



# SOMERSET COUNTY RECREATION, PARKS & TOURISM



## FACILITY RENTAL AGREEMENT

Organization/Applicant: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Address: \_\_\_\_\_

### Event Details

Date(s) Requested: \_\_\_\_\_ Time(s) Requested: \_\_\_\_\_

Event Type/Description: \_\_\_\_\_

Estimated # of Attendees: \_\_\_\_\_

### General Use Guidelines

- The park facility, including playground and surrounding green space, will not close to the general public during facility rental without special permission granted by the Department.
- Somerset County citizens may use any outdoor facility free of charge until users who rented facility arrive.
- Users must park in designated parking areas, not in grass.
- All facilities have portable restroom facilities, unless stated otherwise.
- Concession areas are not included in rental.

### Practice Use

Facility (select one)	Location	Rate (per hr.)
<input type="checkbox"/> Centralized Athletic Facility Fields (per field)	Westover	\$30
<input type="checkbox"/> Glenn Ward Ball Field	Crisfield	\$30
<input type="checkbox"/> Ruritan Softball Field	Princess Anne	\$30
<input type="checkbox"/> Little League fields (per field)	Princess Anne	\$30
<input type="checkbox"/> Old Washington High Gym	Princess Anne	\$40
<input type="checkbox"/> Old Westover Elementary Gym	Westover	\$40
<input type="checkbox"/> LIGHTS (OUTDOOR)	ANY FACILITY	\$30

### Game/Tournament Use

Facility (select one)	Location	Rate (per day)
<input type="checkbox"/> Centralized Athletic Facility Fields (per field)*	Westover	\$150
<input type="checkbox"/> Glenn Ward Ball Field	Crisfield	\$150
<input type="checkbox"/> Ruritan Softball Field	Princess Anne	\$150
<input type="checkbox"/> Little League fields (per field)	Princess Anne	\$150
<input type="checkbox"/> Old Washington High Gym	Princess Anne	\$200
<input type="checkbox"/> Old Westover Elementary Gym	Westover	\$200
<b>MAINTENANCE FEES</b>	<b>ALL</b>	<b>\$50 PER DAY</b>

\*Additional fields - \$100 per field per day

### Game/Tournament Use Additional Guidelines

#### Maintenance Fees Include the Following:

- Trash removal – cans will be emptied each day



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- Field prep – fields will be prepared each day for game play (grass cut, field lined, drag and lime - for softball)

### Special Conditions (additional charges may apply)

- Will you charge admission?  Yes  No
  - Will stakes be used (for tents, bounce houses, etc)?  Yes  No
  - Will outside vendors be present (food, craft, commercial)?  Yes  No
  - Other special conditions?  Yes  No
- Conditions: \_\_\_\_\_

### Facility Guidelines and County Policies:

- Applicant/user is liable and holds Somerset County harmless for damage, injury and/or death by or on items they supply or have supplied at the pavilion or facility grounds.
- There is no insurance provided by the Somerset County Recreation and Parks Department for rentals. All injuries are the responsibility of the individual and/or organization renting the facility.
- Somerset County recommends that the applicant either provide a certificate of insurance OR obtain insurance through Tulip. Documentation can be obtained from the Recreation & Parks office.
- Facility must be returned in its normal condition, with no alterations.
- All trash must be disposed of in the provided receptacles.
- The organization or user must not make any alterations, install equipment or make attempts to maintain facilities—with the exception of trash clean up.
- User must use facility for approved times stated in this agreement.
- Camping and campfires are not allowed.
- Department of Recreation and Parks has the authority to refuse or cancel this agreement for any reason.

### Cancellation Policy:

Refunds in case of cancellation will be granted, if requested 14 days prior to scheduled date of event. All refunds are subject to a 10% service charge. Refunds will not be issued when an activity is cancelled due to inclement weather. In this case, the event may be rescheduled to another date, based on park availability.

### Release and Indemnification:

Applicant/Organization releases County from all claims against the County and assumes all risks associated with the rental. The County must be indemnified by the Applicant/Organization against all claims arising from the use of County facilities.

### Understanding and Signature:

Applicant has been provided a copy of this agreement and is responsible for the actions of its organization and users. Applicant has responsibility of ensuring members/users are aware of the above county policies, in their entirety. The applicant accepts full responsibility for the use of and damages done to County facilities during time specified in this agreement.

**I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS CORRECT AND WILL ADHERE TO ALL GUIDELINES**

APPLICANT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### OFFICE USE ONLY

FEE PAID \$ \_\_\_\_\_ CHECK/CASH: \_\_\_\_\_ EMPLOYEE INITIALS: \_\_\_\_\_ DATE: \_\_\_\_\_