

RECREATION FACILITY RENTALS

Washington County Parks
& Recreation Facility
Rentals For Parties and
Sports



About The Facilities

Community gymnasium centers are available for public rental and can accommodate different types of parties and sports leagues. If requested, we can provide various types of amenities including athletic equipment and gymnasium space. Guests can enjoy volleyball, dodgeball, kickball, and basketball in an ideal space! While no food or drink is allowed inside the gymnasiums, beverages and food can be enjoyed outside said facilities. . Party rentals are available year-round and spaces are rented at three-hour blocks. Locations include: Maugansville, Pangborn, Ruth Ann Monroe and Rockland Woods Elementary School. To rent a reserve a facility, please complete the Facility Rental Application and read the Rental Policy.



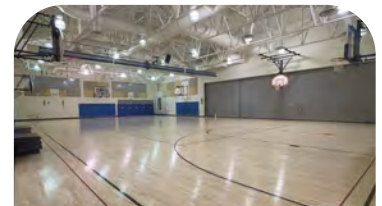
MAUGANSVILLE



PANGBORN



RUTH ANN MONROE



ROCKLAND WOODS

✓ Confirm Availability ✓ Complete Application ✓ Read Rental Policy ✓ Pay Fee

Questions? Contact us!

recsupport@washco-md.net
www.washcorecf.it.com

Phone:
240.313.2805

11400 Robinwood Drive
Hagerstown, MD 21742



Washington County Recreation Department

Recreation Facility Rental Policies

Two Types of Rentals: Party and Sports Rentals

Party Rentals - (3 hours for \$100.00)

- Party Rentals can be made at Maugansville Elementary, Pangborn Elementary, and Rockland Woods Elementary School.
- Party rentals are available to anyone with completion of a rental application and facility availability. An application must be submitted and approved for each rental use.
- The rental includes the use of the gymnasium, Recreation Department supplied gym toys and sports equipment, and the use of the hallway and tables for seating.
- A Washington County Recreation Attendant will be assigned to your event for the duration of your event to assist you and ensure the compliance of WCRD and WCPS policies.
- 3 Hour rental time includes setup and tear-down
- Two consecutive time blocks can be reserved when availability allows.
- Parties are limited to 50 party guests.
- Food and drinks must be kept in hallway. Food and drink are not permitted in the gymnasium.
- Alcohol, Tobacco, and vaping products are not allowed in or on the school property.

Reservation Fees

All registration fees for Party Rentals must be made in advance of the event. Your party will not be secured or staffed if payment has not been made within 24 hours of the event. Fees can be paid by check to Washington County Treasurer mailed to or delivered to the Recreation Department Office. OR Payments can be made by credit card over the phone by calling the WCRD Office at 240-313-2812. Payments CANNOT be made the day of the event.

Sports League Rentals - (2 hour minimum, \$25/hour)

- Available to organizations and sports programs that can provide an annual certificate of liability insurance.
- Sports Rentals can be made at Maugansville Elementary, Pangborn Elementary, Rockland Woods, and Ruth Ann Monroe Elementary School.
- Can be scheduled for multiple or regular usage under a single reservation.
- A regular organization contact person must be available on-site for the duration of the sports program.
- A Washington County Recreation Attendant will be assigned to your event for the duration of your event to assist you and ensure the compliance of WCRD and WCPS policies.

General Liability Insurance Requirement for Sports Groups and Organizations

To qualify for the discounted Organization Rental Rate, you must provide a current Certificate of General Liability Insurance naming the Board of County Commissioners of Washington County as an additional insured. The Washington County COI requirements are: Minimum Limits Required: \$1,000,000 combined single limit for Bodily Injury and Property Damage. The Certificate must indicate the prescribed insurance limits, name the Board of County Commissioners of Washington County as an additional insured, and list the Board of County Commissioners of Washington County, Maryland, 100 West Washington Street, Hagerstown, MD 21740-4735 as the "Certificate Holder".

Washington County Recreation Department

Recreation Facility Rental Policies

Cancellation/Reservation Change Policies

- Cancellations or schedule changes made with greater than 72 hours notice can receive a full refund or credit for another date/time of usage (as availability allows).
- Cancellations or schedule changes made with less than 72 hours notice, but more than 24 hours notice can receive a refund or credit less \$15 for another date/time of usage (as availability allows).
- Cancellations or schedule changes made with less than 24 hours notice will not receive a refund or credit

Washington County Public Schools (WCPS) Rec Center Inclement Weather Cancellation Policy (Including MLK Gymnasium)

- All Evening programs at the WCPS Recreation Sites will be cancelled in the event of an early WCPS closing due to weather conditions.
- In the event of a WCPS two-hour delay due to weather, road conditions will be monitored throughout the day and evening program cancellations will be determined and announced by 4:00 PM based upon the status of the weather event and road conditions.
- Weekend closings and cancellations will be communicated through the Weather Hotline and social media applications as soon as a reasonable determination can be made. All WCPS Rec Center Facilities will be closed in the event the Snow Emergency Plan is in effect.
- The cancellation announcements will be made on the weather hotline and social media applications.
- In the event your program or rental is canceled due to inclement weather. You will be refunded or credited for the full amount of your event.

Facility Photos



Maugansville Elementary School Gym



Pangborn Elementary School Gym



Pangborn Elementary School Table Area



Rockland Woods Elementary School Gym



Rockland Woods Elementary School Table Area



Ruth Ann Monroe Elementary School Gym

Weather Cancellation Announcements: Call us 240.313.2811 Follow us on Facebook @WashingtonCoParksandRec



Washington County Recreation Department Facility Party Rental Application

Rental Rate - \$100.00 per 3-hour Rental (Includes Setup & Teardown)

Renter Information

First Name	Last Name	Gender	Birthdate
Street Address	City	State	Zip Code
Primary Phone	Secondary Phone	Email Address	

Facility Request Information

Date of Rental	Rental Day of Week	Start Time	End Time
Facility Location Requested	Alternate Location Request	Expected # of Participant	
Facilities available for Rent: Maugansville, Pangborn, Rockland Woods, and Ruth Ann Monroe Elementary School			
Purpose of Rental			

Authorization for Use of Visual Likeness

I do hereby consent and agree that the Washington County Recreation Department, its employees and agents have the right to record visual images of the above individual (s) for the purpose of promoting and publicizing Department programs and events, and warrant that I have the authority to do so on their behalf. I hereby release to the Department all rights to exhibit this work in print and electronic form and waive any rights, claims, or interest they may have to control or receive compensation for the use of any likeness in whatever media used.

Waiver of Liability for Injuries

I understand that accidents may occur during participation in the recreation programs in which the above individual (s) are enrolled. I assume for them by their participation in these programs, the risk of injury or death. I will inform the Recreation Department of any injury as soon as practicable. I agree to release, hold harmless, indemnify, and covenant not to sue the Department, the County Commissioners, Washington County Public Schools, their agents, employees and volunteers for any loss or liability that may result or any claims that may arise out of these programs.

Representative Signature: _____ Date: _____

For Office Use:			
Rental Fee Total:		Deposit Required:	
Payment Amount:		Paid by:	



Washington County Recreation Department Recreation Center Facility Rental Agreement

11400 Robinwood Drive, Hagerstown, MD. 21742

240-313-2805

recsupport@washco-md.net

Facility Use Policies

Event Setup & Teardown: Your 3-hour rental booking includes your set-up and teardown time. Please consider this when timing your event. Our Recreation Attendant staff typically have a small window before and after events to prepare for the next user. Please do not arrive at the event location early with the expectation of setting up for your event before the time allotted.

Alcoholic Beverages: NO ALCOHOLIC BEVERAGES ARE PERMITTED ON SCHOOL PROPERTY. Applicants are responsible for enforcing adherence to this rule. This includes participants, officials, and spectators.

Tobacco Free Facilities: Washington County Public School and Washington County Government Facilities are tobacco free. No tobacco products are permitted on WCPS or WCPRD property.

Concessions: Applicants are prohibited from operating concessions in the WCPRD Recreation Centers. County concession agreements are made on a contractual basis only.

Food service: Providing food and non-alcoholic beverages at your party rental is welcomed however all food and beverages must remain in the designated party area and is not allowed in the gymnasium. Please assist the Recreation Center Staff in identifying and cleaning spills and messes as soon as possible to prevent staining and other damage to the facility.

Prohibited Items: The Recreation Department provides many gym toys for your party guests in hopes that you are required to bring only a minimal number of items. If you must bring additional items for your event keep in mind the following prohibited items. Prohibited items include alcohol, tobacco and vaping products, weapons and firearms, fireworks and projectiles, motorized toys vehicles and drones.

Outside Vendors: Use of outside vendors including party entertainment business must be approved by the Washington County Recreation Department and in many cases the Washington county Board of Education. This includes performers and inflatable attractions.

Guest Limit: The Party Rental is limited to up to 50 guests. Parties of greater than 50 guest must be approved by the Washington County Recreation Department as it may require additional staffing and resources.

Cancellation of Application: Any applicant reported to the WCPRD for improper or unauthorized use of facilities, or facility use not consistent with the policies covered in this agreement will be subject to the cancellation of this agreement and future facility use. The WCPRD reserves the right to deny, put on probation or cancel any facility use agreement for any reasonable cause or violation of this agreement. Every attempt will be made to give the applicant adequate notice of any cancellation or denial of facility use.

Weather Cancellation: The Washington County Parks and Recreation Department will follow the inclement weather policy set by the Washington County Board of Education for the use of the school facilities. If school is canceled due to inclement weather, all recreation center programming for that day will be canceled including Party Rentals. For cancellation updates, please call the **Recreation Department Weather Hotline at 240-313-2805**.

Facility Maintenance: The facility must be returned to its pre-use conditions. The applicant is responsible for the removal of all litter and trash.

Cancellation / Reservation Change Policies: Cancellations or schedule changes made with greater than 72 hours notice can receive a full refund or credit for another date/time of usage (as availability allows). Cancellations or schedule changes made with less than 72 hours notice, but more than 24 hours notice can receive a refund or credit less \$15 for another date/time of usage (as availability allows). Cancellations or schedule changes made with less than 24 hours notice will not receive a refund or credit

Statement of understanding

I undersigned, have reviewed this document and agree to inform all rental participants of its contents and to assure that these policies are enforced and followed.

Renter Name: _____

Date: _____

Renter Signature: _____

Date: _____