rental, the renter is responsible for any damages to the property or building that occur while in possession of the key.

**Kitchen**

- The kitchen may be rented for an additional fee.
- No cooking is to take place – food can only be reheated.
- You will need to supply hot mats, serving utensils, dishtowels, potholders, etc.
- Follow cleaning procedures posted inside the kitchen.

### **Lost and Found**

- The Division is not responsible for any personal property left in the building or on the park grounds. You may call 301-600-6640 to inquire about lost items.

### **Music/Noise**

- Sound volume must be kept to a level so as not to create a nuisance.
- A special request form must be completed and approved if amplified music is to be used during the rental.

### **Parking**

- Loading and unloading zone has a 10-minute limit.
- Violators of parking restrictions are subject to citations.

### **Peddling and Soliciting**

Per County Code:

§ 1-12-42. Peddling and Soliciting. No person shall peddle or solicit business of any nature, collect any funds for any service, charity or any purpose, distribute handbills or other advertising matter, unless by permit.

### **Recycling**

- Events at this facility serving food or drink AND expecting 200 or more persons in attendance must comply with State of Maryland Special Event Recycling legislation. For more information, please visit [www.FrederickCountyMD.gov/EventRecycling](http://www.FrederickCountyMD.gov/EventRecycling).

### **Refund Policy**

- Requests for refunds must be received by the Division of Parks and Recreation at least 10 business days before the reservation date. A 20% administrative fee will be charged for each refund. Please allow at least 3 weeks for refunds to be processed. There can be no refunds of a reservation if a transfer has been made.

### **Room Temperature**

- The thermostat is set to the range of 68° - 70°. It can be controlled within that range to allow maximum operating efficiency and occupant comfort.

### **Smoking**

- Smoking is not permitted in the building.

### **Special Request Forms**

- Special request forms can be downloaded from the internet at [www.Recreator.com](http://www.Recreator.com) (click on parks facilities tab) or sent to you by calling the Reservationist at 301-600-1646. This form is used to request permission for the use of amplified music, etc. Please call the Reservationist if you are unsure if a special request form is required.

**Transfer of Reservation to another Date**

- Requests to transfer the reservation to another date must be made at least 5 business days before the original reservation date and transfer fee of \$10.00 must be paid. There can be no refunds of a reservation once a transfer has been made.

**If there are any problems with your reservation, please call the reservationist during normal business hours Monday thru Friday (8am-4pm) at 301-600-1646. If it is after business hours, weekends or holidays, call a Park Ranger at 240-285-9170 for assistance. If it is a true emergency, please contact 911.**