



Washington County
 Recreation & Fitness Department
 11400 Robinwood Dr.
 Hagerstown, MD 21742
 (240)-313-2805 www.washcorecfit.com

FACILITY USE APPLICATION-SCHOOL RECREATION CENTER

Applicant First/Last Name:	PLEASE PRINT NEATLY		
Name of Organization:			
Address:			
Applicant Contact Phone:	Applicant Contact Email:	Today's Date:	

DATES REQUESTED	✓	MONTH	DAY	YEAR	TIME	
					FROM:	TO:
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						

FOR CONTINUING ACTIVITIES:	START DATE:		END DATE:	
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✓	FACILITY REQUESTED	IN COUNTY FEE	OUT OF COUNTY FEE	TOTAL HOURS	TOTAL FEES
	Maugansville Elementary	\$15/HOUR	\$25/HOUR		
	Pangborn Elementary	\$15/HOUR	\$25/HOUR		
	Rockland Woods Elementary	\$15/HOUR	\$25/HOUR		
	Ruth Ann Monroe Primary	\$15/HOUR	\$25/HOUR		

*****THREE HOUR MINIMUM RENTAL ***MUST PROVIDE CERTIFICATE OF INSURANCE**

List Equipment Needed (If any):	
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Purpose/Name of Activity:	
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Approximate Number of Attendees (225 MAX):	
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OFFICE USE ONLY						
✓	FORM OF PAYMENT			DATE PAYMENT RCVD	REC TRAC OFFICIAL	
		CASH	CHECK	MONEY ORDER		



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FACILITY USE APPLICATION-SCHOOL RECREATION CENTER-GUIDELINES

STATEMENT OF PURPOSE

The Washington County Recreation Department School Recreation Centers are available for rent (based on availability). The facilities are awarded to individuals or organizations that have properly completed and submitted a Facility Use Application and Certificate of Insurance.

APPLICATION PROCEDURES:

1. Contact Washington County Recreation Department to confirm availability and tentatively reserve a facility.
2. Submit a completed Facility Use Application. Include Certificate of Insurance and Payment.
3. Upon receipt your application will be approved or denied. If denied you will be contacted to inform and possibly reschedule. (Use of facilities will be granted only after it has been determined that the space is available, not required for a recreation activity, and approved by the appropriate persons)
4. If approved your receipt will act as confirmation and rental security.
5. Requests should be made at least 14 days prior to the activity date.

FACILITY USE GUIDELINES:

1. Applicants are responsible for enforcing adherence to all rules (including participants, officials and spectators)
2. NO ALCOHOLIC BEVERAGES ARE PERMITTED ON SCHOOL PROPERTY.
3. NO TOBACCO PRODUCTS ARE PERMITTED ON SCHOOL PROPERTY.
4. Applicants are prohibited from operating concessions in the Recreation Centers.
5. Any applicant reported to the department for improper or unauthorized use of facilities not consistent with the policies covered in this agreement will be subject to cancellation of this agreement. The Washington County Recreation Department reserves the right to deny, put on probation or cancel any facility use agreement for any reasonable cause or violation of this agreement.
6. Groups using facilities here are expected to treat the facilities respectfully. Decorations must be in good taste and temporary. All decorations/signage will be attached in a non-destructive manner. Painters tape or temporary removable hangers are suggested.
7. Any damage that may result though usage is the responsibility of the person(s) requesting the space. Those persons are also responsible for crowd control and any abuse of the facilities that may occur.
8. The facility will be returned to "as found" condition inside and outside by the conclusion of use.

WEATHER CANCELLATIONS:

Decisions to close School Recreation Centers will be made by the Department Director, may vary from location to location or times, and every reasonable attempt will be made to communicate status directly to applicant.

I have read and understand the guidelines and expectations associated with facility use of the school recreation centers. I have reviewed these guidelines and agree to inform all members of its contents and to assure that this organization enforces and follows all provisions of this agreement.

SIGNATURE of Applicant/
 Representative

Date