



ATHLETIC FIELD Rental Permit

City of Westminster- Department of Recreation and Parks

11 Longwell Avenue, Westminster, MD 21157

410-857-9071/ 410-848-8310 (fax)

www.westminstermd.gov

Name/Organization: _____ Contact Person: _____

Park or Facility: _____

Your address: _____ City: _____ State: _____ Zip code: _____

Phone: _____ Email: _____

Period Permit Requested (12 weeks only) _____ / _____ / _____ to _____ / _____ / _____
Month Day Year Month Day Year

Days	<input checked="" type="checkbox"/>	Times needed
Sunday		_____ a.m./p.m. to _____ a.m./p.m.
Monday		_____ a.m./p.m. to _____ a.m./p.m.
Tuesday		_____ a.m./p.m. to _____ a.m./p.m.
Wednesday		_____ a.m./p.m. to _____ a.m./p.m.
Thursday		_____ a.m./p.m. to _____ a.m./p.m.
Friday		_____ a.m./p.m. to _____ a.m./p.m.
Saturday		_____ a.m./p.m. to _____ a.m./p.m.

Is your organization covered under the Carroll County Recreation Council for insurance purposes?

YES NO If no, your certificate of liability insurance must be submitted before permit can be approved.

Is permit fee is to be paid by Carroll County Recreation Council YES NO

Refundable Security Deposit: \$75.00 *security deposit is payable by check, cash or credit card only.

The \$75.00 security deposit will not be returned if keys are lost, park/facility not cleaned, or damaged. If keys are lost, renter is responsible for all fees to change the locks in addition to the loss of security deposit. **If paying by check, security deposit must be a separate check from payment.**

Permit Fee/ Rental Fee: \$ _____ circle: credit card/ cash /check

Refundable Security Deposit Fee: \$ _____ circle: credit card/ cash /check

Make checks payable to: The City of Westminster, 11 Longwell Avenue, Westminster, MD 21157

Method of Payment: Payment is due with permit to secure reservation.

Please circle Cash Check# _____ VISA/ MasterCard Accepted.

Visa/ Master Card/ Discover _____

Expiration Date: _____ Security Number (VIN) _____

Signature: _____ Date: _____

General Rules:

The permit applicant and all members of the group operating under the auspices of this permit must conduct themselves in a manner consistent with the following:

1. **NO** trespassing, alcoholic beverages, smoking, loitering, littering, bikes, skateboards, rollerblades or metal detectors permitted in any City Park or facility. Pets are permitted in parks on a leash. Owners must clean up after their pets.
2. No person may indulge in riotous, disruptive, boisterous, threatening, disruptive, hazardous or indecent conduct, or abusive, threatening or obscene language.
3. Permit holders may be required to provide a certificate of insurance naming the City of Westminster as an additional insured. Violation of permit requirements can result in revocation of permit.
4. Please consult the bulletin board or signage at Park/Facility for rules and regulations governing use.
5. The attachment of notices, signs or other objects to Park property is prohibited except by permit.
6. No person shall congregate in a manner as to hinder or obstruct the proper use of entrances, exits, sidewalks or cross walks or the free flow of pedestrian traffic through the area.
7. No person may distribute leaflets or other materials to passing vehicles, nor may they hinder or interfere in any way with the free movement of vehicles on roadways in the area.
8. No person shall deface, destroy, misuse or remove any park property.
9. The permit applicant will ensure that the area utilized is clean and free of trash and debris at the conclusion of the event.
10. The carrying of signs or picketing on park property is prohibited except by permit issued by the Director.
11. No person may play an audio device or create excessive noise so as to disturb the public peace.
12. No person shall carry or possess or discharge a bow and arrow, air rifle, BB gun, pellet gun, dart, firearm, knife with a blade of more than 3" in length, or other dangerous weapon on Park property.
13. You must have a copy of your permit **with you** the day of your rental.
14. Please adhere to your rental times. It is important that you stay only as long as permitted or paid for. We have back to back rentals at times. In order to be courteous to other renters it is imperative that you arrive and depart on time. Failure to do so will result in forfeiture of your security deposit. We have a staff member that checks on your arrival and departure. Your cooperation is appreciated.
15. Turn out lights and lock bathrooms (where applicable).
16. If you are using field lights for games, it is your responsibility to keep track of days and times of light usage. Payment is due for lights 1 week after your last game. Ball fields Light Fee: \$25.00 per hour.
17. Trash must be bagged and taken with you following your rental.
18. The permit holder is responsible for cleaning and maintenance of restroom facilities in those parks with them. In parks without bathroom facilities, the permit holder is required to provide and ADA compliant port-a-pot or other handicapped accessible accommodations.
19. The permit holder is responsible for general field maintenance.
20. The permit holder may be assessed an additional fee if electrical outlets are utilized at any of the park sites. The fee will be determined by the Director of Recreation and Parks based on usage.
21. For your information, the non-emergency number to the **Westminster Police Department is 410-846-4646.**

*I, the undersigned, individually and on behalf of any participant using _____, (name of facility) A City of Westminster Park or Facility in Westminster, MD, hereby, irrevocably releases and discharges the City of Westminster and any of its agents, servants or employees from any and all claims or liability arising from the conduct or use of said premises. The undersigned further acknowledges and agrees that the City of Westminster shall not be liable for any of the participants using the park or facility. By acceptance of this permit, I/we agree to abide by the Rules and Regulations of the Westminster City Parks Board. **I have read and understand the Parks and Facilities Rental Information form.***

User's Signature: _____ **Witness:** _____

Approved: _____ **Date:** _____
Chairman, Park's Board

<p style="text-align: center;">OFFICE USE ONLY Entered in computer calendar</p> <p>Date: _____ Initials: _____</p>
