



Parks and Facilities
SPECIAL USES 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

This application should be completed if the permit holder proposes any activity or gathering in a public park that will (a) exceeds 100 people and/or (b) alters normal operations of the park unless a **SPECIAL USE PERMIT** has been requested and granted by the Director or Assistant Director of Recreation and Parks. The application should be received at minimum thirty (30) days before the proposed event and a maximum of twelve (12) months prior to the proposed activity.

The person or organization applying for the permit must comply with all policies, procedures, rules and regulations pertaining to the use of public parks within City limits. A reasonable usage fee may be assessed by the Director or Assistant Director of Recreation and Parks based on its regular usage fee schedule with any additional costs that may be incurred by the City for the proposed activity (i.e. police presence, electricity, maintenance needs, etc).

Proof of insurance coverage must also be submitted with this application, indemnifying the applicant against any perils, claims and losses which may arise in connection with the proposed activity.

The Director or Assistant Director of Recreation and Parks shall have the authority to grant or deny special use permits. The following criteria shall be the basis for approval or denial:

- a. Activity will not generate excessive or unreasonable traffic, noise, or will not adversely affect the health, safety or welfare of participants or citizens not associated with the event.
- b. Activity will not extensively interfere with the primary use or uses for which such park is designed or intended.
- c. The petitioner will provide adequate security personnel.
- d. Designation of an area compatible with anticipated crowd size and proposed activities.
- e.

Notice of Denial: In the event the application fails to meet the above criteria, the request will be denied. If the request is denied, the applicant shall be apprised of the reasons in writing and will be able to re-submit an application with the appropriate corrections or be entitled to request a hearing with the Recreation and Parks Department officials.

Name/Organization: _____ Contact Person: _____

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

Phone: _____ Email: _____

Park/Facility: _____ Type of Activity: _____

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

Time frame of event _____ a.m./p.m. to _____ a.m./p.m.

Estimated Number of Participants _____

Briefly describe what facilities, or areas of the facility will be used for the event and what activities will occur during the event: _____

_____.

Have sufficient arrangements been made for parking for the total number o guest? YES NO
If YES, please explain: _____.

Do you have liability insurance for the event? YES NO AMT? _____.

Will you furnish adequate security for the event? YES NO

Are you contracting ford vendors for the event? YES NO
(Please contact Carroll County Health Department at 410-876-2152 for regulations regarding food vendors).

USAGE FEE AS DETERMINED BY THE DIRECTOR/ASST. DIRECTOR of RECREATION & PARKS
\$ _____

Waiver Agreement and Release:
The applicant of this SPECIAL USE AGREEMENT agrees to obey all federal, state and local laws, as well as all rules pertaining to the facility being used for the duration of the event. The applicant agrees to assume full liability for any loss or damage that result to a City of Westminster facility, furnishing and/or equipment herein. The applicant agrees to hold the City of Westminster, its agents, and its employees harmless and indemnified from and against any claims, suits or causes of actions arising from the event sponsored by me or my organization.

It is specifically understood that the City of Westminster, by issuing this permit is in no way a sponsor or endorser of this event.

As the applicant, I acknowledge that all information in this application is correct and I can agree to all terms set forth through this agreement.

Applicant Name (Printed)

Ronald J. Schroers, Director
Or Jennifer Mellor, Assistant Director

Applicant Signature

Permit issued as of: _____ 20____

Dated