

Recreation and Parks Department

Facility Rental Application

Staff Person Taking Application: _____ Application Date: _____

Contact Information

Contact Name _____

Organization/Program (if applicable) _____

Address _____

Street Address

City

State

Zip

Phone _____ E-Mail _____

Alternate Contact: _____ Phone: _____

Facility Information

Facility Requested: *Gymnasium and Marlin Room Birthday Party Package _____

Assateague Room _____ East Room _____ Marlin Room _____ Gymnasium _____

White Horse Park Pavilion _____ Pintail Park _____

Name of Event/Type _____ Event Date _____

Setup Time _____ to _____ Actual Time of Event _____ to _____ Teardown/Cleanup Time _____ to _____

Will the contact person be attending the event? Yes _____ No _____ If no, please provide contact info of person in charge: Name _____ Phone _____

Estimated Total Attendance _____ # of Youths 18 and under _____

Is the organization non-profit/ tax exempt? No _____ Yes _____ If yes, must attach copy of 501(c) (3) status/ tax

exempt certificate.

Will admission be charged? (Must have prior approval from Rec & Parks Director) No _____ Yes _____

If yes, how much? \$_____ (Groups charging an admission fee at their event may be subject to additional paperwork and may be required to provide proof of liability insurance.)

Room Set Up / Equipment

Long 8'x2' Tables _____ Folding Chairs _____ 4'x4' Card Tables _____
Quantity Quantity Quantity

***If renting the Gymnasium and Marlin Room together for the Birthday Party Package, tell us what equipment is needed (i.e. dodgeballs, basketballs, toddler toys, speaker for dance party):**

Will you need the kitchen for prep/warming/cooking food? Yes _____ No _____ ***additional charge will apply.**

Kitchen equipment needed: _____ commercial convection oven _____ flat top grill _____ microwave ***additional charge will apply.**

Do you need to put items in the refrigerator or freezer? YES _____ NO _____ * no additional charge

Will you need the ice machine in the kitchen? YES _____ NO _____ *no additional charge

Will your event have decorations? Yes _____ No _____ If yes, please describe _____

Additional Items (may be available upon request at no extra charge):

PA System _____ Microphone _____ Podium _____ TV/DVD _____ Projector _____ Screen _____

___ **SELLING ALCOHOLIC BEVERAGES (Requires a \$50 alcohol permit from Worcester County and a general liability insurance and liquor liability insurance with limits of at least \$500,000 combined single limit bodily injury and property damage. Copy of the insurance and permit must be provided to the Recreation and Parks Dept. 14 days prior to the day of your event.)**

___ **SELLING FOOD OR HAVING A BINGO/CASINO NIGHT (Requires a permit obtained from the Worcester County Health Department located at the Isle of Wight office on Route 90 or from www.worcesterhealth.org.)**

Ocean Pines Recreation & Parks Facility Rental 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 within 7 business days of 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 and all patrons of the event must be off the premises at the time listed on the application or you will forfeit a portion of your deposit based on the hourly rate for the rental.
5. A certificate of insurance may be required for some programs or events. Non-Profit 501 (c) (3) and/or Tax-Exempt Organizations must provide written proof of status at time of application to qualify for non-profit rates. A copy of your organization's tax-exempt certificate must be provided, and checks or credit card must be in the name of said organization to qualify as tax exempt.
6. Any misrepresentation, regardless of whether it was unintentional, on the application, shall result in cancellation of the event, with no refunds given.
7. **PLEASE DISPOSE OF YOUR TRASH IN THE DUMPSTER NEXT TO THE COMMUNITY CENTER.** Extra can liners can be obtained at the community center front desk.
8. Please do not use scotch tape to affix decorations to the walls. Please use painter's tape. All items brought on the premises must be completely removed by the applicant from the premises to be eligible to receive the return of the security deposit.
9. 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.**

10. **No crab feasts are allowed in the Community Center building.** Please limit this activity to outdoor facilities.
11. No animals, amusement rides, 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. Please stop at the Recreation & Parks Department for the key to the gate.
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. The Recreation and Parks staff are not always available to move tables. 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. **PLEASE DISPOSE OF YOUR TRASH IN THE DUMPSTER NEXT TO THE COMMUNITY CENTER. Extra can liners should be in the trash cans, but more are available at the front desk in the community center.**
14. **Sunday rentals:** The community center is closed on Sundays. If you are renting White Horse Park Pavilion, there will be no access to the community center restrooms, ice machine, staff, or folding chairs and tables. 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.
15. 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.
16. 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.
17. 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.
18. **I have read these rules and regulations and agree to abide by them.** _____ (initial)

Ocean Pines Recreation & Parks Facility Rental Application

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. At various times the Ocean Pines Association videotapes and photographs events to be submitted to the local media. By using this facility, I/we hereby authorize the Ocean Pines Association to reproduce, copy, exhibit, publish, broadcast, or distribute any and all such tapes or photographs. 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 and 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

Facility Contact Information

Ocean Pines Community Center

Community Center

235 Ocean Parkway ~ Ocean Pines, MD 21811

(410) 641-7052

Please contact the facility for operating hours.

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OFFICE USE ONLY: Approved _____ Rejected _____ (reason) _____

Insurance required: yes no

General liability insurance @ \$1 million/occurrence, combined single limit.

City named as additionally insured.

Copy of certificate of insurance

Permit #: _____ Date Deposit Paid: _____ Date Balance Paid: _____

Deposit Refund Requested on: _____

Authorized by: _____ **Date:** _____

(Recreation Director)