

FACILITY USE APPLICATION

This Application must be completed for:

- any event open to the public
- use of the Band Shell

Please read the entire Application prior to submittal. Completed Application must be received by the Parks & Recreation office at least forty-five (45) days prior to date of event. Allow two weeks for review and approval. Each Application is evaluated exclusively by the Parks & Recreation Manager or designee. Please type or print.

Applicant's Name:	
Organization:	
Mailing Address:	
Email Address:	
Phone Number(s):	

PARK SEASON: MID-APRIL THRU MID-OCTOBER

Park Facility Requested:			
Date of Event:			
Event Start Time:		Start Time for Set-Up:	
Event End time:		End Time for Tear-Down:	

Name of Event:			
Planned Activities:			
Will event have vendors? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Information Only <input type="checkbox"/> Food/Drink (not permitted in City Park) <input type="checkbox"/> Sale of Merchandise (please specify)		
Entertainment: <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Live Band <input type="checkbox"/> DJ <input type="checkbox"/> Radio/CD Player <input type="checkbox"/> Other:		
Will other equipment be used? (Generator, Tent, Inflatable, etc)	<input type="checkbox"/> No <input type="checkbox"/> Yes (please list)		
Will admission be charged?	<input type="checkbox"/> No <input type="checkbox"/> Yes (how much?) Number of people expected to attend:		
Indicate areas of the park needed: (Fees are charged accordingly)	<input type="checkbox"/> Band Shell/Stage <input type="checkbox"/> Pavilion <input type="checkbox"/> Softball Field(s) <input type="checkbox"/> Soccer Field(s)	<input type="checkbox"/> Route/Path for 5K/Walk (User is not granted exclusive use.) <input type="checkbox"/> Basketball Court <input type="checkbox"/> Tennis Court <input type="checkbox"/> Other:	

WAIVER

PARK RULES ARE PART OF THE FACILITY USE APPLICATION

Questions? Call the Parks & Recreation office at 301-739-8577, ext. 169

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 ensure 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, 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 included with this Application.

I have read and agree to the Waiver.

*Applicant's Signature & Date: _____

*Any Applicant under the age of 21 requires signature of a parent or guardian who shall assume any and all responsibility and liability as set forth herein and the person signing must be in attendance at the rental event.

Signature of Parent/Guardian: _____ Date: _____

Printed Name: _____ Phone: _____

NOTE: APPROVAL IS REQUIRED PRIOR TO USE OF THE REQUESTED FACILITY.

Approved _____

Denied Reason for Denial: _____

*Facility Use Application, Page 2 of 2
Hold Harmless Agreement
Rental Fees
Rental Requirements
Tulip (Insurance Coverage)
Park Rules*



**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, copy attached.

WITNESS:

PARTICIPANT:

APPROVED:

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

Name _____
Address _____

Daytime Phone _____

E-Mail Address: _____

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

2020 RENTAL FEES

City Park 501 Virginia Ave.	
Facility Description	Fees
Band Shell: <i>User must supply own microphone, music stands and equipment.</i>	\$75 daily + \$25 admin fee
Standard Pavilion Rental:	\$60 daily
Train Pavilion :	\$100 daily
Train Pavilion & Museum : <i>3-hr rental includes setup & cleanup time; additional time can be added for \$50/hr</i>	\$200 for 3 hrs
Train Pavilion, Museum & Tommy 202: <i>3-hr rental includes setup & cleanup time; additional time can be added for \$50/hr; also includes a 30-minute ride on Tommy "202"</i>	\$300 for 3 hrs

Fairgrounds Park 351 N. Cleveland Ave.	
Facility Description	Fees
Stables: 72 Stalls/Stall Area (yard sales, car shows, etc)	\$250 daily + \$25 admin fee
Athletic Field or Court: <i>(Priority is given to the City's regular User groups who maintain the fields on a regular basis.)</i>	Private Use \$50 daily + \$25 admin fee
	Tournament or Event Open to the Public \$150 daily + \$25 admin fee
Walks: <i>If the walk is out on the street, please call 301-739-8577, ext 116. (A timed race within the park requires entire park rental.)</i>	\$50 daily + \$25 admin fee
Entire Park: <i>Limited dates are available. If the race is out on the street, please call 301-739-8577, ext 116.</i>	\$1,000 per 6 hours + \$25 admin fee
Standard Pavilion Rental:	\$60 daily
FIT Room: <i>4-hr minimum rental</i> <i>Rental fee must include time needed for setup and cleanup.</i>	\$50 per hour + \$25 admin fee

Rental Requirements

Last Edit: January 2020

Insurance	Any event open to the public or use of the Band Shell requires a Certificate of Insurance (COI) in the amount of one million dollars general liability naming the City of Hagerstown as additional insured. The COI must include in the “Description of Operations” the name, date, 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 Applicant/User to acquire, collect, and submit to the Parks & Recreation office all required proofs of coverage and applicable permits no less than 10 business days prior to the schedule event. (See instructions on how to obtain insurance through TULIP.)
Food/Drink	Applicants approved to serve or sell food and/or drink to the public must contact the Washington County Health Department (WCHD) at 240-313-3400 to obtain the required permits. Applicant must post food permit(s) on site the day of the event. The City of Hagerstown reserves the right to shut down any vendor who does not post the required permit. If Applicant is using a food/drink vendor and does not include the vendor on the Applicant’s Certificate of Insurance, the food/drink vendor must follow the same insurance guidelines as explained in the Insurance requirements. At City Park, giving or selling food and/or drink to the public is NOT permitted.
Electric	Basic electricity is available in most pavilions which will support limited use of items such as radios, CD players, small cookware, etc. 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.
Tents	<p>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. Tents larger than 20’ x 30’ must be erected by a professional installer with insurance, naming the City of Hagerstown as additional insured (see Insurance requirements). 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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>NO STAKES MAY BE DRIVEN INTO THE GROUND.</p>
Inflatables	All outdoor inflatables or moon bounces must be installed by a licensed and insured professional, with the insurance listing the City of Hagerstown as additional insured (see Insurance Requirements above) 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.
Alcohol	Alcohol is prohibited. Special permission may be considered for University Plaza only. Additional fees, licenses, and permits are required. Please call 301-739-8577, ext. 116 for more information.
Payment	After event is approved, payment in full must be received within ten (10) business days of approval or Applicant forfeits facility rental. A \$37.50 fee will be charged for a check returned by the bank.
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 rental fee paid will be issued in the form of a credit which can be used for future Parks & Recreation rentals 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, renter forfeits 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



TULIP: Tenant User Liability Insurance Program

Protect yourself from claims for injuries or property damage during your event

Are you planning to use or rent a city facility?

TULIP ensures you are protected from liability for injuries and damage that may occur at your event or activity.

Without TULIP, you may be personally responsible for paying claims for bodily injury or property damage during your event or activity. Your homeowner's insurance may cover some situations, but it may be limited and not all claims will be covered.

You can buy insurance through TULIP, a city-sponsored program, or you can purchase a policy through another private insurance carrier.

What does TULIP cover?

This city-sponsored program provides \$1 million in liability coverage for events* such as:

- Receptions
- Reunions
- Festivals
- Concerts
- Job Fairs
- Weddings
- Clubs & Meetings
- Arts & Crafts Fairs
- Many more!

A full listing of covered events is available at:

www.onebeaconentertainment.com. Please use the online contact information for questions about whether other events are eligible for coverage

Can I get liquor liability coverage from TULIP?

Yes. Liquor liability coverage is available.

How does TULIP work?

Your city has made TULIP coverage available for purchase through a collection of cities and insurers.

After entering event information into the secure web site, an instant quote is generated. Coverage can be purchased online with a credit card.

How much does TULIP cost?

The cost for the \$1 million liability coverage depends upon your unique event, including things such as:

- Length of event.
- Number of attendees.
- Whether there are exhibitors or vendors.
- Whether food and alcohol are served.

An instant quote for TULIP coverage is available on the secure web site.

How do I get more information about TULIP?

Visit or contact Susan Kludjian at www.onebeaconentertainment.com (978) 661-6662 or Christine Mitchell at (978) 661-6857.

Get a Quote or Purchase TULIP coverage:

Step 1:

Visit www.onebeaconentertainment.com
Click on ...**PURCHASE OR QUOTE**

Step 2:

Enter...Facility/Venue ID Code

0501 - AJ3

Don't have a code? Select "National League of Cities" from the drop-down list, then select your state and city.

Step 3:

Describe event or activity
Select from drop-down menu.
Click next.

Step 4:

Get your quote
Answer some basic questions and enter your contact and billing information.

Step 5:

Purchase when ready
A credit card is required.

**Protect yourself
and your guests
with TULIP coverage**

* Exclusions apply if known attendance is greater than 5,000 people prior to the event.





CITY OF HAGERSTOWN, MARYLAND

Department of Parks and Engineering

Park Rules

(Last Revised 11/2/2018)

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 management is at their discretion to revoke, suspend, or modify any person's privileges of use upon good cause.

1. Pets are permitted in designated areas only and must be on a lead and in full compliance with the Washington County animal control laws. Pets are not allowed in pavilions or on athletic fields, courts or playgrounds.
2. The use of any tobacco products, e-cigarettes, or vaping is prohibited in all of the parks of the City of Hagerstown.
3. Alcoholic beverages are prohibited. Use of illegal drugs and weapons is prohibited.
4. The sale of goods or services or the solicitation of donations in exchange for goods or services is prohibited unless such activity is approved by the City in advance or as part of a City-approved event.
5. Any motorized vehicles, motorized scooters, mopeds or any other like recreational motorized devices are prohibited.
6. Bicycles, skateboards, rollerblades, etc, are only permitted in designated areas.
7. Noise level restrictions will be enforced. No form of amplified sound is permitted except in Band Shells, University Plaza, or approved stages.
8. Inappropriate or indecent conduct, harassment and/or language that can create a public nuisance are prohibited.
9. Fires may be built only in designated grills or fireplaces. All other fires are prohibited.
10. Swimming is prohibited in any body of water.
11. Fishing is prohibited in any body of water except at Pangborn Park; State laws must be adhered to.
12. Pop-up canopies or tarps, unless authorized in advance by the City, are prohibited.
13. Metal detectors are prohibited.
14. Glass containers, gambling, and overnight camping are all prohibited.
15. Operation of hot air balloons, model and other aircraft, model rockets, remote controlled vehicles, drones etc., are prohibited unless expressly permitted by Mayor and Council.
16. Litter and refuse are to be placed in proper receptacles by the User. Confetti is prohibited.
17. Firearms, bows and arrows, devices creating a fire hazard, hunting, trapping, disturbing the wildlife, etc, are prohibited.
18. Interference with employee and/or volunteer duties 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. Defacing of property (indoors or outdoors) is prohibited. Staples, nails, etc are prohibited.
22. Any other conduct that may jeopardize the safety of others is prohibited.
23. Being present on park property other than during the posted hours of operation of "sunrise to one-half hour after sunset" is prohibited unless such activity is approved by the City in advance or as part of a City-approved event

In addition to facing any applicable civil or criminal penalties, any person who violates any of the foregoing rules may be issued a Letter of No Trespass and be prohibited from entering onto City of Hagerstown park properties.

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