

required deposit.

County Commissioners of Kent County, MD **Department of Parks & Recreation**



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

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 \$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 separate payment).

	Please make checks payable to	stor Information	Kent County.			
Full Name:	Reques	DOB:	Today's Date:			
Organization:						
Mailing Address:		City, <i>County</i> , State, & Zip:				
Home Phone:	Work Phone:	Work Phone: Cell Phone:				
Email Address:	Poor	m Information				
Room Requested:	Kool	II IIIIOIIIIatioii				
Meeting Room	Multipu:	rpose Room	Computer Room			
Kids Room		usium (circle one: ½ gym or full				
Rental of one half of the gym will	not prohibit use of the other half during yo	our reservation. Please reserve the	e full gym if noise from the non-rented half			
	event. This is highly recommended, but	not required.				
Date(s) Requested:						
2 nd Choice: Time Requested (include endir	+:					
	ig time): ½ hour after rentals are permitted free of ch	narge for set-up and clean-up				
Please do not include these ½ hou		ange for set up and clean up.				
Event Name/Description:						
Number of People Attending:						
*Number of Tables Needed:	(20) 9 (-4 4 1 1 1 1 1	.] 4 .]]]				
Additional Equipment Needed	s, (30) 8 foot rectangular tables, and (8) 6 foot roun	d tables; however, they may not all be	avauable due to other requests.			
	n. conly available if renting the Meeting Room, K	ids Room, or Multipurpose Room				
	- option only available if renting the Meeting I					
Projector - op	otion only available if renting the Meeting Room	m				
	- option only available if renting the Meeting I					
	ion only available if renting the Meeting Room,	, full Gymnasium, or Gymnasium	A			
Other - please	ew and initial each rule/regulation:					
		eral Policies and Building Ren	ital Policies as "Contractor" and pledge to			
	es prior to my scheduled use of the build		tail Folicies as Contractor and piedge to			
	1		ГІAL HE r E:			
F	CDD many and the sight to many improve of a C	11	Determine the description of			
			ess and age. Patrons who do not provide proof y resident and do not provide proof of residency-			
	uired to pay the non-resident rate.		TAL HERE:			
1	, and provide the second					
			ntification at the start of the permitted activity			
which will be kept in the Depa	rtment's possession during the duration					
			TIAL HERE:			
			plication and inform me of availability. If the			
			ing notification from the Department. Once the			
payment is received, I understa	and I will receive an approved Rental Co		ГІАL HERE:			
I understand that alcohol, toba	acco, controlled or illegal substances are	strictly prohibited on County	Property.			
		INIT	ΓIAL HERE:			
I understand I must be on-site	, with the signed and approved Rental C	Contract for the duration of the	ne permitted activity.			
		INIT	TIAL HERE:			
I understand that in accordanc	e with the requirements of the Special F	Event Recycling Program (SE	RP), should my rental expect to have 200			
	, and serve food or drink, I am required					
	astic containers; paper; metal containers					
receptacles for recycled items,	it is my responsibility to ensure the colle	ection of all recycled materials	s from the rental site. Guidelines attached.			
			TIAL HERE:			
			lity or its contents during the permitted activity			
and clean-up of the area utilize	d. I understand that my deposit may be	e retained to cover these costs	s and that I will be billed if the costs exceed the			

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 equip	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.								
in understand	i that it may take up to two weeks for fert	mas to be pro	ocessed.	Т	NITIAL HERE:			
Lunderstand	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 restroo							
	uring the duration of the rental.							
Ü					NITIAL HERE:			
understand that cancellations must be received by the administrative office by the contract holder, during normal business hours, at least 7 calendary								
	days prior to the event to qualify for a full rental fee refund minus a \$5 service fee. Failure to do so will result in the forfeiture of 50% of the rental							
fee. The full	security deposit will be refunded.			Т	NITIAL HERE:			
I understand	understand that these Rules and Regulations are not all inclusive and I must refer to the Community Center General Policies and Building							
	olicies for the policies in their entirety.							
	INITIAL HERE:							
	inderstand that Kent County Parks and Recreation, Kent County Government, its elected officials and employees are absolved of all sponsibility 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							
		s sustained by	y person or property	y as a resi	alt of the user's negligence or that of any member			
iii tileii giouj	n their group. INITIAL HERE:							
I understand	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.							
required to ac	id Kent County as an added insufed for the	ie duradon of	i the rental.	T	NITIAL HERE:			
I understand	I understand that anything rented or acquired from an outside vendor/company/business must have prior approval from KCPR							
					in prior approval or proof of insurance may result			
in denial of rental request and or forfeiture of security deposit.								
Lunderstand	that as a condition of my rental I am requ	ired to sion a	an agreement indem		NITIAL 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.								
1 , ,	O	,	, 1 , 8		NITIAL HERE:			
				om all tras	sh cans filled as a result of the rental. All garbage			
must be depo	sited into the dumpster on site at the rear	of the building	ng.		HITTAL LIEDE			
Kitchen Rent	al (if applicable): Kept County Parks and I	Racrostian de	oes not provide clear		NITIAL HERE: blies (cloths, soaps, cleansers, etc.) to clean the			
	a rental. Cleaning supplies are the respons			imig supp	ones (ciotiis, soaps, cleansers, etc.) to clean the			
	a remain stemming oupplies are the respons	ionity of the		I	NITIAL HERE:			
					does not make individual contact to contract			
					gs/changes/updates on the day of a scheduled			
rental or in general. Contract holders must sign up to receive notification alerts through our exclusive weather/other closures/updates notification method. The <i>Rainout Line platform pushes updates out via *text message, email, Facebook and our website</i> . An app is available to download on								
smart devices	and a traditional call-in hotline (410-429-14	'01) is also ava	ilable. Users select th	e method	they would like to receive alerts by signing up from			
our rainout line page - https://rainoutline.com/search/dnis/4104291401. From there, users can easily select one or more methods to receive alerts (left menu of page). Once signed up, individual alerts can be selected to be received by facility or receive them all - it's completely up to the user. *Text								
					method must be used to see the full alert.			
messages are	infinited to 170 characters so the 1da mes	ouge may no	n se dispinyed, niid		NITIAL HERE:			
	Please be advised that this is not	an approved	l application until	a staff m	ember has indicated so below.			
	The Departmen		ne right to cancel a	ny Renta	al Contract.			
Data Bassast	P. agains de		KCPR Use Only					
Date Request Room Assign			50 Deposit Received tte Deposit Received					
	en and how Requestor was notified:	,		··				
	ayment Due (7 days after)		Date Received:		Form of Payment:			
Staff Initials: Notes: Application								
	Approved Not A	Approved	Application	Staff Ini	tials/Date:			
Notes:		-FF	l		(4.00)			
	Cancelled by Contract holder/ Department of	on:	Reason:					
Refund Information (if applicable):								
\$150 Deposit I			Refund in Full		Partial Refund Deposit Retained in Full			
If any part of the Deposit is retained by the Department, please explain:								
If refunding any part of the Deposit, please indicated date submitted to the Finance Office:								
and and an	, part of the Deposit, pieuse maiented date sui							

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 <u>adjacent to each trash receptacle</u> 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