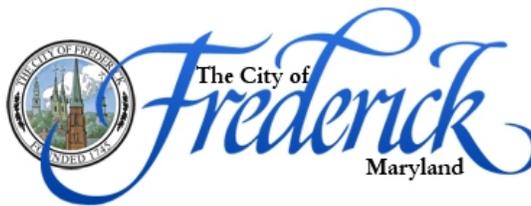


**RECREATION DEPARTMENT**

Date of Application:	
Date Received:	
Date of Approval:	
<i>Date of Issuance:</i>	
<i>Type of Permit:</i>	



**William R. Talley Rec Center  
121 North Bentz Street  
Frederick MD 21701**

**301-600-1493  
FAX: 301-600-2849  
www.cityoffrederick.com**

**APPLICATION FOR USE OF CITY PARKS** (Revised 7/2013)

*Applications & payment are due at least ten (10) days prior to the event unless otherwise noted.*

**PAYMENT IS REQUIRED WITH APPLICATION SUBMISSION AND WILL NOT BE ACCEPTED WITHOUT IT.**

**PLEASE READ AND COMPLETE ENTIRE APPLICATION PRIOR TO SUBMITTAL.  
FAILURE TO COMPLETE ENTIRE APPLICATION WILL RESULT IN DENIAL OF REQUEST.**

**Please call with any questions!**

Organization:	
Contact Name:	
Mailing Address:	
Email Address:	
Daytime Phone:	
Evening Phone:	
Cell Phone:	

<b>PARK REQUESTED:</b>			
Date of Event ( <i>Day of Week / Month / Date / Year</i> ):			
Start Time of SETUP for event:		am / pm	<b>EVENT Start Time:</b>
Stop Time for completion of TEAR DOWN:		am / pm	<b>EVENT Stop Time:</b>
			am / pm

Name and Complete Description of Event*: <i>*If Yard Sale, additional fee applies.</i>			
Will entertainment be involved?: <i>If yes, give details w/# of groups, type of music, time of performance(s) etc. See Noise Ordinance, Sec. 15-21.</i>	<i>Any entertainment will need the approval of the Parks &amp; Recreation Commission and City Police Department – allow forty-five (45) days for approval.</i>		
	<input type="checkbox"/> Live Band(s)	<input type="checkbox"/> DJ	<input type="checkbox"/> Radio/CD Player
	<input type="checkbox"/> Other:		
Will other equipment be used?: <i>(i.e. generator, tents, inflatables, etc.) If yes, give details. Certificate of Insurance may be required.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will vendors be at the event?: <i>If yes, give details.</i>	<i>Organizer must contact the Building Dept at 301-600-3814 for a Vendor/Peddler Permit. Fees apply.</i>		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is this a parade, walk or run?: <i>If yes, give details.</i>	<i>Organizer must contact the Recreation Department at least 90 days prior to the event at 301-600-1493. Fees apply and other paperwork required.</i>		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will participants be charged a fee?: <i>If yes, provide detailed budget of the proposed activity.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will admission be charged to the event?: <i>If yes, what is the cost?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Number of people expected to attend:	<input type="checkbox"/> less than 50	<input type="checkbox"/> 51 - 100	<input type="checkbox"/> 101 - 150
	<input type="checkbox"/> more than 150		
	<i>If over 150 people, considered "event" – will require Parks &amp; Rec Commission approval.</i>		
Name & contact info for two (2) people with authority present during the event:	Name:	Phone:	
	Name:	Phone:	
Check any City assistance needed: <i>If available; note that not all parks have these amenities.</i>	<input type="checkbox"/> Bathrooms ( <i>if available</i> )		<input type="checkbox"/> Electricity ( <i>if available</i> )
Indicate other areas of the park to be used: <i>*Additional fees apply.</i>	<input type="checkbox"/> Multi-purpose fields*		<input type="checkbox"/> Court(s) – tennis/basketball/in-line hockey, etc.*
	<input type="checkbox"/> Baseball/Softball, etc.*		

*The City of Frederick / Parks & Recreation Department*  
**WAIVER AND FACILITY PERMIT**

It is hereby agreed and understood that the above Facility is reserved, as specified, for the use of the above named person and/or User. The Facility reserved is subject to inspection by any authorized representative of The City of Frederick in order to assure proper use of City property. This permit must be in the possession of the User to whom it is issued and shown upon request to any of the above-mentioned representatives.

The 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 and its invitees and guests.

The 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 Frederick and any department, agent, official and/or employee thereof for any personal injury incurred during, or as a result of such use. The 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 Responsibilities as attached to this document.***

Witness the hand and seal of the User as of the date indicated below.

User: \_\_\_\_\_ Date: \_\_\_\_\_

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

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Written Name: \_\_\_\_\_ Phone: \_\_\_\_\_

PLEASE NOTE APPROVAL IS REQUIRED FOR USE OF THIS FACILITY.  
 Once approved, the permit will be mailed back to the applicant on the previous page.

FOR OFFICE USE ONLY	
Rental Fee: \$ _____ <input type="checkbox"/> Cash Date Paid: _____ <input type="checkbox"/> Check Staff: _____ <input type="checkbox"/> Credit  <p style="text-align: center;"><i>Recreation Director's Approval:</i></p> _____ Date: _____  DENIAL - If denied, reason why: _____ _____ _____	Forward to Parks & Recreation Commission? <input type="checkbox"/> Yes <input type="checkbox"/> No  Director's Comments: _____ _____ _____  This request will be presented to the Parks and Recreation Commission on _____ at 7:00 p.m. at the Talley Rec Center located at 121 North Bentz Street, Frederick. <input type="checkbox"/> Approved <input type="checkbox"/> Denied – reason for denial: _____ _____

**APPLICATION FOR USE OF CITY PARKS** (Revised 7/2013)

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**FAILURE TO COMPLETE ENTIRE APPLICATION WILL RESULT IN DENIAL OF REQUEST.**

Please call with any questions!

**The City of Frederick welcomes the opportunity to serve you as a rental patron at our facilities. Please read the following User Responsibilities in their entirety for important information pertaining to pavilion use:**

1. **PURPOSE.** Any individual or organization wishing to reserve a part or portion of a park property owned by The City of Frederick first must apply, pay for and receive a permit from the City for exclusive use. Any individual or organization wanting to ensure use of park restroom facilities for a specific date and time also must apply for and obtain a permit from the City at least ten (10) days prior to the event. Permit applications may be obtained from the City Recreation Department or the City's website at [www.cityoffrederick.com](http://www.cityoffrederick.com). Such permits are required in order to coordinate multiple uses of limited space, to assure preservation of the park facilities, to prevent uses that are dangerous or unlawful and to assure financial accountability for damages.
2. **INSURANCE.** All established organizations (YMCA, FBA, churches, etc.) must complete the application and include a certificate of insurance in the amount of one million dollars, naming The City of Frederick as additionally insured. Private groups for family picnics, weddings, reunions, etc., are exempt from providing insurance.
3. **ENTERTAINMENT.** Any entertainment will require a review and approval of the Recreation & Parks Commission and City Police Department prior to this office issuing a permit. This process can take up to forty-five (45) days.

Please refer to the following City Code Section for information regarding the City's Noise Ordinance (Sec. 15-21. - Sound emission, noise, etc., findings and purpose.):

Sec. 15-21.2. - General regulations—Noise prohibitions.

- (c) It is unlawful for any person or persons to play, use, operate or permit to be played, used or operated, any radio, tape recorder, cassette player or other machine or device for reproducing sound, if the sound generated is audible at a distance of fifty (50) feet from the device producing the sound and if the device is located in or on either of the following:
  - (1) Any public property, including any public street, highway, building, sidewalk, park, parking lot or thoroughfare; or
  - (2) Any motor vehicle on a public street, highway or public space.

4. **PARKS WITH NO RESTROOM FACILITIES.** It will be the discretion of the Deputy Director of Parks & Recreation whether or not port-o-pots will be required for the requested reservation.
5. **VEHICLES.** Per City Ordinance: Sec. 6-10. - Vehicles on City lands.
  - (a) An individual may not ride an animal or operate a motor vehicle or animal-drawn vehicle in or upon the public parks or grounds of the City except in areas designated by signs or unless written permission has been granted by the City. Violation of this section is declared to be a municipal infraction punishable by a fine of twenty-five dollars (\$25.00).
  - (b) Subsection (a) does not apply to employees of The City of Frederick engaged in the performance of their duties.  
(Ord. No. G-12-06, § VIII, 3-15-12)
6. **TRASH.** All trash must be placed in the appropriate receptacles at the parks, unless using a trash-free park, in which case, the user group must remove all trash. Please clean off tables and pick up all trash, making sure any full bags are tied to prevent trash blowing in nearby neighborhoods.
7. **ALCOHOL. ALCOHOLIC BEVERAGES - THERE WILL BE NO ALCOHOL IN ANY CITY PARK.** This is a City Ordinance, with no exceptions, and violators will be prosecuted as set forth in Sec. 6-8.
8. **MISCELLANEOUS.** The City cannot provide sports equipment, sound systems, tables, and/or chairs for private rentals in the parks.
9. **PARK HOURS.** Please abide by the times approved on your application, making sure you allow for set-up and clean-up time. Official park hours for ALL City parks is dawn to 10:00 p.m. as set forth in Sec. 6-7.

10. **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 may require further approval of the Deputy Director and/or the Parks & Recreation Commission.
11. **REFUNDS.** Any requests for refunds must be done, in writing and submitted to this office at least ten (10) days before scheduled use in order to be considered. All reservations are rain or shine and the City does not give refunds due to inclement weather.
12. **GRILLS.** Make sure charcoal is completely out before leaving the premises. If bringing personal grills, they are permitted in the picnic areas only. Do not dump coals in the park or trash cans.
13. **YARD SALES.** Are permitted with a park pavilion reservation. An additional fee is charged for a Yard Sale Permit.

**Sec. 15-38. - Yard sales.**

- (a) It shall be unlawful for any person, organization, association, club, business, or other entity to have in excess of four (4) yard sales, as herein defined, per calendar year without first obtaining any and all necessary zoning permits and/or licenses to conduct a commercial business and thereby permit such excess use.
  - (b) "Yard sales" shall be defined to include any sale, conducted on private property, of any personal property items, or merchandise, which sales shall include, but not be limited to, yard sales, garage sales, basement sales, or any other such sales conducted on private property.
  - (c) It shall be the responsibility of the property owner to ensure that all city rights-of-way, streets, curbs, and sidewalks remain free and clear of any obstruction at all times. Yard sales may be conducted only at times between the hours of 7:00 a.m. and 6:00 p.m. A yard sale shall be limited to no more than three (3) consecutive days. Any yard sale continuing in excess of three (3) days, and/or any yard sale conducted on nonconsecutive days shall be considered as a separate yard sale for purposes of this section. It shall be the responsibility of the property owner, tenant, occupant, or whoever is conducting the yard sale to ensure that all property items and merchandise for such yard sales be properly removed and stored out of sight of any city right-of-way, except during said hours on the same day of the yard sale.
  - (d) Any signs posted to advertise a yard sale shall not obstruct, impede, impair the sight distance, or otherwise create any potential traffic impediment or danger in any public street, sidewalk, or right-of-way. No sign may be posted more than two (2) days before such yard sale, and all signs must be removed by 9:00 p.m. on the last day of the yard sale. It shall be the responsibility of the property owner, tenant, occupant, or whoever is conducting the yard sale to ensure that all such signage is removed. No signs may be posted or attached to city property to include, for example, but not be limited to, street signs, poles, posts, buildings or other structures.
  - (e) Violation of this section is declared to be a municipal infraction. The penalty for violation of this section shall be a fine not to exceed four hundred dollars (\$400.00). (*Ord. No. G-95-9, § 1, 5-18-95*)
13. **REVOKING OF APPLICATIONS, REFUSAL OF FUTURE RENTAL.** The City of Frederick reserves the right to revoke a user's application and/or refuse rental for any or all of the following conditions:
- Failure to pay rental fee when due;
  - Failure to submit required liability insurance;
  - Rental patrons are not conducting an event in an orderly manner;
  - Damage is done to the pavilion and/or park area;
  - The rental patrons repeatedly do not adhere to the users' responsibilities;
  - If the City feels that a group's event is detrimental to the well being of staff, public and/or patrons.
14. **PAYMENTS.** Payment is required with application submission and will not be accepted without it. A \$25 collection fee will be assessed for any check returned by the bank. If your fees remain unpaid after thirty (30) days notice, you may be prosecuted in District Court under the Maryland Criminal Code, Article 27, Section 140-144.
15. **SIGNAGE / MISCELLANEOUS.** Temporary signage may be displayed per the City's Land Management Ordinance during the event only. All signage must be removed at the conclusion of the event. The City will NOT be responsible for any items left by rental patrons.

*This is a permit application, not a binding contract to rent sports facility.*

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Please refer to attached "Fees Schedule" for further information.

FEE SCHEDULE

**RENTAL RATES FOR PARK PAVILIONS AND PARKING LOTS**

**Yard Sale permits** - \$25.00 City residents; \$50 Non-City residents

**Pavilions: Pavilion rentals do NOT include field areas.**

**Small** pavilions and/or pavilions with no restrooms: Baughman's Babee, Catoctin Avenue, E. 3<sup>rd</sup> Street, Gazebo, Grove, Hillcrest, Sagner, and Stonegate

**City residents: - \$20.00**                      **Non-City residents - \$40.00**

**Medium** pavilions: Greenleaf, Lake Coventry, Monarch Ridge, South End, Walnut Ridge, Whittier Lake and Willowbrook

**City residents - \$30.00**                      **Non-City residents - \$60.00**

**Large** pavilions: Amber Meadows, Carrollton, College Estates, Harmon, Hill Street, Mullinix, Maryvale, Overlook, Riverwalk, and Rosedale

**City residents - \$50.00**                      **Non-City residents - \$100.00**

**Monocacy Village & Staley Park Pavilions:**

**City residents - \$75.00**                      **Non-City residents - \$100.00**

**Parking Lots (per day / when available)** – Small (25 – 50 spaces) = City - \$50; non-City - \$100

Medium (51 – 100 spaces) = City - \$100; non-City - \$200

Large (101+) = City - \$200; non-City - \$400

**RAINDATE** – cost same as rental rate(s).

**BALL FIELDS, TENNIS, BASKETBALL, & HOCKEY COURTS**

**Field User Fees (softball, soccer, multi-purpose, etc.)** – Field User Fees apply –

\$3.50/hour or \$7/hour depending on residency of 51% or more City residents for all hours incurred.

Colleges / Schools - \$25 per hour City Resident; \$50 per hour non-City residents.

**Lights for sports fields** - \$25 per hour City residents; \$75 per hour non-City residents

**Tennis Courts** - (6am-12 noon, 12 noon-4pm, 4pm – closing)

City - \$10 per time slot per court; non-City \$50 per time slot per court

**Basketball Courts** – City - \$10 per day; non-City - \$50 per day

**Inline Hockey Courts** – Riverwalk and/or Hill Street courts only – City - \$25; non-City \$100

*(Both Hill Street courts have lights available for the additional Light Fee listed above.)*

**RAINDATE** – cost same as rental rate(s).

**NOTE:**

*The Baker Park Bandshell and Carroll Creek Urban Park have separate applications and fees.*

*Please ask staff or all forms are on the website at [www.cityoffrederick.com](http://www.cityoffrederick.com).*

*Thank you!*