

Facility Request Application
Cecil County Department of Parks and Recreation

Parks & Recreation Office: Cecil County Community Center
Parks & Recreation Address: 17 Wilson Rd. Rising Sun, MD 21911
Parks & Recreations Phone #: (410)658-3000, (410)392-4537, (410)996-8101

Community Center Request Application

Name of Organization/Individual/Business: _____

Address: _____

Phone : _____ (cell) _____

Email: _____

Name of Contact Person #1 _____ Phone # _____

Address of Contact #1 _____

Name of Contact Person #2 _____ Phone # _____

Address of Contact #2 _____

Nature of use/Type of Event _____

Estimated Attendance _____

Check day of the week _____ Saturday _____ Sunday

Date of Permit Request _____

Time From _____ to _____

(MUST INCLUDE SET UP AND BREAKDOWN TIME) **There will be no refunds for unused hours**

A \$40 mandatory, non-refundable reservation fee is required to reserve date. Cost for use is \$20.00 per hour.

A mandatory, refundable \$100 security deposit is due the day of your rental.

For office use only

Fee for use _____ Check # _____

Indemnity Application

The organization/individual/business identified in this application consents to indemnify and hold harmless Cecil County, MD, its officials, officers, employees and agents from any and all claims, actions, damages, liability or expense including reasonable attorney's fees for any and all injuries to or death of persons or damage to property arising out of the use of the facility for which a permit is issued which are caused by the negligence or omission of the organization/individual/business authorized to use the facility.

****PERMIT WILL BE VAILID UPON RECEIPT OF SIGNED ORIGINAL****

Signature of Person in charge of Group _____ Date _____

Printed name of Person in charge of Group _____

Approved by (signature of Parks & Recreation Official) _____ Date _____

FACILITY USE REGULATIONS

- Alcoholic beverages are prohibited in all County Facilities and on the property owned by the County.
- Motor vehicles shall be parked and/or operated only on designated areas.
- Activities such as dunking tanks, hot air balloons, carnivals, inflatable bounce houses, catering services, festivals, camping, etc, require advanced written authorization from the Parks and Recreation Department.
- Facilities will be open for rentals in general on Saturdays from 2pm-10pm and on Sundays from 9am-10pm. Facilities will not be rented on the following holidays or normal business hours; Christmas Eve, Christmas Day, New Years Eve, New Years Day, Thanksgiving or July 4th.
- A non-refundable reservation fee must accompany this application for consideration.
- No sale of food, goods, or other services are allowed on or in County facilities without prior written approval from Parks & Recreation and the proper permits, such as but not limited to Health Department, Liquor Board, Department of License and Permits, Maryland Sales and Use Tax Registration, etc. This applies to permittee and any vendor that the permittee may allow to come onto facility property.
- The Community Center shall not be rented to any Religious or Political Organization.
- Set-Up and take down of tables and chairs will be the permittees responsibility.
- Smoking is prohibited in all County buildings and is discouraged on all County property.
- Applicants for facility request must be 21 years of age on or before the date of application.
- Permittee is responsible for all refuse removal associated with rental. Including decorations, inside AND outside of the building.
- No person shall damage or deface Parks & Recreation facilities.
- Any property of Cecil County damaged or destroyed by the permittee, its members, participants, or guests shall be promptly repaired or replaced by the permittee to the satisfaction of the County of in lieu of such repair or replacement, the permittee shall pay to Cecil County money in an amount sufficient to compensate all loss sustained by Cecil County.
- Either party, i.e., Cecil County and permittee has a right to terminate this agreement upon 30 days written notice. In the event of termination, permittee shall be entitled to a refund of rental fees on a prorated basis. However, if Cecil County terminates this permit for acts of the permittee, said acts jeopardizing the health, safety, or welfare of the public or creating a hazardous condition on or in the permitted facility, permittee shall not be entitled to such a refund.
- Applicants agree to follow and enforce the regulations included in this document and the Code of Cecil County Maryland and amended. The applicant's responsibility extends to its participants, officials, and spectators.
- Failure to comply with these regulations or any County regulations, policy, code, etc. may result in immediate revocation of the permit and use.

Comments/Special Instructions

It is recommended that you bring extra trash bags. There may be an event before yours, and the Parks & Recreation Department will not have a trash pick up between events. Thank you.

Don't forget....

Please initial