



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

## KEYLESS PARK BUILDING RENTAL AGREEMENT

Your signature below affirms you agree to the following rental details on behalf of your group:

### **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.**

### **PARK RULES AND REGULATIONS:**

#### **Pertaining to All Permitted Facilities/Equipment:**

Permit holder must be on site for the duration of the event, in possession of the permit issued. Permit on a smartphone is not valid.

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.

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).

All other park rules and regulations must be followed. A full list can be found on [www.pgparcs.com](http://www.pgparcs.com).

#### **Pertaining to Park Buildings and Picnic Shelters:**

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, 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 propane is 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.

Additional grills are permitted (including on grounds adjacent to indoor buildings). Grills must be hand carried into the picnic area (charcoal only--no propane allowed).

Admission to aquatic facilities is not included in rental. Field usage is also not included in building rental.

**Alcohol is not permitted.**

No motorized vehicles are allowed in any picnic or grassy area except where specified otherwise (limited to designated roads/streets).

## **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 Park Police Non-Emergency Dispatch at **301-459-9088**.

Maintenance issues that are not officially reported to the above number during event hours will **NOT** be remediated at a later date. Any complaints need to be provided in writing with any supplemental documentation of issues (such as pictures) to the Permits Office via email (park-permits@pgparks.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.

Our facilities 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**

### **For all permitted facilities/equipment:**

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. **PERMIT MUST BE IN POSSESSION OF THE PERSON TO WHOM IT IS ISSUED AND SHOWN UPON REQUEST.**

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.

### **For park buildings and picnic shelters:**

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.

After use, fires on outside grills (where applicable) must be extinguished and all trash placed in proper trash containers.

Total Group size may not exceed advertised building capacity.

### **For all indoor facilities:**

All buildings are unstaffed facilities. The contract holder is responsible for set-up and clean-up. This must be done the day of the event - no exceptions. Any belongings left in the building 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.

**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 tables and 50 chairs in park buildings) but that amount is **NOT GUARANTEED**. Please inspect the building prior to your event to see if additional equipment is needed to achieve your specifications. M-NCPPC does **NOT** rent or provide additional tables and chairs.

All tables and chairs must remain inside the building at all times.

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). 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.

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).

## **SECURITY DEPOSIT PROCEDURE:**

In addition to your rental fee, a refundable deposit of \$200 is required which covers damages, insufficient clean-up or rule violations. For weekend rentals (Friday, Saturday, and Sunday), the deposit must be paid ONLINE by the THURSDAY prior between 8:30am-4:00pm. For Monday-Thursday reservations, the deposit must be paid by the business day before the reservation between 8:30am-4:00pm. Payments are to be made via your Parks Direct Account.

**A \$25 per day late fee will be assessed for any deposits that are not paid by the designated time.**

**Forms of Payment:** The refundable security deposit of \$200 must be paid online via your Parks Direct Account. Security deposits will be charged to the account and refunded 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. M-NCPPC checks are issued to the account main contact and mailed to the address on the permit/account.

**Return of Deposit:** The deposit will be refunded approximately 2-3 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 2-3 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.

## **ACCESS CODE and PERMIT**

This rental building is keyless and will be accessed via an access code. Once the security deposit is paid, your permit and access code information will be provided to you via email.

## **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 M-NCPPC closes the permitted facility.

All cancellations (regardless of reason) **prior** to sixty full days of the event will result in an 80% refund of the rental cost. All cancellations **between** sixty days and fourteen full days of the event will result in a 50% refund of the rental cost. All cancellations **within** fourteen 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.**

### **TO CANCEL YOUR RENTAL:**

Cancellations must be requested in writing by emailing the receipt with the words "CANCELLED" as well the date and permit holder's initials written on it to [Park-Permits@pgparks.com](mailto: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.

### **TO CHANGE YOUR RENTAL DETAILS:**

Any changes to your reservation must be requested at least 30 calendar days before your event and are subject to a \$25 change fee. The permit holder must request any changes in writing to the Park Permits Office at [park-permits@pgparks.com](mailto:park-permits@pgparks.com)

**If you book your event fewer than 30 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.**

### **Third (3<sup>rd</sup>) Party Involvement:**

The use of a third (3<sup>rd</sup>) party for payment or to secure a reservation is not recommended and will be at the risk of the Permit Holder. M- NCPPC is not responsible for third (3<sup>rd</sup>) party involvement and will only correspond directly with the Permit Holder.

**AGREEMENT TO RULES AND REGULATIONS:**

By affixing a signature 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.

**X:**

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**(Signature of Permit Holder)**

**(Date)**

## COVID WAIVER & CONSENT FORM

The Maryland-National Capital Park and Planning Commission, Department of Parks and Recreation, Prince George's County continues to follow the safety guidelines established by the Centers for Disease Control (CDC) as well as state and local health officials as a result of the COVID-19 pandemic. Face coverings are required for all indoor venues and crowded outdoor venues including concerts, festivals and ticketed sporting events. Additionally, social distancing protocols remain in effect at indoor facilities. The Department will continue to provide the necessary Personal Protection Equipment (PPE) to help keep staff and patrons safe.

I understand that the novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization and the Centers for Disease Control and Prevention. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, the Maryland-National Capital Park and Planning Commission's ("Commission") Department of Parks and Recreation, Prince George's County has put in place preventative measures, including social distancing where possible, to reduce the spread of COVID-19; however, the Commission cannot guarantee you, your family, or your guests will not become infected with COVID-19 while utilizing our facilities.

Utilizing Commission facilities, may not always allow for proper social distancing measures and practices. I acknowledge that usage of rental facilities offered by the Commission is purely voluntary, and neither I, nor my guests, should participate in any activity or event beyond my, or their, physical or medical condition which makes them uncomfortable or which I, or they, consider unsafe.

By signing below, I understand and agree that my and/or my guests' participation in any event at or visit to Commission facilities, carries inherent risks including the risk of serious injury or death. I acknowledge that any activity involving, but not limited to, water, height, motion, and rotation in a unique environment may be extremely hazardous.

**X:**

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**(Signature of Permit Holder)**

**(Date)**