



**Washington County Recreation Department
Facility Party Rental Application**

Rental Rate - \$75.00 per 3-hour Rental (Included 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, it's 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

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.

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.

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: _____