STANDARD RENTAL OR SPECIAL EXCEPTION APPLICATION

Note: An application is NOT required for a standard pavilion reservation for a PRIVATE event (e.g. birthday party, wedding, etc).

The STANDARD RENTAL OR SPECIAL EXCEPTION APPLICATION must be completed to request special exceptions for a PRIVATE event. For events open to the PUBLIC, you must complete the FACILITY USE APPLICATION.

The STANDARD RENTAL OR SPECIAL EXCEPTION APPLICATION must be completed for the reasons listed below:

- Rental of The FIT Room at Fairgrounds Park
- Rental of the Train Museum at City Park
- Rental of Athletic Field or Court
- Use of Inflatable (Moonbounce, etc.)
- Disc Jockey – Renter must abide by City of Hagerstown’s Noise Ordinance; please be respective of other park users
- Other, determined by City management

In addition to the applicable standard rental fee, a $25 non-refundable admin fee will be charged.

<table>
<thead>
<tr>
<th>Applicant’s Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address:</td>
</tr>
<tr>
<td>Email Address:</td>
</tr>
<tr>
<td>Phone Number(s):</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Park Facility Requested:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Activity:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Event:</th>
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</thead>
<tbody>
<tr>
<td>Event Start Time:</td>
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<tr>
<td></td>
</tr>
<tr>
<td>Event End Time:</td>
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<tr>
<td></td>
</tr>
</tbody>
</table>

Please refer to the attached Rental Requirements for guidelines related the following:
- Electric
- Tents
- Inflatables
- Payment
- Refunds/Reschedules
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 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 Rental 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: ___________________________

For office use only

Standard Rental or Special Exception Application, Page 2 of 2

Rental Fees

Rental Requirements

Hold Harmless Agreement

Park Rules

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
FIT ROOM AT FAIRGROUNDS PARK

I, ____________________________, hereby acknowledge that I have received and read the guidelines and policies for renting the FIT Room at Fairgrounds Park. I acknowledge the following:

No one person/organization will be granted use of the FIT Room for more than three consecutive days per week. Groups may request additional use of the facility, but it is up to the discretion of the Recreation staff.

The Applicant will be responsible for the replacement or repairs of any part of the building or its contents therein, which become broken, defaced or damaged as a result of the rental. Damage fees are assessed in the following situations or as deemed necessary by the Manager of Parks & Recreation:
   a. Removal of floor or wall stains requiring more than standard of leaving the room in ‘broom swept condition’
   b. Broken furniture.
   c. Defacement of any part of the interior or exterior of the building.
   d. Equipment found to be missing as a result of a group using the building.

No alcoholic beverages are permitted. The FIT Room is a non-smoking facility. Use of tobacco products is NOT permitted in Fairgrounds Park.

Decorations must meet the approval of the Recreation staff. Nothing may be hung from the walls or ceilings, unless approved by Recreation staff.

Children must be supervised by an adult throughout the time that they are in the building.

Please leave the facility and its contents in the same condition in which you found them. Please place all trash in the trash receptacle outside the facility. The City will not be responsible for any property that is left on the premises by an individual or group.

Parking is allowed in designated parking areas only. All required fire exits must not be blocked. All exits must be kept clean and unobstructed.

The FIT Room is not available for rentals on the following City recognized holidays: New Year’s Eve and New Year’s Day, Good Friday and Easter Sunday, Memorial Day, 4th of July, Labor Day, Thanksgiving Eve and Thanksgiving Day, Christmas Eve Day and Christmas Day.

No pets are allowed within the facility with the exception of guide dogs, unless prior approval is obtained.

Use of any type of lit candles is strictly prohibited. Only candles used for ceremony purposes may be allowed.

The complete list of facility rules and policies, as explained and noted will be followed, with no exceptions. Maximum capacity is 144. Tables & chairs are provided.

Signature of Applicant: ___________________________________________ Date: __________________________
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:

______________________________
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: ________________________________
# RENTAL FEES

(eff. March 1, 2018)

## Fairgrounds Park

351 N. Cleveland Ave.

<table>
<thead>
<tr>
<th>Facility Description</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stables: 72 Stalls/Stall Area (car show, yard sale, etc)</td>
<td>$250 daily + $25 admin fee</td>
</tr>
<tr>
<td>Athletic Field or Court: (Priority is given to Users responsible for regular maintenance of fields.)</td>
<td>Private $50 daily + $25 admin fee</td>
</tr>
<tr>
<td></td>
<td>Tournament $150 daily + $25 admin fee</td>
</tr>
<tr>
<td>Walks: (A timed race within the park requires entire park rental. If the race is out on the street, please contact 301-739-8577, ext 116.)</td>
<td>$50 + $25 admin fee</td>
</tr>
<tr>
<td>Entire Park: (Limited available dates)</td>
<td>$1000 per 6 hours + $25 admin fee</td>
</tr>
<tr>
<td>Standard Pavilion:</td>
<td>$60 daily</td>
</tr>
<tr>
<td>FIT Room: (4-hr minimum rental)</td>
<td>$50 per hour + $25 admin fee</td>
</tr>
</tbody>
</table>

## City Park

501 Virginia Ave.

<table>
<thead>
<tr>
<th>Facility Description</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band Shell: (User must supply own microphone, music stands, equipment.)</td>
<td>$75 daily + $25 admin fee</td>
</tr>
<tr>
<td>Standard Pavilion:</td>
<td>$60 daily</td>
</tr>
<tr>
<td>Train Museum w/Train Pavilion: (4-hr minimum rental)</td>
<td>$50 per hour + $25 admin fee</td>
</tr>
<tr>
<td>Train Museum w/Train Pavilion: (including Tommy 202 rides for 1.5 hrs)</td>
<td>$400 per 4 hours + $25 admin fee</td>
</tr>
<tr>
<td>Train Pavilion:</td>
<td>$125 daily</td>
</tr>
</tbody>
</table>

## University Plaza

50 W. Washington St.

**NOTE:** City of Hagerstown is not responsible for conflicting events that may occur downtown.

Refer to Policy and Procedure E-710

<table>
<thead>
<tr>
<th></th>
<th>Events without Alcohol</th>
<th>Events WITH Alcohol</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental Fee</td>
<td>$25</td>
<td>$25</td>
</tr>
<tr>
<td>Restroom Fee</td>
<td>$50</td>
<td>$100</td>
</tr>
<tr>
<td>Security Deposit</td>
<td>None Required</td>
<td>$100 (returned if no damage)</td>
</tr>
<tr>
<td>Security Fee</td>
<td>None Required</td>
<td>Renter must consult with HPD and pay them accordingly</td>
</tr>
<tr>
<td>Insurance Requirement</td>
<td>Standard City Requirements ($1 million general liability)</td>
<td>Standard City Requirements ($2 million general liability)</td>
</tr>
</tbody>
</table>

Department of Parks & Engineering • 351 N. Cleveland Ave. Hagerstown, MD 21740 • Call: 301-739-8577 ext. 169

Parks & Recreation Division • parks&rec@hagerstownmd.org • Fax: 301-790-0171
# Rental Requirements

**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 before the event. Without proper insurance, your approval will be canceled.

**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 away 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**

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.

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.

**Inflatables**

All outdoor inflatables or moonbounces must be installed by a licensed and insured professional, listing the City of Hagerstown as additional insured (see insurance requirements). 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.

**Refunds or Reschedules**

Requests for refund/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 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, checks, 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.

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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@hagerstownmd.org
Web Site: www.hagerstownmd.org
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 privileges 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, unicycles 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 the Mayor and Council.
10. Noise level restrictions will be enforced.
11. Smoking is prohibited in all enclosed buildings.
12. Soliciting or lottering 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, transvestism 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 areas 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 leash 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 $300.00 or imprisonment or both, in accordance with Section 2-9 of the Code of the City of Hagerstown.