



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	\$35/hr	\$55/hr
Kids Room	\$25/hr	\$35/hr
Computer Room	\$25/hr	\$35/hr
Half Gym & Batting Cage	\$40/hr	\$75/hr
Full Gym	\$55/hr	\$105/hr
Kitchen	\$15 flat	\$20 flat
*Additional Facility Supervisor	\$35/hr	\$35/hr

*Two additional staff required @ \$30 per hour when renting outside of operating hours.

Pool Rentals

Number of Attendees	Rate (2 hours)
1-50 people	\$250
51-100 people	\$310
101-200 people	\$370
201-300 people	\$610

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

Special Park Use

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

Pavilion Rentals

Kent County Residents	Non-Residents
\$35/hr	\$45/hr
\$250 - full day	\$360 - full day

*There is a 3 hour minimum for all pavilion rentals

Athletic Fields, Basketball Courts & Ball Fields

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

Ball & Athletic Fields - Six hour minimum. Includes one field lining and dragging per day. Additional \$10 per hour for use of lights.

Basketball Courts - Two hour minimum. Additional \$10 per hour for use of lights.

APPLICANT INFORMATION

First & Last Name Today's Date
 Organization Date of Birth
 Kent County or MD State Government Yes / No If Yes, What Department
 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
 Will you be bringing food or beverages? Please describe:



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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) DVD Player Chairs - how many: _____ Tables - how many: _____

Batting Cage Other - please describe: _____

Pool Rentals

Kent County Community Center Pool Millington Pool

Pavilion Rentals

Betterton Beach Toal Park Edesville Park Turners Creek Worton Park

Electric Electric Water
 Electric

Athletic Field Rentals

Worton Park Toal Park

Orem Field Ball Diamond Multi-Purpose Field Basketball Courts Toal Field

Lights Commissioners Field Lights Court 1
 Heroes Field Number of Fields ____ Court 2
 Veterans Field Please describe _____
 All-Star Field
 Volunteer Field

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: _____

KCPR OFFICE USE

Date Request Received: _____

Balance Due : _____

Field/ Facility Assigned: _____

Due Date: _____

Staff Initials: _____

Date Received: _____

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