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pgparks.com

Park Permits Office
6600 Kenilworth Ave. #100
Riverdale, MD 20737
(301) 699-2400

PARK BUILDING RENTAL AGREEMENT

The facility reserved is subject to inspection by an authorized representative of the Commission in order to assure proper use of park property in compliance with Park Rules and Regulations. A facility may have interior and/or exterior video cameras; if so, an authorized representative of the Commission may review video footage to verify proper use of park property in compliance with Park Rules and Regulations (including but not limited to prohibition on use of park facilities for commercial enterprise or private profit), and the terms of this Rental Agreement and the Permit (including but not limited to arrival and departure times).

Violation of any of the following Park Rules & Regulations will jeopardize your rental contract.

Consequences include any/all of the following: immediate revocation of permit; forfeiture of any fees/deposits paid; loss of permitting privileges; civil citations and/or fines issued by Park Police.

PERMIT/HOUSEHOLD RESERVATION CONTRACT MUST BE IN POSSESSION OF THE PERSON TO WHOM IT IS ISSUED AND SHOWN UPON REQUEST. SHOWING A COPY OF YOUR PERMIT ELECTRONICALLY IS ALSO ACCEPTABLE.

PARK RULES AND REGULATIONS

Pertaining to All Permitted Facilities/Equipment/Park Buildings and Picnic Shelters:

- Permit holder must be at least 21 years of age and on-site for the duration of the event and will be responsible for the group and their actions.
- Event must take place within the times listed on the rental agreement. Early entry, early set-up or staying after the scheduled end time is not permitted.
- Use of park facilities for commercial enterprise or private profit is strictly prohibited. Permit holders may not accept admission fees or sell or offer for sale any merchandise (including food & beverages and raffles/fundraising). This includes ticket sales of any kind (in advance or at the door). Permit holders may not conduct, practice, or solicit for any trade, occupation, business or profession. This includes event planning businesses.
- No event advertising is permitted. Permit holders may not distribute handbills or circulars or erect bills, notices, or advertising device of any kind. This includes digital advertising via social media. No posting signs or advertisements on park property.
- Smoking/the use of tobacco products is prohibited on park property (inside all buildings and outdoors except where explicit notice is posted).
- Alcohol is not permitted. Including beer, wine, and champagne.
 - Keg beer only is permitted at Watkins Park Shelters #0-4, Cosca Park Shelters #1-4 and Cosca Park Group Pavilion.
- Event may not exceed the listed capacity for the facility and/or group size stated on the permit.

- No bands of any kind are permitted. DJs and loud or amplified music is prohibited on all outside grounds or any area where the peace is disturbed.
- Pets are not permitted inside rental facilities or where explicitly prohibited. All pets must be kept on a leash at all times while on park property.
- Tents, canopies, drones, game trucks, food trucks, moon bounces, dunk tanks, pony rides, petting zoos and other amusement rides are prohibited.
- No generators of any kind are permitted. Outdoor picnic shelters/areas/grounds do NOT have access to electricity. No gas canisters are allowed in any indoor facility.
- No setting up or serving is permitted in the parking lot. Rented or delivered port-a-johns are not permitted.
- Other park amenities (ballfields, courts, parking lots, grills not adjacent to permitted areas, or any play equipment) are open to the public and are not for the exclusive use of the permit holder. All parks do not have all types of amenities--it is the renter's responsibility to confirm the specifics of the desired location before finalizing the contract.
- **Parking may be limited** due to public use of the park amenities, scheduled games or events. Parking spaces are not guaranteed.
- Admission to other facilities including but not limited to aquatic facilities, historic mansions, and community centers are not included in rental.
- Additional grills are permitted at designated outdoor cooking areas (including on grounds adjacent to indoor buildings) except for at Watkins Park Pavilions #10-14. Grills must be hand carried into the picnic area (charcoal only--no gas grills or stoves allowed).
 - Gas grills and stoves are permitted at Watkins Park Shelters #0-9 and Cosca Park Group Pavilion.
- No motorized vehicles are allowed in any picnic area except where specified otherwise (limited to designated roads or streets).
- Any section of the park may be closed to the public at the discretion of The Department of Parks & Recreation.
- All other park rules and regulations must be followed. A full list can be found on www.pgparcs.com.

COMPLAINT AND EMERGENCY INFORMATION

- In the event of a problem, maintenance or access issue, the problem **must** be reported on the day of the event by calling the appropriate number below:

Number to Call
(301) 459-9088

- Also provided in writing with any supplemental documentation of issues, such as pictures, **to the Permits Office via email (park-permits@pgparcs.com) no later than 48 hours after** the conclusion of your event in order to be considered.
- Complaints must be received from and will only be discussed with the **Permit Holder**.
- Maintenance issues that are not officially reported to the above number during event hours will not be remediated at a later date.
- Our facilities and parks are secured by M-NCPPC Park Police. Additional or private security is not permitted for events. If you have a security concern prior to your event, please contact the Park Permit Office for additional details. **If you encounter a security problem during your event, please contact Park Police at (301) 459-9088 or dial 911 in the event of an emergency.**

MAINTENANCE INFORMATION

Pertaining to All Permitted Facilities/Equipment/Park Buildings:

- All locations are unstaffed facilities. The contract holder is responsible for set-up and clean-up. This must be done during the permitted date and time - no exceptions. Any belongings left at the permitted location outside of the rental period (either before the rental starts or after it concludes) will be discarded.
- You may not enter the building and/or set up prior to your permitted event times or you will be subject to security deposit forfeiture. Renter is responsible for securing/locking all doors and windows before exiting and trash must be taken out of the building and placed in outside trash containers.
- The permittee agrees to leave the facility/equipment clean and orderly and assumes personal liability for the cost of excessive cleanup of the premises; loss, breakage, or removal of Park property; and responsibility for the conduct and good order of the group.
- Decorations may be hung but all decorations must be removed following the event (including any tape or string affixed to the walls or ceiling). Do not use tacks, staples, etc. except on corkboard (if available). It is advised to use painters' tape as it will likely not damage the walls. Pinatas are prohibited. The use of glitter, confetti & like items is not permitted. The rooms are not furnished with any decorations, nor are there any utensils or tablecloths available.
- Permit holder is responsible for visiting the facility prior to making a reservation to ensure acceptable appearance and provision of amenities. Minor variances in appearance from pictures/descriptions online will not be accepted as reason for refund (paint, wall ornaments, dressings, etc). Permit holder agrees to accept the building in current condition of appearance.
- Mops, brooms, trash bags and cleaning supplies are not provided. Hand sanitizer and sanitizing wipes are also not provided.
- All buildings are heated/air conditioned. Building temperatures are maintained remotely to the best possible standard range of 68-75 degrees and cannot be changed during an event. Do not prop open doors/windows in an attempt to control building temperature.
- Maintenance tries to maintain a consistent number of tables and chairs in all buildings (10 -12 tables and 50-75 chairs depending on building capacity) but **that amount is not guaranteed.**
- M-NCPPC does not rent or provide additional tables and chairs.
- All tables and chairs must remain inside the building at all times.
- Outside grounds are available until 7pm or dusk (whichever comes first). Park grounds officially close at 7pm. Reservation includes adjacent picnic tables, grills, and open shelter (where available).
- After use, fires on outside grills (where applicable) must be extinguished. Please remove trash from picnic shelter, picnic grounds and park building. Place trash in proper trash containers.

ACCESS CODE and PERMIT

- Rental buildings are keyless and will be accessed via an access code. Once your reservation has been paid, **your permit and access code information will be provided to you via email the week of your reservation.**

SECURITY DEPOSIT PROCEDURE:

- In addition to your rental fee, a refundable deposit of \$200 is required to be paid at the time of booking. (Covers damages, insufficient clean-up, or rule violations.) **The use of a third (3rd) party for payment or to secure a reservation is not recommended and will be at the risk of the Permit Holder. MNCPPC is not responsible for third (3rd) party involvement and will only correspond directly with the Permit Holder.**
- **Return of Deposit:**
 - If the security deposit is paid by card, we will refund the security deposit to the credit card account which was charged. If the deposit was paid with an expired credit card, the account main contact will receive an M-NCPPC check by mail or a credit on their PARKS DIRECT Account.
 - For security deposits paid by cash, refunds will be issued as a M-NCPPC check.
 - The deposit will be refunded approximately 3-4 weeks following the event if inspection of the facility shows sufficient clean-up and no damage or violations. The credit card account will be credited 3-4 weeks following the event unless a six-month window has passed and the card number is no longer available due to credit card compliance standards (in which case a check will be issued to the main contact). Balances from other PARKS DIRECT transactions must be paid prior to making a reservation or paying the security deposit.
 - M-NCPPC checks are issued to the account main contact and mailed to the address on the permit/account.

CANCELLATION POLICY/INSTRUCTIONS

- **There will be no refund or compensation due to weather conditions, including rain, snow, and extreme heat or cold.** Events also cannot be rescheduled due to forecast of inclement weather which M-NCPPC cannot control. **Refunds will only be issued if MNCPPC closes the permitted facility.**
- Natural occurrences of insects are to be expected at outdoor parks and facilities. No cancellations, changes or refunds will be allowed for such occurrences.
- All cancellations (regardless of reason) **prior to 30 full days of the event will result in an 80% refund** of the rental cost. All cancellations **between 30 days and 14 full days of the event will result in a 50% refund** of the rental cost. **All cancellations within 14 full days of the event will not be eligible for any refund**, regardless of reason or extenuating circumstances.
- If you book your event fewer than 14 days before the event date, you forfeit your ability to cancel and receive any monetary refund.
- The Commission reserves the right to cancel all permits with as much notice as possible and holds the person to whom this permit is issued responsible for notifying the Park Permits Office in advance of any cancellation.

TO CANCEL YOUR RENTAL:

Cancellations must be requested in 1 of 2 ways:

1. Cancellations must be requested in writing by emailing the receipt with the words "CANCELLED" as well as the date and permit holder's initials written on it to park-permits@pgparks.com. **Cancellations are not considered final until you have received written confirmation from staff.** If you have not received a response within 24 hours during the business week, contact the office again to inquire about the request status.
2. Cancel your reservation online by logging into your PARKS DIRECT account and following these steps:
 - Once logged in click on my "account".
 - Under History & Balances click on "cancellations".
 - Select what you would like to cancel and follow the prompts.

TO CHANGE YOUR RENTAL DETAILS:

Any changes to your reservation must be requested at least 15 calendar days before your event and are subject to a \$50 change fee. The permit holder must request any changes in writing to the Park Permits Office at park-permits@pgparks.com

- **If you book your event fewer than 15 days before the event date, you forfeit your ability to request changes to the contract.**
- If you book your event fewer than 14 days before the event date, you forfeit your ability to cancel and receive any monetary refund.

AGREEMENT TO RULES AND REGULATIONS:

By selecting the box below, the Licensee certifies that:

- The Licensee is at least 21 years old.
- The Licensee agrees that acceptance of the above rules and regulations is on behalf of persons in the group with him/her and that if the rules are violated, this permit may be revoked and future penalties may result including forfeiture of the security deposit or suspensions of permitting privileges for park property
- The Licensee agrees to be present during the period state on the permit, otherwise this permit is void
- The Licensee understands that the Commission reserves the right to bill the permit holder for an amount deemed necessary to cover the cost of excessive clean-up or damage (lost, broken, or stolen) to the property caused by any member of his/her group.
- The Licensee further absolves M-NCPPC of all responsibility or liability for any injuries sustained due to faulty or defective condition of equipment, apparatus, building, or conditions of grounds, or any cause whatsoever.

Signature of Permit Holder

Date

Print Name