



Parks & Recreation Facility Rental Guidelines

Park Hours: Sunrise to 30 minutes after Sunset

Park Season: mid-April thru mid-October

Insurance

- Any event open to the public or use of the Band Shell requires a Certificate of Insurance (COI) in the amount of one (1) 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 Applicant/User for the specific event away from their place of business, in the specified park facility. (Permitted in the University Plaza only, if alcohol is approved, the COI must be in the amount of \$2 million naming the City of Hagerstown as additional insured.)
- It is the sole responsibility of the Applicant to acquire, collect, and submit to the Parks and Recreation office all required proofs of coverage and applicable permits no less than fifteen (15) business days prior to the scheduled event.
- For those Applicants without liability insurance, GatherGuard purchasing instructions are attached in this packet. For guidance in completing the application for insurance, call their Customer Service at 844-747-6240. GatherGuard charges an additional fee for Attractions/Performers who receive compensation for their services. If you pay the performers and they don't have their own insurance, you must include them on your insurance. If the performers volunteer their services and do not receive compensation, GatherGuard does not charge an additional fee.

Payment & Refund Policy

- Once you are notified that your Application has been approved, you must provide payment no later than 30 days prior to the date of your event. You must submit the required Certificate of Insurance and other required permits no later than 15 days prior to the date of your event.
- The City does NOT issue refunds, credits, or transfers due to inclement weather. All requests for cancellations, reschedules or refunds must be submitted in writing to the Parks & Recreation office at least (30) thirty days before the date the Pavilion or Band Shell is rented to receive a refund of the total amount paid. If the request is received less than (30) thirty days, renter forfeits the entire amount paid.
- If a refund policy is stated differently on a specific facility, the refund policy listed on the facility guidelines for that facility applies.

Tents

- Tents are prohibited unless approved in advance by the Parks and Recreation office. If tents are approved, they must be properly anchored above ground, without soil penetration, and supported to prevent uplift and collapse. **STAKES ARE NOT PERMITTED DUE TO UNDERGROUND UTILITY AND/OR IRRIGATION LINES.**
- All tent material must be flame resistant and be properly labeled by an approved testing agency.
- Regardless of size, for tents under which there is cooking, a flame-retardant certification is required and the Hagerstown Fire Department **MUST** perform an inspection prior to use.
- Tents larger than 20' x 30' require an "assembly permit" which can be obtained by contacting the Hagerstown Fire Department. These tents must be erected by a professional installer with insurance naming the City of Hagerstown as additional insured.

- Any electrical wiring in a tent must be performed by a professional electrician licensed by the City of Hagerstown. An electrical permit and inspection approval is required. Please call the Code Administration and Permits office at 301-739-8577, ext 103 or email codecompliance@hagerstownmd.org.
- Tents are subject to the Fire Marshal's inspections and must comply with the appropriate requirements of the fire and life safety code as adopted.
- Cooking cannot occur under a tent where people are assembled.
- Propane tanks must be secured and protected from damage.
- A fire extinguisher must be on hand.
- Cooking is subject to Fire Marshal's inspections and must comply with the requirements of the fire and life safety code as adopted.
- Please call the Hagerstown Fire Department at 301-790-2476 or email firemarshal@hagerstownmd.org to schedule any and all required inspections and to verify you are complying with all the fire and life safety codes.

Vendors

- A Vendor License is required for a food truck, food stand, etc or any mobile vendor that sells merchandise. (The only exception is if the vendor is participating as part of a City sponsored event.) Please call City Clerk Donna Spickler at 301-739-8577, ext 113, or email cityclerkmail@hagerstownmd.org for more information.
- Vendors selling food and/or drink to the public must obtain a health permit from the Washington County Health Department, 240-313-3400. This permit must be posted on site the day of the event.
- Food vendors must provide a Certificate of Insurance naming the City of Hagerstown as additional insured following the "Insurance" guidelines listed above.
- At City Park and Fairgrounds Park, giving or selling food and/or drink to the public is not permitted unless approval is received from the Parks and Recreation office.

Walks/Fun Runs/Races

- If you plan a walk or fun run in one of our parks, we ask that you do not block vehicular traffic or pedestrian walkways. A timed race requires complete closure of the park.
- Any events planned in the street must be coordinated through the Recreation Coordinator, Amy Riley at 301-739-8577 x180 or email ariley@hagerstownmd.org

Security

- If City staff determines that an event warrants security, the Hagerstown City police or other security guards licensed in the State of Maryland may be used to cover your event, the cost of which will be wholly covered by the Applicant. The number of security officers and/or guards will be determined by the City's logistics team.

Alcoholic Beverages

- Alcoholic beverages are prohibited in the City of Hagerstown's parks with the exception of the University Plaza. For information on applying for an exemption from the Open Container Ordinance, please contact the Recreation Coordinator, Amy Riley at 301-739-8577 x 180 or by email: ariley@hagerstownmd.org

Government Mandates

- **It is the Applicant's responsibility to encourage everyone to follow any other CDC related guidelines.**