



KENT COUNTY PARKS & RECREATION

FACILITY RENTAL APPLICATION

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 \$150 (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 a separate payment). Please make checks payable to County Commissioners of Kent County.

Kent County Community Center

Amenities	Rate with Access Card	Rate without Access Card
Meeting Room	\$20/hr	\$40/hr
Kids Room	\$20/hr	\$40/hr
Computer Room	\$20/hr	\$40/hr
Half Gym	\$35/hr	\$70/hr
Full Gym	\$50/hr	\$100/hr
Kitchen	\$15 flat	\$20 flat
*Additional Facility Supervisor	\$35/hr	\$35/hr

*Two additional staff required when renting outside of operating hours

Pool Rentals

Number of Attendees	Rate (2 hours)
1-50 people	\$240
51-100 people	\$300
101-200 people	\$360
201-300 people	\$600

*Two hour minimum. Must be outside of public and departmental program hours.

Pavilion Rentals

Kent County Residents	Non-Residents
\$30/hr	\$40/hr
\$250 - full day	\$360 - full day

Special Park Use

Kent County Residents	Non-Residents
\$10/hr per area	\$15/hr per area

Athletic Field Rentals

For pricing, Contact us at 410-778-1948 OR info@kentparksandrec.org

APPLICANT INFORMATION

First & Last Name Today's Date
 Organization Date of Birth
 Address
 City / State Zipcode Kent County Resident Yes / No
 Phone Email

RENTAL INFORMATION

Rental Date(s) Second Choice Date(s)
 Start Time End Time Number of Attendees
 Event Description



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RENTAL LOCATION

Please check which facility and amenities you are requesting for your rental

Kent County Community Center

Meeting Room Half Gym Full Gym Computer Room Kids Room Kitchen

Additional Equipment Needed:

TV(s) Projector DVD Player Chairs - how many: _____ Tables - how many: _____

Other - please describe: _____

Pool Rentals

Kent County Community Center Pool Millington Pool Bayside Pool

Pavilion Rentals

Betterton Beach Toal Park Edesville Park Turners Creek Worton Park

Water Water Water
 Electric Electric Electric

Athletic Field Rentals

Worton Park

Orem Field Ball Diamond Multi-Purpose Field Other

Lights AA C Lights Please describe _____
 B D Number of Fields _____
 E Please describe _____

Special Park Use

Betterton Beach Park Worton Park Turners Creek Park Toal Park
 Edesville Park Millington Park Still Pond Station Park Francis Cann Woodlot

Please describe area(s) you are requesting for your event: _____

Date Request Received: _____

Balance Due : _____

Field/ Facility Assigned: _____

Due Date: _____

Staff Initials: _____

Date Received: _____

KCPR OFFICE USE

Deposit Due: _____

Date Received: _____

Approved

Not Approved

How and when was applicant notified : _____

Notes: _____

Canceled by Applicant

Canceled by KCPR

Full Refund (minus \$10)

Partial Refund (minus \$10)

Deposit Returned