



The Maryland-National Capital Park and Planning Commission
Prince George's County

WALK/RUN RESERVATION FORM

Dear User Group:

Thank you for your interest in sponsoring a Charity Walk/Run at The Maryland-National Capital Park and Planning Commission facility. Please complete this application and return it to the appropriate office for final review of your walk/run and date. **Please note: Special event activities such as face painter, DJ, Moon Bounce, skate mobile, etc. are not permitted. See reverse side for specific package details and fees.**

Best wishes for a safe and successful day!

Name of Organization/Charity: _____ Fax: _____

Contact Name: _____ Home Phone: _____

Address: _____ Work Phone: _____

_____ Cell Phone: _____

Date Requested: _____ Approx. Attendance: _____

Time Requested: _____ Registration Time: _____ Walk/Run Time: _____

Type of Event: Bike Walk/Run
 5K 10K (not offered at Watkins Regional Park)

Site Requested: *(Please check below)*

Park/Trail Package **Anacostia Stream Valley Trail - a M-NCPPC staging/parking area is not provided**
 Mail to: Park Ranger Office 14955 Pennsylvania Ave, Upper Marlboro, MD 20772
 Information: 301-627-7755; TTY 301-699-2544; Fax 301-627-4905.

WB&A Trail- Staging: Glenn Dale CC 11901 Glenn Dale Boulevard-Glenn Dale, MD 20769
 Mail to: Glenn Dale Comm. Ctr. 11901 Glenn Dale Boulevard, Glenn Dale, MD 20769
 Information: 301-352-8983; TTY 301-699-2544; Fax 301-352-8989

Henson Creek Trail – Staging: Tucker Road Comm. Ctr, 1771 Tucker Road, Ft. Washington, MD 20744
 Mail to: Tucker Road Comm. Ctr. 1771 Tucker Road, Ft. Washington, MD 20744
 Information: 301-248-4404; TTY 301-699-2544; Fax 301-248-1739

Special Package **Watkins Regional Park, at Watkins Regional Park, 301 Watkins Park Drive, Upper Marlboro, MD 20774**
 Mail to: WALK/RUN-CAO, 301 Watkins Park Drive, Upper Marlboro, MD 20774
 Information: 301-218-6700; TTY 301-218-6768

Walk/Run Events Hold Harmless/Indemnification

I, _____, shall indemnify and save harmless The Maryland-National Capital Park and Planning Commission from and against all actions, liabilities, claims, suits, damages, cost of expense of any kind which may be brought or made against the Commission, of which it must pay and incur by reason of or in manner resulting from negligence. I shall also indemnify and save harmless the Commission from and against any claims I may have for personal injury, property damage or death suffered while using the M-NCPPC parks or trails for any reason.

Applicant's Signature: _____ Date: _____

For Office Use Only:

Payment-Date Rec'd: _____ Payment-Amt Rec'd: \$ _____ Insurance Certificate-Date Rec'd: _____

Division Chief Approval: _____ Date: _____

PARK/TRAIL PACKAGE DETAILS

For WB&A, Anacostia and Henson Creek Trail

M-NCPPC will provide:

- Use of paved pedestrian trails
- Use of the facility parking lot (parking area not available for Anacostia Stream Valley Trail)
- Use of restrooms at facility during normal operating hours if available

User Group must:

- Provide payment of \$75 (Bi-County) or \$150 (Non-Bi-County) Park Use Fee (Payable to M-NCPPC) for for-profit groups.
- Provide payment of \$25 Permit Fee for Maryland State Registered Non-Profit groups within Prince George's and Montgomery County; and \$75 permit fee for Non-Profits outside the bi-county area.
- Submit a certificate of liability (\$1,000,000) listing M-NCPPC as additional insured
- Provide all equipment needed for the race
- Follow all Park Rules and Regulations
- Clean up and place debris in available containers
- Share the trail system with the general public
- Take necessary safety precautions to ensure all participants have access to first aid and medical equipment, if required
- Contract chemical toilets from a licensed vendor, if needed

'SPECIAL PACKAGE' DETAILS

For Watkins Regional Park only

M-NCPPC will provide:

- Use of Pavilion #0
- Four (4) walkie-talkies
- One (1) portable PA system
- Orange cones for parking lot
- Folding tables/chairs at registration site and three water stations
- One 4'x8' riser
- Two (2) ice chests
- Signs for route

User Group must:

- Provide payment of \$575 (Bi-County) or \$950 (Non-Bi-County), which includes the Park Use fee, Activity Support fee and use of Pavillion (Payable to M-NCPPC.)
- Submit an insurance certificate of liability (\$1,000,000)
- Provide all manpower needed for the event
- Provide all water, refreshments, and ice
- Provide any publicity banners
- Follow all Park Rules and Regulations
- Clean up and place debris in available containers
- Share the course with the general public including vehicular traffic
- Take necessary safety precautions to ensure all participants have access to first aid and medical equipment, if required

c: Area Operations Deputy Director
Division Chief
Park Police
Park Rangers
Park Permit Office
Maintenance Supervisors

REVISED 10.15.14