

Facility Request Application & Contract
Cecil County Department of Parks and Recreation

Parks & Recreation Office: Cecil Community Center
Parks & Recreation Address: 17 Wilson Rd
Rising Sun, MD 21911
Parks & Recreation Phone #: (410)658-3000, (410)392-4537, (410)996-8101

Facility Request Application Information

Name of Organization/Individual/Business: _____
Address: _____
Phone #: _____
Email: _____
Name of Contact Person #1: _____
Address: _____
Phone # for Contact Person #1: _____
Tax Identification #: _____
Name of contact person #2: _____ Ph. # _____
Facility Requested: _____
Room/Area Requested: _____
Nature of Use/Type of Event: _____
Estimated Attendance: _____
Check day of the Week: **Friday** **Saturday** **Sunday**
Time From _____ Time to _____
Date/Term of Permit: _____

(Please make sure to include set up AND break down time)

****There will be no refunds for unused hours if event ends prior to original end time****

A \$40.00 mandatory, non-refundable reservation fee is required to reserve date. Cost for use is \$20.00/hour.

A mandatory, refundable, \$100.00 security deposit is due day of your rental.

For office use only

Fee for use: _____ Check # _____

Copy of Permittee Copy to Parks and Recreation Office

Indemnity Application

The organization/individual/business identified in this application consents to indemnify and hold harmless Cecil County, MD, its official, officers, employees and agents from any and all claims, actions, damages, liability or expense including reasonable attorney's fees for any and all injuries to or death of persons or damage to property arising out of the use of the use of the facilities for which a permit is issued which are caused by the negligence or omission of the organization/individual/business authorized to use the facility.

****PERMIT WILL BE VALID UPON RECEIPT OF SIGNED ORIGINAL****

Signature of Person in Charge of Group: _____ Date _____

Print Name of Person in Charge of Group: _____

Approved by (Signature of Parks & Recreation Official: _____ Date _____

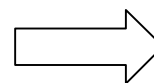
FACILITY USE REGULATIONS:

- Alcoholic beverages are prohibited in all County Facilities and on the property owned by the County.
- Motor vehicles shall be parked an/or operated only on designated areas.
- Activities such as dunking tanks, hot air balloons, carnivals, inflatable bounce houses, catering services, festivals, camping, etc. require advanced written authorization from Parks and Recreation
- Facilities will be open for rentals in general on Friday evenings 5:30-10:00pm, 1:00pm-10:00pm on Saturday and 9:00am-10:00pm on Sundays. Facilities will not be rented on the following holidays or normal business hours; Christmas Eve, Day, New Years Eve/Day, Thanksgiving or July 4th.
- A non-refundable reservation fee must accompany this application for consideration.
- No sale of food, goods, or other services are allowed on or in County facilities without prior written approval from Parks & Recreation and the proper permits, such as but not limited to Health Department, Liquor Board, Department of License and Permits, Maryland Sales and Use Tax Registration, etc/ This applies to permittee and any vendor that the permittee may allow to come onto facility property.
- Set-up and take down of tables and chairs will be the permittees responsibility.
- Smoking is prohibited in all buildings and discouraged on Park property.
- Applicants for facility request must be 21 years of age on or before the date of application.
- Permittee is responsible for all refuse removal associated with rental. Including decorations, inside AND outside of the building.
- No person shall remove or alter any portion of County facility without prior written approval from Parks & Recreation.
- The holder of this agreement assumes full responsibility (financial, legal, medical) for actions of its members, participants, and guests.
- No person shall damage or deface Parks & Recreation facilities.
- Any property of Cecil County damaged or destroyed by the permittee, its members, participants, or guests shall be promptly repaired or replaced by the permittee to the satisfaction of the County or in lieu of such repair or replacement, the permittee shall pay to Cecil County money in an amount sufficient to compensate all loss sustained by Cecil County.
- Either party, i.e., Cecil County and permittee has a right to terminate this agreement upon 30 days written notice. In the event of termination, permittee shall be entitled to a refund of rental fees on a prorated basis. However, if Cecil County terminates this permit for acts by the permittee, said acts jeopardizing the health, safety, or welfare of the public or creating a hazardous condition on or in the permitted facility, permittee shall not be entitled to such a refund.
- Applicants agree to follow and enforce the regulations included in this document and the Code of Cecil County Maryland as amended. The applicant's responsibility extends to its participants, officials, and spectators.
- Failure to comply with these regulations or any County regulation, policy, code, etc. may result in immediate revocation of the permit and use.

Comments/Special Instructions

It is recommended that you bring extra trash bags. There may be an event before yours, and The Parks & Recreation Department will not have a trash pickup between events. Thank you.

Don't forget...



Please Initial

