

**RECREATION DEPARTMENT**

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



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

**301-600-1173**  
**FAX: 301-600-2849**  
**www.cityoffrederick.com**

**APPLICATION FOR USE OF McCURDY FIELD or LOATS PARK**  
**PAYMENT & CERTIFICATE OF INSURANCE IS REQUIRED WITH APPLICATION SUBMISSION AND WILL NOT**  
**BE ACCEPTED WITHOUT IT.**

*Please read entire document prior to submittal. Call with any questions!*

Organization:	
Contact Name:	
Mailing Address:	
Email Address:	
Daytime Phone:	
Evening Phone:	
Fax Number:	

Date of Event:	
Start Time of setup for event:	Event Start Time:
Stop Time for completion of tear down:	Event Stop Time:

Description of Event:	
Will music be involved?: <i>If yes, give details w/ type of music, time of performance(s) etc. See Noise Ordinance, Section 15-21.</i>	
Will other equipment be used?: <i>(i.e. tents, inflatables, etc.) If yes, give details. Certificate of Insurance may be required.</i>	
Will vendors be at the event?: <i>If yes, give details.</i>	<b>Organizer must contact the Building Dept at 301-600-3814 for a Vendor/Peddler Permit.</b>
Is this a parade, walk or run?: <i>If yes, give details.</i>	<b>Organizer must contact the Police Department will need to be contacted at least 90 days prior to the event at 301-694-2290.</b>
Will participants be charged a fee?: <i>If yes, provide detailed budget of the proposed activity.</i>	
Will admission be charged to the event?: <i>If yes, what is the cost?</i>	
Number of people expected to attend:	
Name & contact info for two (2) people with authority present during the event:	
Check any City assistance needed:	<input type="checkbox"/> Bathrooms <input type="checkbox"/> Electricity <input type="checkbox"/> Lights <input type="checkbox"/> Other- give details:
Indicate other areas of the facility to be used:	

**\*\*You MUST attach the required liability insurance certificate to this application when submitting before application can be processed.**

**PLEASE CALL 301-600-1440 FOR WEEKEND AND HOLIDAY ASSISTANCE.**

**ALWAYS CARRY PERMIT WITH YOU DURING EVENT IN CASE OF CONFLICT AT SITE.**

*City of Frederick / Department of Recreation*  
**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	Forward to Parks & Recreation Commission? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Paid: _____ <input type="checkbox"/> Check	Director's Comments: _____ _____ _____
Staff: _____ <input type="checkbox"/> Credit	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.
<i>Recreation Director's Approval:</i> _____ Date: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied – reason for denial: _____ _____
DENIAL - If denied, reason why: _____ _____ _____	

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

**McCurdy Field Regulations:**

The following McCurdy Field Regulations were adopted by The City of Frederick's Parks & Recreation Commission on October 17, 2007. They are as follows:

- No inning shall start later than 11:15 p.m.;
- All teams must be off the field by 11:30 p.m.;
- Field lights must be turned out and the park gates locked at 11:35 p.m.;
- Public Address (PA) system should not be turned on until 9:00 a.m. Monday through Saturday;
- Public Address (PA) system should not be turned on until 10:00 a.m. on Sunday;
- Tournaments – curfew is waived if the game was not done by 11:30 p.m.

These Regulations are in addition to the City Park Rules listed below.

**City Park Rules:**

1. Any individual or organization wishing to reserve a part or portion of a park property owned by The City of Frederick first must apply 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. Permit applications may be obtained from the City Parks & Recreation Department. 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. 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 with the address on the first page of this application. Private groups for family picnics, weddings, reunions, etc., are exempt from providing insurance.
3. City Police and/or Park Enforcement Staff will be required to monitor any music levels and make certain the decibels do not exceed 60.
4. Park all motor vehicles in designated parking areas ONLY. At no time will vehicles be allowed to park on the grass in any City park. Event coordinators may unload/load vehicles near pavilion/area, but vehicle must be moved immediately – NO EXCEPTIONS. (Sec. 15-34)
5. 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.
6. Please clean off tables/areas and pick up all trash, making sure any full bags are tied to prevent trash blowing in nearby neighborhoods.
7. ***THERE WILL BE NO ALCOHOL IN ANY CITY PARK.*** This is a City Ordinance, with no exceptions, and violators will be prosecuted.

8. The City cannot provide sports equipment, sound systems, tables, and/or chairs for private rentals in the parks.
9. Please abide by the times approved on your application, making sure you allow for set-up and clean-up time. Official park closing time for ALL City parks is 10:00 p.m. (Sec. 15-28).
10. Basic electricity is available at most pavilions – please check with staff for availability in the desired park. Electrical service will support limited use of items such as radios, CD players, small cookware and small residential appliances. For larger needs, you must supply an independent power source.
11. 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. Payment is required with application submission and will not be accepted without it.
13. Make sure charcoal is completely out before leaving the premises. If bringing personal grills, they are permitted in the picnic areas only.
14. Park restrooms will be opened/closed by City staff based on the rental times on this application once approved by the Deputy Director of Parks & Recreation. In some cases, you may be called to receive keys for your reservation due to lack of staffing for that particular day.

The City of Frederick reserves the right to revoke a user's permit and/or refuse rental for any or all of the following:

- Failure to pay the rental fee when due
- Rental patrons are not conducting an event in an orderly manner
- Damage is done to the area
- Users/Patrons repeatedly do not adhere to users' responsibilities

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

For sport facility reservations, please email [sstamper@cityoffrederick.com](mailto:ssstamper@cityoffrederick.com)

