

| <i>For office use only</i> | |
|----------------------------|--|
| Date Received: | |
| Date Approved: | |
| Hold Harmless: | |
| Insurance Cert.: | |

APPLICATION FOR USE OF CITY PARKS

Use this application form for any event in City-owned parks:

- *Requiring more facility use than a standard pavilion reservation*
- *Open to the public (certificate of insurance and signed hold harmless required)*

Please read and complete entire application prior to submittal. Application must be received by our office at least ninety (90) days prior to date of event. Allow two (2) weeks for review and approval; full payment due upon approval. Each event request is evaluated exclusively and approved by Parks Superintendent.

| | | |
|----------------------|----------------|--|
| User's Name (print): | Sign and Date: | |
| Organization: | | |
| Mailing Address: | | |
| Email Address: | | |
| Phone Number(s): | | |

| | | | |
|--|---------|-------------------------|---------|
| Park Requested: | | | |
| Date of Event <i>(Day of Week/ Month/ Day/ Year)</i> : | | | |
| EVENT Start Time: | am / pm | Start Time for Set-up: | am / pm |
| EVENT End Time: | am / pm | End Time for Tear-down: | am / pm |
| PARK HOURS ARE 6:00 A.M. TO 10:00 P.M. | | | |
| PARK SEASON: MID -APRIL THROUGH MID-OCTOBER | | | |

| | | | |
|---|----------------------|---|-----------------|
| Name of Event: | | | |
| Complete Description of Event: <i>(Detail planned activities)</i> | | | |
| Will event have vendors? | Information Only | Sale of Merchandise | Food/Drink |
| If entertainment is involved, please give details w/# of groups, music type, performance times, etc.: | Live Band | DJ | Radio/CD Player |
| | | | Other: |
| Will other equipment be used?: <i>(i.e. generator, tents, inflatables, etc.)</i> | No | Yes (give details): | |
| | | | |
| Will admission be charged to event? | No | Yes (how much?): | |
| | | | |
| Number of people expected to attend: | | | |
| Check if needed: <i>Not all parks have these amenities.</i> | Restrooms | Electricity | Water |
| Indicate other areas of the park needed: | Multi-purpose fields | Court(s) – tennis/basketball/in-line hockey | |
| | Softball fields | Pavilion(s) | |
| | City Park Band Shell | Routes/Paths for 5-k/Walks | |
| | Stage | Other: | |
| | | | |

*Application, Page 1 of 2
Attachments: Rental Fees
User Requirements & Rental Checklist
Park Rules, Hold Harmless Agreement*

WAIVER AND FACILITY PERMIT

Please read and complete entire application prior to submittal. **FAILURE TO COMPLETE ENTIRE APPLICATION WILL RESULT IN DENIAL OF REQUEST. PARK RULES AND REGULATIONS ARE PART AND PARCEL TO THE APPLICATION FORM.** Please call with any questions.

It is hereby agreed and understood that the Facility is reserved, as specified, for the use of the applicant/ User. The Facility reserved is subject to inspection by any authorized representative of the City of Hagerstown in order to assure proper use of City property.

User assumes personal liability and responsibility for any and all costs of cleanup of the premises, loss, breakage, damage to or removal of City property, and further assumes liability and responsibility for the conduct and good order of the group, its invitees and guests.

It is the sole responsibility of the User to acquire and submit to the Parks & Recreation Office all required permits, insurance and legal authorization (e.g. Health Department Permits, Certificates of Insurance, Liquor Licenses, etc.) for scheduled event no less than two (2) weeks, or ten (10) business days prior to event.

User shall be responsible for any and all loss, damage or injury to any and all personal property that it or its agents, representatives, invitees or guests, may bring to, store at, or leave at the Facility and shall indemnify and hold harmless the City of Hagerstown and any department, agent, official and/or employee thereof for any personal injury incurred during, or as a result of such use. User further agrees to abide by all procedures, policies, and rules governing use of the above-mentioned facility.

I have read and agree to the User Requirements as attached to this document.

I agree to the Waiver and Facilities Permit provisions.

User: _____

Date: _____

Application, Page 2 of 2
Attachments: Rental Fees
User Requirements & Rental Checklist
Park Rules, Hold Harmless Agreement

| FOR OFFICE USE ONLY | |
|---|--|
| Rental Fee: \$ _____ | Cash |
| Date Paid: _____ | Check #: _____ |
| Staff Initials: _____ | Credit Card: _____ Visa, _____ Master Card, _____ Discover |
| <i>Facility Rental Approval:</i> _____ <i>Date:</i> _____ | |
| DENIAL- If denied, reason why: _____ | |

RENTAL FEES

| <u>Fairgrounds Park</u> <i>351 N. Cleveland Ave.</i> | | |
|---|---------------------------------|------------------------------|
| Facility Description | Fees | |
| Stables: 72 Stalls/Stall Area (car shows, yard sales, etc.) | \$250 daily + \$25 admin fee | |
| Field Use: Softball, Soccer, Multi-Purpose <i>Priority is given to Users responsible for regular maintenance of fields.</i> | Private | \$50 daily + \$25 admin fee |
| | Sports Tournament | \$150 daily + \$25 admin fee |
| Courts: In-Line Hockey, Basketball | \$50 daily + \$25 admin fee | |
| Walk-a-Thon/5K: <i>Timed race may require entire park rental.</i> | 5K Route | \$200 + \$25 admin fee |
| | Walk-a-Thon | \$50 + \$25 admin fee |
| Entire Park: <i>Limited Liability</i> | \$1000 per 6 hours + \$25 admin | |
| Pavilion: | \$50 daily | |

| <u>City Park</u> <i>501 Virginia Ave.</i> | | |
|---|--|------------------------------|
| Facility Description | Fees | |
| Band Shell: <i>User must supply own microphone, music stands, equipment.</i> | \$75 daily + \$25 admin fee | |
| Softball Fields: | Private | \$50 daily + \$25 admin fee |
| | Fundraising/Festival/Tournament | \$200 daily + \$25 admin fee |
| Train Engine 202: <i>Limited availability.</i> | \$125 daily + \$25 admin fee | |
| Pavilion: | \$50 daily | |

| <u>University Plaza</u> <i>50 W. Washington St.</i> | | |
|---|--|--|
| <i>Refer to Policy and Procedure Number: E-710</i> | | |
| | Events without Alcohol | Events WITH Alcohol |
| Rental Fee | \$25 | \$25 |
| Restroom Fee | \$50 | \$100 |
| Security Deposit | None required | \$100 (will be returned if no damage) |
| Security Fee | None required | Renter must consult with HPD and pay staff time for security |
| Insurance Requirement | Standard City requirements (with \$1 million general liability) | Standard City requirements (with \$2 million general liability) |

(Last Revised Oct 2016)

Policy Title: Use & Operation of University Plaza

Policy and Procedure Number: E-710

Mayor and Council Approval Date: May 27, 2014

Last Revised: September 22, 2016

1. **Purpose**

Consistent with the current Memorandums of Understanding between the City of Hagerstown (City) and University System of Maryland at Hagerstown (USMH), the purpose of this policy is to provide the rules and requirements for the use and operation of University Plaza to any parties electing to use the plaza. The Department of Parks & Engineering retains the authority to modify these rules at any time, and the Parks and Recreation Manager is authorized in his or her discretion to revoke, suspend, or modify any person's privileges of use upon good cause.

2. **Procedures**

- A. Applications for reserving University Plaza must be submitted to the Parks Division office at least sixty (60) days prior to the date of the scheduled event. Parks staff will coordinate application requests with USMH and the City's Downtown Coordinator & Community Events Coordinator.
- B. All use shall be consistent with existing Memorandums of Understanding (MOU)'s approved by University System of Maryland at Hagerstown (USMH) and the City.
- C. All standard Park Rules apply (copy attached).
- D. Users/Renters must complete a City "Application for Use of City Parks" and if approved, provide the required Certificate of Insurance and applicable food permit from the Health Department as further explained in the User Requirements and Rental Checklist.
- E. Upon approval, Users/Renters must pay fees advance and as follows:

| | Events without Alcohol | Events WITH Alcohol |
|-----------------------|---|---|
| Rental Fee | \$25 | \$25 |
| Restroom Fee | \$50 | \$100 |
| Security Deposit | None required | \$100 (will be returned if no damage) |
| Security Fee | None required | Renter must consult with HPD and pay staff time for security |
| Insurance Requirement | Standard City requirements (with \$1 million general liability) | Standard City requirements (with \$2 million general liability) |

- F. Mayor & Council must approve events with alcohol. Contact Community Events Coordinator for application. User's vendor must possess proper Liquor License as issued by the County.
- G. Unless approved by the USMH Director, no events may be held in University Plaza on Monday thru Thursday, or before 5:00 pm on Friday, that use amplifiers or otherwise have loud music, or speech.
- H. Approximately 20 benches will be maintained in the Plaza. If event requires additional seating, it is the User/Renter's responsibility to rent them or suggest attendees bring their own seating.
- I. Parks staff services will not be provided except for City or City-supported events that are open to the public.

Management reserves the right to direct deviation from or make edits to this policy in whole or in part at any time.

Authorized by:



Rodney Tissue,
Manager, Department of Parks & Engineering

9/30/2016

Date

Attachments: * City of Hagerstown Park Rules (3/18/16)
 * Application for Use of City Parks

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: parks&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:

CITY OF HAGERSTOWN, MARYLAND

Department of Parks and Engineering

Park Rules

The following rules govern the use of the City of Hagerstown park properties and facilities by members of the public. These rules define the general privilege of use relating to the parks and recreation facilities and do not create rights of use. The Parks and Recreation Division retains the authority to modify these rules at any time, and the Parks Superintendent is authorized in his or her discretion to revoke, suspend, or modify any person's privileges of use upon good cause.

1. Alcoholic beverages are prohibited.
2. Glass containers are prohibited.
3. Gambling of any kind is prohibited.
4. Any motorized vehicles, motorized scooters, mopeds or any other like recreational motorized devices are prohibited.
5. Bicycles, skateboards, rollerblades, etc, are only permitted in designated areas.
6. Swimming and boating are prohibited in any body of water.
7. Fishing is prohibited in any body of water except at Pangborn Park; State laws must be adhered to.
8. Overnight camping is prohibited.
9. Operation of hot air balloons, model and other aircraft, model rockets, remote controlled vehicles, etc, are prohibited unless expressly permitted by Mayor and Council.
10. Noise level restrictions will be enforced.
11. Smoking is prohibited in all enclosed buildings.
12. Soliciting or loitering is prohibited.
13. Fires may be built only in designated grills or fireplaces. All other fires are prohibited.
14. Litter and refuse are to be placed in proper receptacles by the User.
15. Firearms, bows and arrows, devices creating a fire hazard, hunting, trapping, disturbing the wildlife, etc, are prohibited.
16. Interference with employee and/or volunteer duties is prohibited.
17. Inappropriate or indecent conduct, harassment and/or language that can create a public nuisance are prohibited.
18. Use of illegal drugs and weapons is prohibited.
19. Parking or driving on turf or unauthorized area is prohibited.
20. Alteration or installation of equipment (volleyball nets, etc) is prohibited.
21. Metal detectors are prohibited.
22. Defacing of property (indoors or outdoors) is prohibited. Staples, nails, etc are prohibited.
23. Any other conduct that may jeopardize the safety of others is prohibited.
24. Pets are permitted in designated areas only and must be on a lead and in full compliance with animal control laws. Pets are not allowed in pavilions or on athletic fields, courts or playgrounds.
25. The smoking of tobacco products is prohibited in all City of Hagerstown parks.

Any person who violates any of the foregoing rules shall be deemed guilty of a misdemeanor and shall be liable to a fine of not more than \$500.00 or imprisonment or both, in accordance with Section 2-9 of the Code of the City of Hagerstown.

(Last revised 3/18/16)

Parks and Recreation Division

351 North Cleveland Avenue • Hagerstown, MD 21740
Ph: 301.739.8577 Ext. 169 • Fax: 301.790.0171

Engineering Division

1 East Franklin Street • Hagerstown, MD 21740-4817
Ph: 301.739.8577 Ext. 125 • Fax: 301.733.2214