**BALTIMORE COUNTY DEPARTMENT OF RECREATION AND PARKS**

**FACILITIES USE APPLICATION**

**Please fill out a separate request for each site. Include all needs including registration, coach’s meetings, awards ceremonies, recitals, etc.**

PERMIT NUMBER ARE YOU A RECREATION COUNCIL PROGRAM? YES NO

PROGRAM (OR ORGANIZATION) NAME CHAIRPERSON (OR APPLICANT) NAME

PHONE

# home cell

EMAIL ADDRESS:

ADDRESS CITY: ZIP FACILITYREQUESTED DESCRIPTION OF ACTIVITY ESTIMATED ATTENDANCE

SERVICES REQUESTED: AUDIO LIGHTING TABLES REQUESTED CHAIRS REQUESTED

**Include time for set-up and clean-up, if necessary**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| start /end dates | day of week | open time | close time | # of wks | hrs daily | total hrs | gym | café | aud | class- room | multi- purpose rm | grounds (specify) | other (specify) |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| MON |
|  | TUE |  |  |  |  |  |  |  |  |  |  |  |  |
|  | WED |  |  |  |  |  |  |  |  |  |  |  |  |
|  | THU |  |  |  |  |  |  |  |  |  |  |  |  |
|  | FRI |  |  |  |  |  |  |  |  |  |  |  |  |
|  | SAT |  |  |  |  |  |  |  |  |  |  |  |  |
|  | SUN |  |  |  |  |  |  |  |  |  |  |  |  |

Having read and agreed to the regulations governing the use of facilities described on the reverse side, I, the undersigned being a duly authorized officer of the above organization, do hereby request the use of the facility as described above.

SIGNATURE OF CHAIRPERSON/APPLICANT DATE

Please indicate representative from organization who will be present and responsible during activity:

NAME PHONE

home cell

FOR OFFICE USE ONLY APPLICATION: APPROVED NOT APPROVED

Rental Information: Total Hours: Hourly Rate: Total Rental Fee: Staff Information: Additional Attendant Required YES NO

Total Hours: Hourly Rate: Total Staffing Fee:

Payment Information: Total Due: Date Rec’d Invoice No.

Comments:

# SIGNATURE R&P STAFF MEMBER DATE

Copies: White – Department of Recreation & Parks Yellow- Local File Pink-User

**RULES AND REGULATIONS GOVERNING USE OF RECREATION AND PARKS FACILITIES**

1. The Department of Recreation and Parks encourages the use of recreation and parks facilities for recreational, educational, civic and charitable purposes. The priority use of these facilities will be in that respective order.
2. Reservations made within two weeks of event/rental must be paid by guaranteed funds (money order, cashier’s check).
3. Reservations will be canceled immediately if payment is returned due to insufficient funds or other notification from the banking institution.
4. Buildings and grounds are not to be used for the direct financial gain of any profit making group, organization or individual.
5. The sponsoring organization must provide supervision to insure good order and adequate protection of County property and must assume liability for all injuries or damage to property arising out of use of the premises or any part thereof.
6. The sponsoring organization shall not permit use of drugs, alcoholic beverages and profanity in the facility.
7. The user must obtain all necessary permits, County or State.
8. Smoking will be restricted to approved areas only.
9. Application for the use of the building or grounds must be filed in quadruplicate, through the local staff member; 1 (white copy) – Department of Recreation and Parks; 2 (yellow copy) – Local File; 3 (pink copy) – Organization/User.
10. All dates must be scheduled through the local Recreation and Parks staff member in charge of the facility. When an organization or group for a series of meetings requests permission, the Department of Recreation and Parks may require a lease be executed rather than an application for use of facilities.
11. Permission to use the building governs only that part of the building assigned and to the adjacent lavatories.
12. The local Recreation and Parks staff in accordance with the policies and fee structure established by the Department of Recreation and Parks’ Directives will determine the fee charged for the use of the facilities.
13. All applications are subject to review by the Department of Recreation and Parks.
14. Applicants shall assume all responsibilities for admission and sales taxes if due.
15. The Department of Recreation and Parks may require evidence of adequate insurance coverage by users of its facilities.
16. The use of alcoholic beverages in certain approved parks is by special permit only.
17. The Department of Recreation and Parks has the right to cancel any permit provided two (2) weeks written notice is given to user.

Rev. 8.2016