

User Requirements & Rental Checklist

Last edit: 02-10-15

<input type="checkbox"/>	Payment	Payment in full is required to hold a reservation for any facility and must be received by the Parks & Recreation office within ten (10) business days after receipt of approval notification. Failure to pay fees can result in forfeiture of facility rental. If you are unable to submit payment within ten (10) business days, please contact the Parks & Recreation office to make arrangements for scheduled payment. A collection fee of \$37.50 will be assessed for any check returned by the bank.
<input type="checkbox"/>	Insurance	Any event open to the public or Band Shell facility rental requires a Certificate of Insurance (COI) in the amount of one million dollars naming the City of Hagerstown as additional insured. The COI must include in the "Description of Operations" the name, date, time, and location of the event, and must include all the event's related activities. The insurance must cover the User for the specific event away from their place of business, in the specified park facility. It is the sole responsibility of the User to acquire, collect, and submit to the Parks & Recreation office all required proofs of coverage and applicable permits no less than 30 business days before the event. Without proper insurance, your approval will be canceled.
<input type="checkbox"/>	Electric	Basic electricity is available at most pavilions. Electrical service will support limited use of items such as radios, CD players, small cookware and small residential appliances. For larger needs including but not limited to inflatables, you must supply an independent power source which requires further approval of the Parks & Recreation Manager. The City Park Band Shell is equipped with a basic PA system, however, no microphones are provided. You may bring your own amplification equipment system if desired.
<input type="checkbox"/>	Food/Drink	Users wishing to serve or sell food and/or drink to the public must contact the Washington County Health Department (WCHD) to see what permits are required. Contact the WCHD at 240-313-3400 or visit their website at www.washhealth.org/pdf/foodtemp.pdf . User must submit copy of permits to the Parks & Recreation Division at least ten (10) business days before the event. The City of Hagerstown Parks & Recreation Division reserves the right to shut down any vendor who does not submit all applicable permits required for the event.
<input type="checkbox"/>	Tents	Requires additional approval from Parks & Recreation Manager at least ten (10) business days prior to installation. Tent structure must be properly anchored (above ground, without soil penetration) and supported to prevent uplift and collapse. No stakes may be driven into the ground. Tents larger than 20' x 30' must be erected by a professional installer with insurance, naming the City of Hagerstown as additional insured. All tent material must be flame resistant and must be properly labeled by an approved testing agency. User is fully responsible for following these requirements. Tents NOT used for cooking or assembly (gathering of persons under the tent): Any electrical wiring must be performed by a professional electrician, licensed by the City of Hagerstown. An electrical permit and inspection approvals are required. Please contact Code Administration and Permits at 301-739-8577, ext. 103. Congregation or assembly in the tent: Tents larger than 20' x 30' require an "assembly permit" which must be obtained by contacting the Hagerstown Fire Department at 301-739-8577, ext. 104. Cooking under a tent (regardless of size): A flame-retardant certification is required and the Fire Department MUST perform an inspection prior to use. Please contact the Hagerstown Fire Department at 301-739-8577, ext. 104. Cooking cannot occur under a tent where people are assembled (except for those cooking/service); propane tanks must be secured and protected from damage; an approved fire extinguisher must be on hand.
<input type="checkbox"/>	Inflatables	All outdoor inflatables or moon bounces must be installed by a licensed and insured professional, listing the City of Hagerstown as additional insured. Structure must be properly anchored (above ground, without soil penetration) and supported to prevent uplift and collapse. No stakes may be driven into the ground.
<input type="checkbox"/>	Alcohol	Alcohol is prohibited in all parks. Special permission may be considered for University Plaza only. Additional fees, licenses, and permits are required.
<input type="checkbox"/>	Refunds or Reschedules	Requests for refunds or reschedules must be submitted in writing to the Parks & Recreation office at least 45 days prior to scheduled event. A refund of 50% of the total paid due will be issued in the form of a credit. The credit, which will have no expiration date, can be used for future Parks & Recreation reservations and/or registrations. No cash, check, or credit card refunds will be issued. If written request is not received within 45 days of scheduled event, you forfeit the entire amount paid.

City of Hagerstown
Parks & Recreation Division
351 N. Cleveland Avenue
Hagerstown, MD 21740

Call: (301) 739-8577, ext. 169
Fax: (301) 790-0171
Email: parks&rec@hagerstownmd.org
Web Site: www.hagerstownmd.org

**CITY OF HAGERSTOWN
RELEASE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

Location: _____
Event/Use: _____
Date of Event/Use: _____

In consideration for being permitted to participate in the activities described herein, I, _____, (hereinafter referred to as "Participant"), do hereby release, and agree to indemnify the City of Hagerstown, Maryland, and its agents, servants, employees, volunteers, and insurers and hold the City of Hagerstown harmless for and against any and all loss, liability, suits, claims, demands, expenses, losses, or damages of whatsoever nature or kind incurred either directly or indirectly in connection with my participation.

Participant further represents and warrants that he/she understands that the participation in this activity contains inherent risk and may result in injury or damage to person(s) or property. Said Participant acknowledges that he/she is in good physical and mental condition and understands and accepts and assumes any risks which may be involved with the above referenced activity.

By signing below, Participant also agrees to abide by the Park Rules.

WITNESS:

PARTICIPANT:

APPROVED:

City of Hagerstown
Parks and Recreation Division
351 N. Cleveland Avenue
Hagerstown, MD 21740
PH: 301-739-8577, ext. 169
FAX: 301-790-0171
E-Mail: parcs&rec@hagerstownmd.org
City's Web Site: www.hagerstownmd.org

Signature & Date. If Under 18, Parent/Guardian's signature required.*

Name _____

Address _____

Daytime Phone _____

E-Mail Address: _____

*Parent/Guardian's signature - must be notarized

*Print Parent/Guardian's Name

Sworn and subscribed before me, in my presence, this _____ day of _____, 20____, a Maryland Notary Public, in and for Washington County/City.

Notary Public:
My Seal Expires: