

RECREATION DEPARTMENT

Date of Application:	
Date Received:	
Date of Approval:	
Date of Issuance:	
Type of Permit:	



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

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

TENNIS COURT APPLICATION

PAYMENT & A CERTIFICATE OF INSURANCE (ALL ESTABLISHED ORGANIZATIONS) 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.

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

Courts Requested:	<input type="checkbox"/> Amber Meadows (2 lighted)
	<input type="checkbox"/> Baker Park - <input type="checkbox"/> West 2 nd Street (5 lighted) <input type="checkbox"/> Fleming Avenue (6 lighted)
	<input type="checkbox"/> Hillcrest (1 non-lighted)
	<input type="checkbox"/> Max Kehne Park (2 lighted)
	<input type="checkbox"/> Monarch Ridge (1 non-lighted)
	<input type="checkbox"/> Monocacy Village (2 lighted)
	<input type="checkbox"/> Overlook (2 lighted)
	<input type="checkbox"/> Wetherburne (2 non-lighted)
Total # of Courts Needed:	
Date(s) of Request (<i>list all</i>):	
Time Slot(s) Requested:	<input type="checkbox"/> 6:00am – 12:00noon <input type="checkbox"/> 12:00noon – 4:00pm <input type="checkbox"/> 4:00pm – 10:00pm
Purpose of Use:	<input type="checkbox"/> Match Play <input type="checkbox"/> Tournament

Name and complete description of event:			
Will other equipment be used?: <i>(i.e. generator, tents, portable restrooms, etc.)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Will vendors be at the event?: <i>If yes, give details.</i>	Organizer must contact the Building Dept at 301-600-3814 for a Vendor/Peddler Permit. Fees apply.		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Will participants be charged a fee?: <i>If yes, provide detailed budget of 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	
Name & Contact info for two (2) people with authority present during the event:	Name:	Phone:	
	Name:	Phone:	
Number of people expected to attend:	<input type="checkbox"/> less than 100	<input type="checkbox"/> 101 – 300	<input type="checkbox"/> 301+

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 Parks & Recreation Department

TENNIS COURT RULES & POLICY

1. The City of Frederick Parks & Recreation Department has priority use of all courts for its programs.
2. A certificate of insurance with one million liability coverage with City of Frederick listed as additionally insured is required for all established organizations to reserve court/s.
3. Individuals or groups wishing to reserve courts for match play or tournaments should contact the City's Parks & Recreation Department at [sstamper@cityoffrederick.com](mailto:ssstamper@cityoffrederick.com) for more information.
 - a. Permit holders must have approved permits in their possession at all times while using the courts and must be able to produce permit upon request.
 - b. First come basis for play **unless permitted activities** are scheduled.
 - c. Players must limit play to 1 ½ hours if other players are waiting to play.
 - d. Private instruction for pay is prohibited.
 - e. Please observe tennis rules and court courtesy at all times.
 - f. Tennis shoes must be worn at all times.
 - g. **Authorized uses only – no roller skating, skate boarding, bicycles or hockey allowed on courts at any time.**

FOR ASSISTANCE DURING NON BUSINESS OFFICE HOURS, HOLIDAYS, AND/OR WEEKENDS PLEASE CONTACT THE DPW SWITCHBOARD AT 301-600-1440.



TIME SLOTS = 6am-12pm / 12pm-4pm / 4pm-10pm

Tennis Courts & Locations

(23 total courts)

Amber Meadows	201 Amber Drive	(2) Lighted
Baker Park	500 Fleming Avenue	(6) Lighted
	West 2 nd Street	(5) Lighted
Hillcrest	1350 Hillcrest Drive	(1) non-lighted
Max Kehne Park	1100 West 7 th Street	(2) Lighted
Monarch Ridge	607 Swallowtail Drive	(1) non-lighted
Monocacy Village	409 Delaware Road	(2) Lighted
Overlook Park	501 Coralberry Court	(2) Lighted
Wetherburne Park	2285 Wetherburne Way	(2) non-lighted