



County Commissioners of Kent County, MD

Department of Parks and Recreation

11041 Worton Road, P.O. Box 67, Worton, MD 21678
410-778-1948 * info@KentParksAndRec.org



4/7/17

Community Center Room Rental Reservation Application

Reminder: Applications for exclusive use rentals must be received by the Department no less than thirty (30) days prior to the desired rental date along with a \$100 (up to \$500 depending on the size of the event) refundable damage/clean-up deposit (this deposit is separate from the rental fee and must be made in the form of separate payment).

Requestor Information

Full Name: _____ Today's Date: _____
 Organization: _____
 Mailing Address: _____ City, State, & Zip: _____
 Home Phone: _____ Work Phone: _____ Cell Phone: _____
 Email Address: _____

Room Information

Room Requested:
 Meeting Room Multipurpose Room | Computer Room
 Kids Room *Gymnasium (*circle one: 1/2 gym or full gym*)

* Rental of one half of the gym will not prohibit use of the other half during your reservation. Please reserve the full gym if noise from the non-rented half of the gym will interfere with your event. **This is highly recommended, but not required.**

Date(s) Requested: _____
 2nd Choice: _____
 Time Requested (include ending time): _____
 An additional 1/2 hour before and 1/2 hour after rentals are permitted free of charge for set-up and clean-up.
 Please do not include these 1/2 hours in the above field.

Event Name/Description: _____
 Number of People Attending: _____
 Number of Tables Needed: _____
Please be advised that KCPR has a maximum of 115 chairs, (18) 8 foot rectangular tables, and (8) 6 foot round tables; however, they may not all be available due to other reservation requests.

Additional Equipment Needed:
 TV(s) - *option only available if renting the Meeting Room, Kids Room, or Multipurpose Room*
 Smart Board - *option only available if renting the Meeting Room (must use KCPR laptop computer)*
 Projector - *option only available if renting the Meeting Room*
 DVD Player - *option only available if renting the Meeting Room, Kids Room, or Multipurpose Room*
 Kitchen - *option only available if renting the Meeting Room, full Gymnasium, or Gymnasium A*
 Other - *please describe:* _____

Rules and Regulations: Review and initial each rule/regulation:

I understand it is my responsibility to follow Community Center General Policies and Building Rental Policies as "Contractor" and pledge to thoroughly review these policies prior to my scheduled use of the building.
 INITIAL HERE: _____

I am at least 21 years of age and understand I must provide Department personnel with a valid identification at the start of the permitted activity which will be kept in the Department's possession during the duration of the activity and may be copied for their records.
 INITIAL HERE: _____

I understand the Department will contact me within 48 business hours of my submission of this application and inform me of availability. If the desired rental date is available the full rental payment must be paid within 7 calendar days of receiving notification from the Department. Once the payment is received, I understand I will receive an approved Rental Contract.
 INITIAL HERE: _____

I understand that this is a tobacco free and controlled or illegal substance free facility.
 INITIAL HERE: _____

I understand I must be on-site, with the signed and approved Rental Contract for the duration of the permitted activity.
 INITIAL HERE: _____

I understand that in accordance with the requirements of the Special Event Recycling Program (SERP), should my rental expect to have 200 or more persons in attendance, and serve food or drink, I am required to, at my own cost, provide recycling for the following items: cardboard; glass containers; plastic containers; paper; metal containers; food scraps. I acknowledge that in addition to providing recycling receptacles for recycled items, it is my responsibility to ensure the collection of all recycled materials from the rental site. Guidelines attached.
 INITIAL HERE: _____

I understand that I am responsible for the repair or replacement of any damage incurred to the facility or its contents during the permitted activity and clean-up of the area utilized. I understand that my deposit may be retained to cover these costs and that I will be billed if the costs exceed the required deposit.

INITIAL HERE: _____

I understand that I am responsible for cleaning the facility and returning its state to its original condition (including placement of tables, chairs, athletic equipment, etc.) and that failure to do so may result in the forfeiture of the deposit.

INITIAL HERE: _____

In understand that it may take up to two weeks for refunds to be processed.

INITIAL HERE: _____

I understand that I am responsible for making sure that all guests remain in the contract specified area of the facility, other than to use the restroom, during the duration of the rental.

INITIAL HERE: _____

I understand that cancellations must be received by the Department, during normal business hours, at least 7 calendar days prior to the event to qualify for a full refund minus a \$5 service fee. Failure to do so will result in the forfeiture of 50% of the rental fee (the full deposit will be refunded).

INITIAL HERE: _____

I understand that these Rules and Regulations are not all inclusive and I must refer to the Community Center General Policies and Building Rental Policies for the policies in their entirety.

INITIAL HERE: _____

I understand that Kent County Parks and Recreation, Kent County Government, its elected officials and employees are absolved of all responsibility and liability for any damage, injury, or loss sustained by person or property as a result of the user's negligence or that of any member in their group.

INITIAL HERE: _____

I understand that depending upon the type and size of my rental, I may be required to furnish a valid copy of a Certificate of Liability Insurance for myself or my organization prior to final rental contract approval. If I or my organization does not currently possess Liability Insurance, the Department of Parks and Recreation will provide information for a company that offers Liability Insurance, which may be purchased at my or my organization's expense. I further understand that the level of risk of injury will be assessed to determine if I will be required to add Kent County as an added insured for the duration of the rental.

INITIAL HERE: _____

I understand that anything rented or acquired from an outside vendor/company/business must have prior approval from KCPR and may require proof of liability insurance from said vendor/company/business. Failure to obtain prior approval or proof of insurance may result in denial of rental request and or forfeiture of security deposit.

INITIAL HERE: _____

I understand that as a condition of my rental, I am required to sign an agreement indemnifying and holding Kent County, its elected officials, employees, and other workers harmless from and against all loss, costs, expense, damage liabilities, or claims, etc.

INITIAL HERE: _____

**Please be advised that this is not an approved application until a staff member has indicated so below.
The Department reserves the right to cancel any Rental Contract.**

For KCPR Use Only

Date Request Received:	\$100 Deposit Received:
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Room Assigned:	
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Notes on when and how Requestor was notified:	
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Full Rental Payment Due (7 days after	Date Received:	Form of Payment:
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Staff Initials:	Notes:
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Application

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	Staff Initials/Date:
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Notes:

<input type="checkbox"/> Cancelled by Contractholder/ Department on:	Reason:
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Refund Information (if applicable):

\$100 Deposit Information:	<input type="checkbox"/>	Refund in Full	<input type="checkbox"/>	Partial Refund	<input type="checkbox"/>	Deposit Retained in Full
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If any part of the Deposit is retained by the Department please explain:
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If refunding any part of the Deposit please indicated date submitted to the Finance Office:	
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SPECIAL EVENT RECYCLING

FACT SHEET

What are My Responsibilities Under the Special Events Recycling Program (SERP)?

Under Maryland Law, special event organizers are responsible for providing recycling at special events that meet the following three criteria:

1. Includes temporary or periodic use of a public street, publicly owned site or facility, or public park;
2. Serves food or drink; and
3. Is expected to have 200 or more persons in attendance.

You are responsible for providing and placing recycling receptacles adjacent to each trash receptacle at the event (except if already existing on site). Recycling receptacles must be clearly distinguished from trash receptacles by color or signage. You must ensure that the recyclables are collected and delivered for recycling. Finally, you are responsible for any costs and labor to carry out the recycling program at your event.

Which Materials Must be Recycled?

You must provide for recycling of at least plastic containers, metal containers, glass containers, and paper. If you will be serving food at the event, you must assess the availability of recycling service for food scraps, and if available, provide it. Note that you must provide separate collection bins for food scraps and other recyclables if food scraps collection will be provided. Edible surplus food may also be donated.

What Steps Should I Take Before the Event?

1. Obtain any required permits, licenses, and/or reservations required for the event.
2. Think about the waste stream that will be generated at the event. Can the quantity of waste generated at the event be reduced? For example, water and condiments may be served from bulk containers rather than in packets or plastic bottles; printed handouts and other materials may be double-sided.
3. Determine which materials will be accepted for recycling and assess availability of food recycling.
4. Contract with a recycling hauler for recycling. Be sure to ask about accepted and prohibited materials and the pickup timing and locations. Infinity Recycling provides event recycling – 410-928-3333
5. Visit the event venue and determine the number and location of trash receptacles.
6. Purchase or rent recycling receptacles for placement adjacent to all trash receptacles and deliver the recyclables to a Kent County recycling drop-off center. Free/printable images for signage are available here: <http://www.recycleminnesota.org/resources-6/free-signs-a-images>
7. Train staff that will be involved in the recycling program. Establish who is responsible for emptying recycling bins and when.

Where Can I Find More Information?

For more information and assistance in setting up the recycling program, please contact the Kent County Environmental Operations Department at 410-778-7439 and the manager of the event venue.

Helpful link:

- EPA's "Recycle on the Go" Website: <http://www.epa.gov/epawaste/consERVE/tools/rogo/index.htm>