

City of Frostburg Facility Rental Application

Select Facility:

Select Rental Rate:

Total Hours:

Date of rental: Day

Month

Year

Start time (Including Set-up):_____ End time (Including Clean-up):_____

*All rentals must end no later than 11pm each day.

Name:_____

Organization:_____

Phone:_____ Email Address:_____

Residential Address:_____

Mailing Address:_____ Date of Birth:_____

Expected Attendance:_____

By signing below, I confirm that: I have read, understand, and will comply with the following rules and regulations for The facility that I am renting; I am responsible for compliance with all rules and regulations listed during the rental period by all persons at the facility during the rental period; I may be subject to fines and or citations if I fail to comply the rules/regulations listed below for facility rentals.

Signature:_____

Frostburg Park & Pavilion Rules & Rates

Both the signed reservation form and rental fee of **\$50.00 for City residents (reside in City limits)**, **\$65 for non-residents** are due thirty (30) days prior to rental date. Field/basketball court rental fee is \$25/\$35 hourly or \$75/\$90 daily. Payment is due upon reservation if it is made less than thirty (30) days prior to rental date. Reservation may be cancelled without notice if both signed reservation form and rental fee are not received a minimum of (30) days prior to rental date. Reservations must be made each year. Fields may be rented as well. **Keys to park restrooms are available at the Frostburg Police Department located at 37 S Broadway.** For more information or please call the Frostburg Parks & Rec. Dept. (301-689-6000 ext. 108). **No refunds will be given for cancellations within 14 days of rental date.** Pavilions and fields are outdoor venues. Since we don't control the weather, no refunds will be given for weather related cancellations. Please review renter information. If renter information is incorrect or the wrong facility is checked above please call the Frostburg Parks & Recreation Department.

1. Noise complaints by other park visitors and/or residents of the surrounding neighborhood or noise/music that may affect or detract from the peace and quiet of other areas of the park may result in the immediate cancellation of the rental without refund. No DJ's or amplified music is permitted. **Police response for noise complaints may result in a \$100 fine.**
2. **Clean-up is required. Failure to do so may result in \$150 fine and prohibition of future city facility rentals.**
3. All garbage bags must be deposited in dumpster prior to leaving pavilion.
4. Glass beverage containers are prohibited. Open fires are permitted in grills and fireplaces only.
5. Pavilion hours are from sunrise to one hour after sunset.
6. Renter may be charged for any property damage that occurs during rental period.
7. **Rentals of 75 persons or more attending may require a Special Event Form based upon date of rental.**
8. **Police response deemed necessary to cancel and/or break-up event may result in \$250 fine.**

Copy of valid driver's license and credit card required may be required (based upon date of rental).

Any damage incurred to the facility or equipment in the facility during the rental period is the responsibility of the Renter and must be reported to police station immediately following rental period. Renter is responsible for reimbursing the City of Frostburg for any damage repair. to the facility may result in the cancellation of future rental periods. Any violation of the rules may result in cancellation of rental at any time. Renters will be responsible for enforcement of rules during their rental period. Although we will make all reasonable efforts to assure facilities are clean upon your arrival, our facilities are open to anyone when they are not reserved. Therefore, we cannot guarantee the cleanliness of the facility upon your arrival. Should there be any problems or concerns upon your arrival, please call 301-689-9200. **Violations of any of the above rules may result in immediate dismissal from the facility without warning!**

By signing this contract as the **Renter**, I acknowledge that I am 18 years of age or older, I have read, understand, and agree to abide by the terms of this contract and the rules and regulations set forth by the City of Frostburg for facility use. I also hereby release the Mayor and City Council of Frostburg, Maryland, its agents, officers, servants, and employees of and from any and all liability, claims, demands, actions, and courses of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by any participant or any property of any participant as a result of actions by any participant, while in, on, or upon the facility rented from the City of Frostburg. Also as the renter, I assume liability for any loss, damage, or injury, including death, that may be sustained by any participant, or any property of any participant as a result of actions by any participant, while in, on, or upon the rented facility during the assigned rental period. Participant is defined as any person permitted at the rental facility during the rental period.

* Please verify the above information is correct. Please sign, date, and return form with payment to Frostburg Recreation Dept., PO Box 440, 37 Broadway, Frostburg, MD 21532. Please make checks payable to City of Frostburg. Credit cards (VISA, MC, AMEX, DISC) are accepted for payment. A service charge of up to 4% may be applied to credit card payments. For questions or more information please call 301-689-6000 ext.108 or e-mail bvought@frostburgcity.org.

City Place Rules & Rates

City Place Rental Rates

	Event Hall	\$40/hour \$50/hour	\$300/day \$350/day	City Resident	(Security Deposit \$150)
				299 Persons max	
Meeting Room Only	\$100/day \$25/hour	\$125/day \$35/hour	City Resident Non-Resident	(Security Deposit \$75)	
				49 Persons Max	

Fee must be paid 30 days prior to rental date or upon reservation if booked less than 30 days prior to rental date. If not received by due date, reservation may be cancelled and rental period given to another party without notice. Pick up key at Police Station immediately prior to rental. Some or all of deposit may be forfeited if damage is done to the premises or if proper clean-up procedures are not followed. Security deposit refunds should be received approximately two weeks after the event. **A special event form must be submitted in addition to this agreement for any event hosting over 50 persons and if any of the following apply: an entry or participation fee/donation is required; the majority of persons attending are not family relatives; the event concludes later than 11:00pm. Failure to do so will void the terms of this agreement and result in the cancellation of the event.**

City Place Rules

- 1. *Alcoholic Beverages and Vehicles Prohibited Inside!***
- 2. *No Food Or Drinks In Meeting Room Area!***
- 3. *Daily Hours of Use Are 6:00am – 11:00pm***
- 4. *Turn Off Lights & Lock All Doors When Leaving***
- 5. *Return Key To Police Department***

*Any violation of the rules may result in cancellation of rental at any time and/or forfeiture of security deposit. The **Renter** of the City Place will be responsible for enforcement of rules during the rental period. Any damage incurred to the facility during the rental period must be reported to police station immediately following rental period. The Renter is responsible for reimbursing the City of Frostburg for any damage repair in excess of the security deposit. Damage to the facility may also result in the cancellation of future rentals. If you have questions or concerns please call 301-689-6000 ext. 18, Mon. – Fri. 8am-4pm.

By signing this contract as the **Renter**, I acknowledge that I am **18 years of age or older** and have read, understand, and agree to abide by the terms of this contract and the rules and regulations set forth by the City of Frostburg for the use of City Place. I also hereby release the Mayor and City Council of Frostburg, Maryland, its agents, officers, servants, and employees of and from any and all liability, claims, demands, actions, and courses of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by any participant or any property of any participant, while in, on, or upon the City Place premises. Also as the renter, I assume liability for any loss, damage, or injury, including death, that may be sustained by any participant, or any property of any participant, while in, on, or upon the City Place premises during the assigned rental period.

Community Center Rules & Rates

Rental Rates

City residents (reside within City limits) -	\$300/day or \$40/hour	(Security deposit \$150)
Non-residents -	\$350/day or \$50/hour	(Security deposit \$150)

Fee must be paid 30 days prior to rental date or upon reservation if booked less than 30 days prior to rental date. If not received by due date, reservation may be cancelled and rental period given to another party without notice. Pick up key at Police Station immediately prior to rental. Some or all of deposit may be forfeited if damage is done to the premises or if proper clean-up procedures are not followed. *A special event form must be submitted in addition to this agreement for any event requiring an entry/participation fee or donation. Failure to do so will void the terms of this agreement and result in the cancellation of the event without refund.*

Community Center Rules (299 persons max attendance)

- 1. *Use event hall only! Access to carpeted dining area (front room) is prohibited!***
- 2. *Alcoholic Beverages Prohibited! NO Tape On Walls!***
- 3. *Floors Must Be Swept And Mopped If Necessary Before Leaving***
- 4. *All Trash Must Be Put In Garbage Bags & Placed On Balcony At Rear Exit Doors***
- 5. *All Tables & Chairs Used Must Be Cleaned of Spills & Food And Stacked In Back***
- 6. *Turn Off Lights & Lock All Doors When Leaving, Return Key To Police Department***
- 7. *Do Not Park In Private Parking Area Adjacent to Community Center on Park St.***

*Any violation of the rules may result in cancellation of rental or future rentals at any time and/or forfeiture of security deposit. The **Renter** of the Community Center will be responsible for enforcement of rules during the rental period. Any damage incurred to the facility during the rental period must be reported to police station immediately following rental period. The Renter is responsible for reimbursing the City of Frostburg for any damage repair in excess of the security deposit. Damage to the facility may also result in the cancellation of future rentals. If you have questions or concerns please call 301-689-6000 ext. 18, Mon. – Fri. 8am-4pm.

By signing this contract as the **Renter**, I acknowledge that I am **18 years of age or older** and have read, understand, and agree to abide by the terms of this contract and the rules and regulations set forth by the City of Frostburg for the use of the Community Center. I also hereby release the Mayor and City Council of Frostburg, Maryland, its agents, officers, servants, and employees of and from any and all liability, claims, demands, actions, and courses of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by any participant or any property of any participant, while in, on, or upon the Community Center premises. Also as the renter, I assume liability for any loss, damage, or injury, including death, that may be sustained by any participant, or any property of any participant, while in, on, or upon the Community Center premises during the assigned rental period.

Frostburg Armory Gymnasium Rules & Rates

Building Access: Renters must pick up key at Frostburg Police Department (37 S Broadway) immediately prior to rental.

Rates (\$75 security deposit required):

Hourly Rates:	City Resident - \$15/hr	Non- Resident - \$20/hr
Monthly Rates:	City Resident - \$35 1hr/week/month	Non- Resident - \$50 1hr/week/month

* Special Events (require special event application) and are subject to a \$150 security deposit and additional rental fees.

Armory Rules:

- | | |
|-------------------------------------|--|
| 1. No Dunking Permitted! | 5. Before leaving all lights must be turned off and doors must be locked. |
| 2. Non-marking soles only on court. | 6. Floors must be swept and if necessary, mopped after use. |
| 3. Do not hang on basketball rims. | 7. Gymnasium and restrooms must be cleaned up at end of rental period. |
| 4. Do not move bleachers. | 8. Inspect facility prior to use and report any damage immediately to Recreation Dept. (301-689-6000 ext.108). Return key! |

NOTICE: All persons entering the Armory are subject to video surveillance.

Any damage incurred to the facility or equipment in the facility during the rental period is the responsibility of the **Renter** and must be reported to police station immediately following rental period. **Renter** is responsible for reimbursing the City of Frostburg for any damage repair. Damage to the facility may result in the cancellation of future rental periods. Any violation of the rules may result in cancellation of rental at any time. Armory renters will be responsible for enforcement of rules during their rental period.

By signing this agreement as the **Renter**, I acknowledge that I am 18 years of age or older and have read, understand, and agree to abide by this contract and the rules and regulations set forth by the City of Frostburg for the use of the Armory. I also hereby release the Mayor and City Council of Frostburg, Maryland, its agents, officers, servants, and employees of and from any and all liability, claims, demands, actions, and courses of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by any participant, spectator, volunteer, or any property of any participant, spectator or volunteer, while in, on, or upon the Armory premises during the rental period. Also as the **Renter**, I assume liability for any loss, damage, or injury, including death, that may be sustained by any participant, attendant, spectator, or volunteer, or any property of any participant, attendant, spectator, or volunteer while in, on, or upon the Armory premises during the assigned rental period.