

Facility Request Application

Cecil County Department of Parks and Recreation

Parks and Recreation Office: Cecil County Community Center

Parks and Recreation Address: 17 Wilson Rd. Rising Sun, MD 21911

Parks and Recreation Phone #'s: (410)656-5125, (410)996-8101

Email Completed Application to: TArgoe@CecilCountyMD.gov

Community Center Request Application

Name of Individual/Business/Organization: _____
Full Address: _____
Phone: _____ Applicant's Date of Birth: _____
Email: _____
Name of Contact Person #1 _____ Phone # _____
Address of Contact #1 _____
Name of Contact Person #2 _____ Phone # _____
Address of Contact #2 _____
Nature of Use/Type of Event _____
Estimated Attendance _____
Check Day of the Week _____ Saturday _____ Sunday
Date of Permit Request _____
Time: From _____ to _____

*** (TIME REQUESTED MUST INCLUDE SET UP AND BREAKDOWN TIME) ***

There will be no refunds for unused hours

A \$60 mandatory, non-refundable reservation fee is required to reserve your date. Cost for use is \$30.00 per hour for Cecil County residents, \$50 per hour for out of County residents. The deposit covers your first 2 hours of rental time and is the minimum hours for a rental.

Indemnity Application

I, the undersigned authorized representative of the named organization in this application, agree to abide by the rules and regulations of Cecil County Maryland and all applicable laws and agree to indemnify and save harmless the Cecil County Maryland, it's employees and agents from any act of commission or omission which may result in any personal injury or property damage arising out of the organizations use of County facilities.

PERMIT WILL BE VALID UPON RECIEPT OF SIGNED ORIGINAL

Signature of Person in charge of Group _____ Date _____

Printed name of Person in charge of Group _____

Approved by (signature of Parks and Recreation Official) _____ Date _____

FACILITY USE REGULATIONS

- Smoking, vaping, or the use of any tobacco products is prohibited on county property and parkland.
- Alcoholic beverages are prohibited in all County Facilities and on the property owned by the County.
- Motor vehicles shall be parked and/or operated only on designated areas.
- Contracting with a third party company for use within the building or park (i.e: bounce house, catering) is prohibited without a special permit.
- Facilities will be open for rentals in general on Saturdays and Sundays from 12pm-10pm. Facilities will not be rented on the following holidays or normal business hours: New Years Day, Easter weekend, Memorial Day weekend, July 4th, Labor Day weekend Thanksgiving Day, the day after Thanksgiving (Black Friday), Christmas Eve, Christmas Day, New Years Eve.
- A non-refundable reservation fee must accompany this application for consideration.
- No sale of food, goods, or other services are allowed in County facilities without prior written approval from Parks and 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 permittees and any vendor that the permittee may allow to come onto facility property.
- The Community Center shall not be rented to any Religious or Political Organization.
- Set-Up and take down of tables and chairs will be the permittees responsibility. We have approximately thirteen 8 foot tables and 100 chairs for use.
- Applicants for facility request must be 21 years of age on or before the date of application.
- Permittee is responsible for the proper refuse removal (i.e: recyclables separated from trash and thrown in the correct dumpster).
- Room decorations can only be hung using the clips provided on the walls around the room. All decorations indoors and out, need to be removed. No pins, tacks, or tape is permitted on walls, windows, or mirrors. Failure to comply with this may lead to painting surcharges.
- No person shall damage or deface Parks and 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 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, Cecil County and permittee has the right to terminate this agreement upon 30 days written notice. In the event of termination, the permittee shall be entitled to a refund of rental fees less deposit. However, if Cecil County terminates this permit for act of 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 and amended. The applicant's responsibility extends to its participants, invited guests, officials, and spectators.
- Failure to comply with these regulations or any County regulations, policy, code, etc. may result in immediate revocation of the permit and use.
- Staff will arrive to open the building before the scheduled rental time, not prior to.

Comments/Special Instructions

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

Don't Forget...

Please initial

REGULATIONS SUBJECT TO CHANGE WITHOUT PRIOR NOTICE TO RENTAL DATE

Updated 11/21/2024