



# Edward T. Hall Aquatic Center Room Rental Application

Phone: 410-414-8350 Fax: 410-414-8361 Email: gebharrm@co.cal.md.us



**Applications must be received 7 days prior and no more than 90 days in advance of rental request date.**

- **Cost:** The Conference Room is **\$50.00** per (1) one hour.
- Room capacity is 40 people.
- Use of up to 6, six foot tables and 40 chairs.
- Reservation time includes set up and clean up time. The renter is responsible for all set-up and takedown/ return of tables and chairs and other center equipment. Admittance to the room prior/after reservation is not available.

**Initials** \_\_\_\_\_

This form **does not** guarantee your reservation for use of the facility. The information will be submitted to the facility booking coordinator and you will be contacted by phone and/or email.

Reservations are reviewed Monday-Friday, 8:30 a.m.—4:30 .p.m.

**All Room Rental Fees must be PAID IN FULL to secure reservation-NO EXCEPTIONS.**

**Initials** \_\_\_\_\_

**PLEASE PRINT LEGIBLY**

Responsible Person (Applicant) \_\_\_\_\_ Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Phone (C) \_\_\_\_\_ (H) \_\_\_\_\_ (W) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_ Number of Guests (Max 40) \_\_\_\_\_

Event Purpose: \_\_\_\_\_ Sponsoring Agency/Group: \_\_\_\_\_

**Choice #1** Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Beginning Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Choice #2** Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Beginning Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Choice #3** Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Beginning Time: \_\_\_\_\_ End Time: \_\_\_\_\_

On going: No Yes, Dates: \_\_\_\_\_

Additional information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By signing this form, I acknowledge that I have read and will abide by the Calvert County Parks and Recreation Rules & Regulations. The renter is responsible for ensuring that all guests and chaperones are aware of and comply with all rules and regulations of the facility.

**Responsible Person's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

PLEASE SEE REVERSE SIDE FOR RENTER'S RESPONSIBILITY AGREEMENT

\*\*\*Office Use Only\*\*\*

Total Paid \$ \_\_\_\_\_ Entered by \_\_\_\_\_ Date: \_\_\_\_\_ Reservation # \_\_\_\_\_

**Edward T. Hall Aquatic Center-Calvert County Parks and Recreation**

**130 Auto Drive Prince Frederick, MD 20678**

**Room Renter's Responsibility Agreement**

To ensure the Division of Parks and Recreation achieves its goals of providing clean, safe and healthy facilities, and a positive reservation/check out experience, we have developed the following information on rules, terms and conditions for renting Calvert County facilities. By signing the Permit Application on the reverse side of the this agreement, the renter states that the renter has read and agrees to abide by all conditions

Applications will be considered with the following priority of use; 1. Parks and Recreation programs 2. Local public safety organizations 3. Non profit/school/civic organizations 4. Commercial/Individual use.

**Initials**\_\_\_\_\_

**RENTAL PROCEDURES/POLICIES**

1. **RESERVATIONS:** The applicant must be 21 or older. The applicant, not designee, is required to sign the application. The total rental fees are due at the time of the application. Make all checks/money orders payable to: Calvert County Parks and Recreation (CCPR). We also accept MasterCard, Discover and Visa for all payments.
2. **APPLICATION APPROVAL:** The Facility manager initiates the approval process, however, Management, and the Division Chief of the Parks and Recreation Division, reserve the right to inspect and/or deny any request for good cause. An explanation will be provided.
3. **CANCELLATIONS:** All cancellations will be charged a \$5 Service Fee. Written notice of cancellation must be received at least 14 days before the event to receive the full remainder of the rental fee. A notification received less than 14 days before the event shall result in the forfeiture of (1/2) one-half the total rental fees. A full refund will be issued in the event of a facility failure.
4. **RESCHEDULING/TRANSFER:** Only one (1) rescheduling and/or transfer of a rental is permitted. Any request to do so made less than 14 days of the original date shall be charged an additional \$5 schedule fee. A rental that cannot be rescheduled must be cancelled according to the CANCELLATION policy.

**Reservation number must be provided for cancellations/transfers! (Obtain from reservation receipt)**

**Initials**\_\_\_\_\_

**RULES**

1. General Admission into the facility for swimming is not included in room rental.
2. Guests are to remain on top floor of facility.
3. Any activities deemed inappropriate and indicated by the Center staff are prohibited.
4. Tampering with thermostats or light fixtures is prohibited.
5. Your event and guests must remain in the rooms requested and approved. Common areas are NOT included for use.
6. The responsible person signing the permit must attend the event from the beginning to end.
7. The set up and clean up time is included in your rental time frame.
8. The renter is responsible for all set-up and takedown/return of tables and chairs and other center equipment and for light cleaning as indicated in the rental packet. Aquatic Center staff should be notified of major spills and messes upon occurrence.
9. The building and all equipment must be used and treated appropriately, and not abused or broken.
10. **FOOD AND DRINKS(OTHER THAN WATER) ARE NOT PERMITTED IN ROOM!**

**Initials**\_\_\_\_\_

**NOTICE OF VIOLATION**

The staff on duty will notify you (the renter) of observed violations. You must correct them immediately or forfeit your rental and exit the facility without reimbursement.

**Initials**\_\_\_\_\_