



Parks and Facilities 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

Please read and sign all three pages as required.

Name/Organization: _____ Contact Person: _____

Park/Facility: _____ Type of Activity: _____

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

Phone: _____ Email: _____

Date of Rental: _____ / _____ / 20____
(Day of Week) Mo. Day Yr.

Times for park pavilion rental times are as follows:

10 a.m. to 2 p.m.	3 p.m. to 7 p.m.	10 a.m.- 7 p.m.
\$75	\$75	\$125

Community Building at the Municipal Pool.....\$30/hour (pick your own) plus \$75 security deposit

If renting the Community Building, please list the hours of rental: _____ a.m./p.m. to _____ a.m./p.m.

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 or not returned, park/facility not cleaned, or damaged. If keys are lost, renter is responsible for all fees to change the locks. **If paying by check, security deposit must be a separate check from payment.**

We do not issue refunds for pavilion rentals. However, rain dates can be re-scheduled. Please call the office the first business day after the rain-out to re-schedule.

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

If Key Pickup is Applicable:

You must remember to pick up keys and return the keys for the facility you are renting between the hours of 8:30 am -4:00 pm the day before your rental at the Recreation and Parks Office (11 Longwell Ave.). Please make sure to return the keys the next business day during business hours. Security deposit refunds will not be issued until the Recreation Office has inspected the facility rented. Renter will be assessed an additional \$50.00 if a staff member has to deliver the key day of your rental.

Westminster City Police Non Emergency # 410-848-4646

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. When dates are requested they will be tentative on the calendar. A \$75.00 refundable security deposit, permit fee, and the rental fee will be due along with a completed permit prior to rental. Permit must be completed within 5 business days of scheduling. If there is a second request for the same date and the deposit and permit have not been completed within the allotted time (5 business days), you will have 24 hours to do so or forfeit the date.
3. You must remember to pick up keys and return the keys for the facility you are renting between the hours of 8:30 am -4:00 pm the day before your rental at the Recreation and Parks Office (11 Longwell Ave.). Please make sure to return the keys the next business day during business hours. If a holiday should fall before or after your rental please call the office, (410-848-9161) to make arrangements to pick up or return the key. Refunds will not be issued until the Recreation Office has inspected the facility rented. Renter will be assessed an additional \$50.00 if a staff member has to deliver the key day of your rental.
4. 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.
5. You must have a copy of your permit **with you** the day of your rental.
6. Trash must be bagged and taken with you following your rental. Community Bldg. renters can use the dumpster.
7. Do not staple anything to tables. Remove all decorations and tape.
8. Turn out lights and lock bathrooms (where applicable).
9. No person may indulge in riotous, disruptive, boisterous, threatening, disruptive, hazardous or indecent conduct, or abusive, threatening or obscene language.
10. 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.
11. Please consult the bulletin board or signage at Park/Facility for rules and regulations governing use.
12. The attachment of notices, signs or other objects to Park property is prohibited except by permit.
13. 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.
14. 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.
15. No person shall deface, destroy, misuse or remove any park property.
16. The permit applicant will ensure that the area utilized is clean and free of trash and debris at the conclusion of the event.
17. The carrying of signs or picketing on park property is prohibited except by permit issued by the Director.
18. No person may play an audio device or create excessive noise so as to disturb the public peace.
19. 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.

Additional Community Building Rental Requirements:

- Please don't leave anything in the refrigerator, freezer, or microwave at the Community Building.
- Return heat/air conditioning to original seasonal settings of 68 degrees for heat and 75 degrees for cool. **Please check!**
- Sweep and/or mop floors as needed, including lobby.
- Clean & stack chairs and fold down tables to original places and inventory.
- Wipe down stove and counter tops (cleaning supplies are in the closet, drawer, and cabinets in kitchen.)
- Report any low or depleted cleaning supplies to Recreation and Parks office.
- Turn off all lights. Lock and secure all doors.
- The Lessee is responsible for adhering to Health Dept. rules and regulations.

