

### 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 County Commissioners of Kent County.				
	<b>Requestor Information</b>			
Full Name:	DOB:	Today's Date:		
Organization:				
Mailing Address:	City, <i>County</i> , State, & Zip:			
Home Phone:	Work Phone: Cell Phone:			
Email Address:				
	Room Information			
Room Requested:				
Meeting Room	Multipurpose Room	Computer Room		
Kids Room	*Gymnasium ( <i>circle one</i> : ½ gym or full			
	use of the other half during your reservation. Please reserve the	e full gym if noise from the non-rented half		
of the gym will interfere with your event. This is	is highly recommended, but not required.			
Date(s) Requested:				
2 <sup>nd</sup> Choice:				
Time Requested (include ending time):				
	rentals are permitted free of charge for set-up and clean-up.			
Please do not include these <sup>1</sup> / <sub>2</sub> hours in the above	ve field.			
Event Name/Description:				
Number of People Attending:				
*Number of Tables Needed: *KCDP has a maximum of 115 shairs (30) & fast ma	tangular tables, and (8) 6 foot round tables; however, they may not all be	available due to other requests		
Additional Equipment Needed:	langalar lables, and (8) 6 jobi roand lables, however, they may not all be	available ane to other requests.		
	e if renting the Meeting Room, Kids Room, or Multipurpose Room			
	wailable if renting the Meeting Room (must use KCPR computer)			
	lable if renting the Meeting Room			
	wailable if renting the Meeting Room, Kids Room, or Multipurpos	e Room		
	ble if renting the Meeting Room, full Gymnasium, or Gymnasium			
Other - please describe:	,			
Rules and Regulations: Review and init	ial each rule/regulation:			
	w Community Center General Policies and Building Ren	tal Policies as "Contractor" and pledge to		
thoroughly review these policies prior to m		and i offered as contractor and preuge to		
distoughly ferre w diese policies prior to m		TAL HERE:		
	the right to require proof of identity-name, residency-addres			
	e a reservation. Patrons who indicate they are a Kent County			
address (if requested) will be required to pay	the non-resident rate. INIT	IAL 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 pos	ssession during the duration of the activity and may be co	1		
	INI	TAL HERE:		
	ne within 48 business hours of my submission of this app			
	al payment must be paid within 7 calendar days of received	ing notification from the Department. Once the		
payment is received, I understand I will rec	eive an approved Rental Contract.			
	INIT	TAL HERE:		
T 1 . 11.11.1.1.1		D		
I understand that alcohol, tobacco, control	led or illegal substances are strictly prohibited on County	± •		
	INI'I	TAL HERE:		
I understand I must be on-site, with the sig	gned and approved Rental Contract for the duration of the	e permitted activity.		
	INIT	TAL HERE:		
T 1 - 14 - 1 - 14 - 4				
	equirements of the Special Event Recycling Program (SE			
	ood or drink, I am required to, at my own cost, provide r			
	ners; paper; metal containers; food scraps. I acknowledge			
receptacies for recycled items, it is my respo	onsibility to ensure the collection of all recycled materials	s from the rental site. Guidelines attached.		
	INI'I	TAL HERE:		
I understand that I am responsible for the	repair or replacement of any damage incurred to the facil	ity or its contents during the permitted activity		
and clean-up of the area utilized. I underst	and that my deposit may be retained to cover these costs	and that I will be billed if the costs exceed the		
required deposit.		TAL 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.

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

INITIAL HERE:

#### INITIAL HERE:

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.

I understand that cancellations must be received by the administrative office by the contract holder, during normal business hours, at least 7 calendar 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.

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:

**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:

I understand that as a condition of my rental, I am responsible for removing garbage from all trash cans filled as a result of the rental. All garbage must be deposited into the dumpster on site at the rear of the building.

INITIAL HERE:

In the event the rented facility is closed on the day of the rental for weather or another reason, **KCPR** <u>does not</u> make individual contact to contract holders for Community Center building, athletic field, park pavilion or swimming pool closings/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 *Rainout Line platform pushes updates out via \*text message, email, Facebook and our website*. An app is available to download on smart devices and a traditional call-in *hotline (410-429-1401)* is also available. Users select the method they would like to receive alerts by signing up from our rainout line page - <u>https://rainoutline.com/search/dnis/4104291401</u>. 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 messages are limited to 140 characters so the full message may not be displayed, and another method must be used to see the full alert.* 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:	\$150 Deposit Rec	eived:			
Room Assigned:	Date Deposit Rec	ceived:			
Notes on when and how Requestor was notified:					
Full Rental Payment Due (7 days after)	Date Receive	ed:	Form of Payment:		
Staff Initials: Notes:					
Application					
Approved	Not Approved	Staff Initials/Date:			
Notes:					
Cancelled by Contract holder/ Depart	ment on: Re	eason:			
Refund Information (if applicable):					
\$150 Deposit Information:	Refund in Fu	II Partial Refund	d 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:					

# **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: <a href="http://www.recycleminnesota.org/resources-6/free-signs-a-images">http://www.recycleminnesota.org/resources-6/free-signs-a-images</a>
- 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: <u>http://www.epa.gov/epawaste/conserve/tools/rogo/index.htm</u>