



# Facility Reservation Request/Agreement

## Renter Information

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_ PARKS DIRECT Household ID #: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Organization/Group Name (if applicable): \_\_\_\_\_

For groups: are you a 501(c)(3) non-profit organization?  No  Yes—*please provide IRS documentation*

## Reservation Request Information

Facility: \_\_\_\_\_ Expected number of participants: \_\_\_\_\_

Space/Room(s): \_\_\_\_\_

Date(s) & Time(s), including setup & breakdown: \_\_\_\_\_

Activity Description (ex. baby shower, meeting, birthday): \_\_\_\_\_

Is this event primarily for adults, teens, or youth?  Adults  Teens  Youth

*If you answer "yes" to any of these questions, please complete the **Reservation Exception Request** form.*

- A. Is this event advertised to the public?  No—Private event  Yes—Public event
- B. Serving food?  No  Yes
- C. Catering?  No  Yes
- D. Fundraiser?  No  Yes
- E. Charging a fee?  No  Yes
- F. Serving alcohol? (only at designated sites)  No  Yes
- G. Providing equipment/entertainment?  No  Yes

*\*I have read and understand the attached Rental Information: \_\_\_\_\_ (initial)*

*\*I understand that this reservation is not final until all required signatures have been received: \_\_\_\_\_ (initial)*

*In submitting this Facility Reservation Request/Agreement, I hereby confirm that I am familiar with The Maryland-National Capital Park and Planning Commission's Park Rules and Regulations and understand that any changes from the original request require approval prior to day of use. In addition, Renter agrees to indemnify and hold harmless the Commission from and against all actions, claims, suits, damages, cost or expenses of any kind which may be brought or made against the Commission or which the Commission must pay and incur by reason of or in any manner resulting from injury, loss or damage to persons or property resulting from his/her/its negligent performance of or failure to perform any of his/her/its obligations under the terms of this Facility Reservation Request/Agreement.*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### -----Office Use Only-----

Renter Information: Household ID #: \_\_\_\_\_ Group:  Partner  Non-Profit

Rental Information:  During Hours  After Hours Fee: \_\_\_\_\_ Reservation #: \_\_\_\_\_

Facility Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recommendation:  Approve  Deny, Reason: \_\_\_\_\_

Regional Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recommendation:  Approve  Deny, Reason: \_\_\_\_\_

**After Hours:** Program Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recommendation:  Approve  Deny, Reason: \_\_\_\_\_

**Exception Requests:** Division Chief Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recommendation:  Approve  Deny, Reason: \_\_\_\_\_

**Alcohol Requests:** Deputy Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recommendation:  Approve  Deny, Reason: \_\_\_\_\_

**Alcohol Requests:** Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recommendation:  Approve  Deny, Reason: \_\_\_\_\_

**Park Police required?**  No  Yes Date Contacted: \_\_\_\_\_ Date Confirmed: \_\_\_\_\_

Notes: \_\_\_\_\_

Notes: \_\_\_\_\_

Notes: \_\_\_\_\_

## Rental Information

- Any individual or organization requesting space must be 21 years or older with a valid PARKS DIRECT account.
- This application is not approved until all required official signatures have been received. Renter should not publicize requested activity until final approval of this application has been rendered. If this application is denied for any reason, M-NCPPC is not responsible for any costs incurred by the Renter.
- M-NCPPC reserves the right to refuse any future applications for any individual, group, or organization that does not abide the standards and policies as set forth by the facility and Commission.
- The total number of hours requested shall include the time required for setup and cleanup.
- **During-Hours requests** must be submitted at least 48 hours before the event.
- **After-Hours requests** and any Reservations with special requests (fundraisers, serving alcohol, etc.) must be submitted at least 14 days before the event.
- All rentals shall end no later than **12 midnight**.
- **Security deposit and full payment** are due at the time of the booking.
- The Renter may access the space only during the time of the rental, including any time the Renter needs for event preparations and cleanup (placing bagged trash where requested, etc.).
- Any group remaining after the permitted time shall be assessed additional fees.
- **Cancellations** must be submitted in writing/email by the Renter to the Facility Director.
  - Requests submitted at least 14 days prior to the rental will receive a full refund.
  - Requests submitted fewer than 14 days but more than 48 hours prior to the rental will receive a refund of the rental fees, but the security deposit will be forfeited.
  - Requests submitted fewer than 48 hours in advance are not eligible for a refund.
- **Terminations:** the event may be cancelled and the Renter may forfeit all payments made if they:
  - Provide inaccurate information on the Facility Reservation Request Form.
  - Are found in violation of any of the items in the *Facility Rental Guidelines*, <http://www.pgparks.com/3369/Community-Centers-Rental>.
- **Changes** (dates, times, locations, etc.) are subject to approval based on facility availability. There is no guarantee that requests for changes will be honored.
- M-NCPPC is not liable for cancellations or termination due to act of God or inclement weather.
- **Advertising:** events may not be advertised. The only exception is if the event is shared via a private group/invitation-only format via social media. Any open groups, advertising or other means of publicity will result in cancellation.
- Renter must request approval to serve **alcohol** (beer and wine only). If approved, Park Police presence will be required.
- **Amusements** are not allowed: examples are moon bounces, live animals, ball crawls, dunk tanks or water slides. Please see Park Rules, <http://www.mncppc.org/236/Park-Rules-Regulations>, for more information.
- Renter is allowed to provide **entertainment**, such as a clown, DJ, or magician, with prior approval. The entertainer may be required to provide insurance or other information.
- Renter may provide **food**, such as a potluck, catered food, or prepackaged food, to invited guests during a private event. No food may be prepared on-site.
- **Park Police** presence may be required during the rental if alcohol is being provided or served, groups of 75 or more, majority of the participants are teens and/or adults, and/or social events that extend past 8 PM.
- For all **teen events** the Renter must provide a guest list and chaperone list prior the event. Please see *Park Police* section for more information.
- Renter is required to abide by all applicable Federal, State, and/or County public laws in accordance with the M-NCPPC Park Rules & Regulations.