## City of Frederick Parks & Recreation Department
## Recreation Center Rental Application

**Directions:** Please complete and submit this application to the Recreation Department office at 121 N. Bentz Street, Frederick, MD 21701. **Be sure to include with the application: (1) the full payment for your rental or a $100 deposit, whichever is less, (2) a Certificate of Liability Insurance (2,000,000) naming as additionally insured "The Commissioners or Frederick county", "The Frederick County Board of Education", and "The City of Frederick".**

**Whittier Recreation Center**
Monday - Thursday– 4:30 to 9:30 pm
(Times could vary according to Recreation programs)
Friday – 4:30 to 9:30 pm
Saturday – 8:00 am to 7:00 pm

**Thomas Johnson Middle Recreation Center**
Monday - Thursday – 6:30 to 9:30 pm
(Times could vary according to Recreation programs)
Friday – 6:30 to 9:30 pm
Saturday – 8:00 am to 7:00 pm

**Lincoln Recreation Center**
Monday – Thursday 5:00 to 9:30 pm
(Times could vary according to Recreation programs)
Friday – 5:00to 9:30 pm
Saturday – 8:00 am to 7:00 pm

Additional gym rental time may be available as the program schedule allows. The availability of the Recreation Room will vary, please inquire for details. Contact – Cheryl Radcliffe, 301-600-3844
cradcliffe@cityoffrederick.com

Facility rentals are awarded: (1) in order of priority, (2) with completed application, including payment and Certificate of Insurance. Any remaining balance of the rental fee must be paid in full at least five business days prior to the first date of your rental. Applications are processed in order of receipt. All applications MUST be received at least two weeks prior to the first date of the request.

***Please Note***: *Some rentals may have other rentals participants walking around their program area in order to access their reserved area, please be cooperative and considerate. Refunds will be granted only when reservations are canceled by the renter according to the following: for short term rentals (less than 3 weeks) at least a 72 hour notice must be given & for long term rentals (3 weeks or more) notice needs to be given no less than two weeks prior. Refunds will be given when the reservation is cancelled by the Recreation Department. Weather cancellations will be determined by the Recreation Department - if a make-up date cannot be arranged, a refund will be issued for that date. Please allow three weeks for refunds to be processed.*

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Priority of Use and Charge \)
1st – Board of Education = No Charge
2nd – PTA or PTO, faculty group, school affiliated groups and state Education agencies = No Charge
3rd – The Frederick City Recreation Department = No Charge
4th – Frederick County Bureau of Parks and Recreation's Volunteer Recreation Councils = Reduced Charge
5th – Any public non-profit recreation program (an IRS Letter of Non-Profit Award is required) = Reduced Charge
6th – Private education agencies; volunteer, improvement, private, service, religious, social, civic, and Farm Bureau associations and organizations =Full Charge
7th – Any activity provided by an organization, which primarily serves non-Frederick County residents or is organized by a private business = Commercial Charge

**Hourly Rental Rates**:

| | RC | FC | CC |
|---|---|---|---|
| Gymnasium | $25 | $40 | $70 |
| ½ Gymnasium | $18 | $25 | $40 |
| Recreation Room | $15 | $20 | $35 |

**Key**
**RC**= Reduced charge
**FC**= Full Charge
**CC**=Commercial Charge

Revised 1/8/13

# RECREATION CENTER RENTAL APPLICATION

Name of Applicant /Organization Making Request _____

Date(s)/ Time requested: _____

Specific Purpose of Use _____

Print name of person in charge of this activity _____

Title_____

Address _____

City/ State/ Zip _____

Phone (w) _____ (h) _____ (cell) _____

Email _____

Back-up contact person _____ Phone _____

Email _____

Recreation Center Requesting: ____ Thomas Johnson Middle Recreation Center
____ Whittier Elementary Recreation Center
____ Lincoln Elementary Recreation Center

Special Request:
1. Are goods or food being sold / used during this activity? ___Yes ___ No (food and drinks are only permitted in the Rec. room) If being sold we will also need a copy of your health permit.
2. Is a Registration/material/admission fee being charged? ___Yes ___ No
If you checked yes to any question above, please explain: _____
_____
3. Equipment required:
___ Tables (3 available at Whittier - 2 at TJ Middle)
___ Chairs: How many _____
___ Scoreboard
___Other; please be specific _____
Notes: Please identify any other information that will be helpful to the Center Staff: _____
_____

**Total Number of hours requested in this application**
Gym Hours _____ x Hourly Rate $ _____ = $_____
Rec. Rm. Hours _____x Hourly Rate $_____ = $_____
**Total = $ _____**

**The Rental Fee is due in full or a $100.00 Deposit (whichever is less) is due with this application.**

Payment Method (check one): Cash $ _____ Check (enclosed) $_____ # _____
*Make checks payable to "The City of Frederick"*
Credit Card $ _____ Card Number _____ - _____ - _____ - _____
Expiration Date _____ Security code _____ Card type ___ Visa ____ Master Card
Card Holder's Signature _____

Revised 1/8/13

# Recreation Center Rules and Policies

We are happy to provide a place for your activity. Please abide by the rules and policies while using our facility. Read the rules and policies then sign the form acknowledging that you understand them and return this form with your application.
**It is the rental organization / individual renter's responsibility to make certain that all coaches, parents and participants are aware if these rules.**

1. Use only the portion of the facility that you have requested. Refrain from having persons associated with your group in areas other than those reserved. There are alarms positioned within the schools that will be activated if anyone enters areas that are not monitored by the Recreation Department. At no time should anyone enter the main part of the school. Participants should enter through the main entrance for the Recreation Center.
2. Children should be monitored by and adult at all times.
3. All rental groups are responsible for set-up of additional equipment, chairs, etc., as well as clean-up of said equipment, and for the removal of all trash from facility. Please include set-up and clean-up times within your reservation time.
4. You have reserved a section of time and a specific area of the facility. Please enter and leave as reserved. Please be considerate of other groups and staff using the facility and you could be asked to stop as your time ends and /or billed for additional time at the rate of $10 for every 15 minutes over.
5. Participants may not be in the reserved facility when a staff member is not present.
6. Leave the areas in the same or better condition than found. This includes outdoor grounds and the parking lot.
7. Food and drinks are restricted except with prior approval and only then in the Recreation Room.
8. Notify staff on site in the event of any problems such as spills on the floor, broken equipment and any other facility issues.
9. Please NO DUNKING!
10. Be respectful of the schools signs and posters in the gym area, and notify staff if they fall or are damaged.
11. Any group with a long term (3 weeks or more) rental agreement will be required to give notice no less than two weeks prior to cancellation of dates to receive a refund.
12. An on site Recreation Supervisor will ensure proper use. He/she will have final say on all rental management.
13. The City of Frederick Recreation Department reserves the right to deny use to any group at any time.
14. No alcoholic beverages or tobacco products shall be permitted in the Thomas Johnson or Whittier Recreation facilities (BOE ordinance). Violators will be prosecuted.
15. Any events for profit and political activities/rallies would be decided on a case by case basis at the discretion of the Mayor and Board, after review by the Recreation Commission.

I have read the Center rules and agree to comply with them. I understand that if I deviate from these started rules that as a renter I may be asked to leave and my contract may be revoked.

| _____ | _____ | _____ |
|---|---|---|
| Print Name | Signature | Date |

Revised 1/8/13

City of Frederick Parks and Recreation

# Recreation Center Application
# Date and Time Request

Recreation Center Requesting:

___ Thomas Johnson Middle Rec. Center

___ Whittier Elem. Rec. Center

___ Lincoln Elem. Rec Center

*Please use a separate sheet for each Center*

*Do not write in shaded area.*

| Rec. Room | Half Gym | Full gym | Dates | Start Time | End Time | | Start Time Change | End Time Change | Approved |
|---|---|---|---|---|---|---|---|---|---|
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Revised 1/8/13