

Ocean Pines Recreation & Parks Department

Facility Rental Application

Contact Information:

Name: _____ Phone Number: _____

Email: _____

Address: _____

City

State

Zip Code

Will the contact person be present at the event? Yes No

If no, please provide the contact information for the person in charge of the event.

Alternate Contact Person: _____ Phone Number: _____

Facility Room Requested:

Assateague Room East Room Foulz/Marlin Room Gymnasium

White Horse Park Pavilion Other Location: _____

Event Information:

Name of Event: _____ Event Date: _____

Set-up Time: _____ (30 min. included at no cost)

Time of event Start: _____ End: _____

Tear-down/Clean-up Time: _____ (30 min. included at no cost)

Estimated Total Attendance: _____

Is your event...

Selling alcoholic beverages? This requires a \$100 1-day alcohol permit from the Worcester County Liquor Board and liquor liability insurance with limits of at least \$500,000 combined single limit bodily injury and property damage. A copy of the insurance and permit must be provided to the Ocean Pines Recreation & Parks Department 14 days prior to the day of the event.

Selling food? This requires a 1-day vendor permit from the Worcester County Health Department

Having a Bingo/Casino Night? This requires a gambling permit from the Worcester County Health Department

Charging Admission? Groups charging an admission fee at their event may be subject to additional paperwork and may be required to provide proof of liability insurance.

The above items must have prior approval from the Ocean Pines Recreation & Parks Director

*For more information on permits please visit www.co.worcester.md.us or call (410)632-1200

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Room Set-up & Equipment:

Please indicate the size and quantity of tables needed for this event.

8'x2' Tables _____

6'x2' Tables _____

4'4' Card Tables _____

How many folding chairs will be needed for this event? _____

***Applicants are responsible for setting up tables/chairs**

Will your event have decorations? Yes No

If yes, please describe:

***Please note that scotch tape will damage the paint on the walls, only use painters' tape for decorations. Thank you!**

Additional items may be available upon request at no additional charge:

Podium

TV/DVD

Projector

Screen

Microphone

Bluetooth Speaker

Kitchen:

Will you need the Kitchen for prep/warming/cooking food? Yes No

***Additional charges apply**

If yes, what kitchen equipment is needed?

Will you need to use the ice machine? Yes No

(Subject to availability)

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Rules and Regulations:

1. A reservation is not confirmed until all paperwork is complete, and all required deposits have been paid.
2. **All** rental fees must be paid in full **7** business days prior to the date of the rental.
3. To receive the security deposit back, the applicant is responsible for cleaning up after the event and no damage has been incurred to OP Facilities or property. Deposits will be returned 7-10 days after your event.
4. Event must end at the time listed on the application.
5. Any misrepresentation, regardless of whether it was unintentional, on the application, shall result in cancellation of the event, with no refunds given.
6. **PLEASE DISPOSE OF YOUR TRASH IN THE DUMPSTER BEHIND THE COMMUNITY CENTER. Indoor and Outdoor** parties are responsible for disposing of their trash. Extra can liners can be obtained at the Community Center front desk.
7. **Please ONLY use painter's tape to affix decorations to the walls.** All items brought on the premises must be completely removed by the applicant from the premises.
8. Please be aware that there may be a variety of activities occurring at the same time in the community center. Chairs and tables must be shared with all events. **Activities held in one room may NOT take tables and/or chairs from another room unless they have reserved that room for their event. No group will have sole use of the Community Center without the director's approval.**
9. **NO crab feasts are allowed in the Community Center building.** Please limit this activity to outdoor facilities. **DO NOT leave your trash outside.** Please be sure NOT to leave any mess created and disposed of waste.
10. **Preparing fried foods in the kitchen is prohibited.** The kitchen is not equipped to safely prepare fried foods, please do not use pots of oil to fry foods on the stove or flattop grill. Failure to comply will result in applicant automatically forfeiting their deposit.
11. No animals, amusement rides, or bounce houses, are allowed in the pavilion or in any facility. Smoking and illegal items are also prohibited.
12. Vehicles are NOT permitted to park in White Horse Park. Park in designated parking lots and walk over. Loading and unloading in the park is permitted, however once loading and unloading is complete you must move your vehicle to the parking lot.
13. **White Horse Park Pavilion:** users are allowed to move the picnic tables around as deemed necessary, but please be considerate of the next user and return the tables to their original location after use. To turn on power to the pavilion, flip the red switch that is on the electric panel on the back of the bulletin board in White Horse Park.

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14. Charges incurred by OPA because of neglect, damage, or failure to adhere to all rules and regulations by the applicant or their guests will be charged to the applicant in addition to forfeiting security deposit.
15. The OPA, at its discretion, may cancel the use requested by applicant. Such notice of cancellation, whether written or oral, shall be given to the contact person no later than 48 hours prior to the scheduled event. There may be, however, unforeseen circumstances that necessitate canceling the event within the 48 hours prior to the event. In those instances, the Association will refund any money paid prior to cancellation.
16. The OPA will not be responsible for lost or stolen items, or any items left by the applicant or anyone attending the event. OPA staff will not sign for any items that have been rented by applicant, or delivered to, the community center for the event.

I have read these rules and regulations and agree to abide by them.

Applicant Signature

Date

Facility Contact Information:

Ocean Pines Community Center
235 Ocean Parkway
Ocean Pines, MD 21811
(410)641-7052

Operating Hours: Monday-Friday 8am – 8pm
Saturday 10am – 8pm

*Extended hours and Sundays are subject to prior approval
from the Ocean Pines Recreation & Parks Director

Room Rates:

GROUP	ASSATEAGUE MEETING ROOM	DEP.	COMMUNITY CENTER GYM	COMMUNITY CENTER KITCHEN	DEP.	FOULTZ MEETING ROOM	DEP.	EAST MEETING ROOM	DEP.	MANKLIN BALL FIELD	WHITE HORSE PARK PAVILION	DEP.
Community Organization	No Charge	\$0	Call for pricing 410.641.7052	No Charge	\$0	No Charge	\$0	No Charge	\$0	No Charge	No Charge	\$0
OP Resident/ Property Owner	\$65/hr 1/2 Day (6 hrs) \$260 Full Day (10 hrs) \$455	\$100	Call for pricing 410.641.7052	\$45/hr 1/2 Day (6 hrs) \$180 Full Day (10 hrs) \$315	\$200	\$50/hr 1/2 Day (6 hrs) \$200 Full Day (10 hrs) \$350	\$100	\$45/hr 1/2 Day (6 hrs) \$180 Full Day (10 hrs) \$315	\$100	Call for pricing 410.641.7052	\$40/hr 1/2 Day (6 hrs) \$160 Full Day (10 hrs) \$280	\$100
Non-Resident	\$75/hr 1/2 Day (6 hrs) \$300 Full Day (10 hrs) \$525	\$100	Call for pricing 410.641.7052	\$60/hr 1/2 Day (6 hrs) \$240 Full Day (10 hrs) \$420	\$200	\$60/hr 1/2 Day (6 hrs) \$240 Full Day (10 hrs) \$420	\$100	\$55/hr 1/2 Day (6 hrs) \$220 Full Day (10 hrs) \$385	\$100	Call for pricing 410.641.7052	\$50/hr 1/2 Day (6 hrs) \$200 Full Day (10 hrs) \$350	\$100
Non-Profit Organization	\$70/hr 1/2 Day (6 hrs) \$280 Full Day (10 hrs) \$490	\$100	Call for pricing 410.641.7052	\$55/hr 1/2 Day (6 hrs) \$220 Full Day (10 hrs) \$385	\$200	\$55/hr 1/2 Day (6 hrs) \$220 Full Day (10 hrs) \$385	\$100	\$50/hr 1/2 Day (6 hrs) \$200 Full Day (10 hrs) \$350	\$100	Call for pricing 410.641.7052	\$45/hr 1/2 Day (6 hrs) \$180 Full Day (10 hrs) \$315	\$100
Business (for profit)	\$80/hr 1/2 Day (6 hrs) \$320 Full Day (10 hrs) \$560	\$100	Call for pricing 410.641.7052	\$70/hr 1/2 Day (6 hrs) \$280 Full Day (10 hrs) \$490	\$200	\$70/hr 1/2 Day (6 hrs) \$280 Full Day (10 hrs) \$490	\$100	\$65/hr 1/2 Day (6 hrs) \$260 Full Day (10 hrs) \$455	\$100	Call for pricing 410.641.7052	\$55/hr 1/2 Day (6 hrs) \$220 Full Day (10 hrs) \$385	\$100

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Release Waiver

I, the undersigned, intending to be legally bound, do hereby for myself, family, guardians, charge/charges, heirs, executors, and administrators, waive and release any and all rights and claims for damages, which I/we may have against the Ocean Pines Association, their representatives, successors and employees for any injuries which I/we may suffer in connection with my/our use of this facility. I have read the above and understand the rules and regulations of the Ocean Pines Association - Recreation & Parks Department that have been made available to me.

Applicant Signature

Date

Refund Policy

An applicant can request a full refund 7 days prior to the scheduled event date. If a cancellation occurs within 7 days of a scheduled rental, your rental fee will be refunded, but your deposit may be forfeited.

I have read the above and understand the rules and regulations of the Ocean Pines Recreation & Parks Department Facility Rental Application that have been made available to me. I understand that refunds will be sent 7-10 days after my event.

Applicant Signature

Date

I certify that I have read and understand the attached policies for usage of an Ocean Pines facility. I am responsible for setup, teardown, and cleanup of my event (including trash). I will ensure that no damage is done to the facility rented. I agree to secure the facility before leaving. I understand that if the facility is left in poor condition, I will forfeit my deposit.

Applicant Signature

Date

Office Use:

Application reviewed/ approved by: _____

Date approved: _____

Refund processed by: _____

Date refund processed: _____