



FREDERICK

PARKS & RECREATION

Recreation Centers-Rental Policies

I. The City of Frederick Parks and Recreation Department is happy to provide a place for your activity, Please abide by the following policies while using our facilities.

II. Priority of use

Facility rentals are awarded: (1) in order of priority, (2) with completed reervation request, including 20% payment, and Certificate of insurance, (and proof of non-profit status 501(c)(3))

Priority Order	Group	Price
1 st	Frederick County Public Schools & Board of Education	n/a
2 nd	PTA or PTO, faculty group, school affiliated groups and education agencies	n/a
3 rd	The City of Frederick Parks & Recreation Department	n/a
4 th	Any public non-profit recreation program (IRS letter confirming non-profit status required)	RR
5 th	Private education agencies; volunteer, improvement, private, service, religious, social, civic, and Farm Bureau associations and organizations	SR
6 th	Any activity provided by an organization, which primarily serves non-Frederick County residents or is organized by a private business	CR

III. Pricing

Hourly Rental Rates:

	Standard Rate (SR)	Reduced Rate (RR)	Commercial Rate (CR)
Gymnasium	\$42	\$27	\$72
Recreation Room	\$20	\$15	\$35

IV. Payments

- a. 20% of the cost of the entire reservation will be due upon reservation, any remaining rental fees are due 24 hours before the rental is scheduled to occur.
- b. Reoccurring rental fees will be due by the 15th of each month for all reservations that fall within that month.

V. Important Dates

- a. All reservations must be made no less than 2 weeks or 14 days in advance.

FALL SEASON

OPENS ONLINE:	DATES:
AUGUST 2ND	LABOR DAY-NOVEMBER 30TH

WINTER SEASON

OPENS ONLINE:	DATES:
NOVEMBER 1ST	DECEMBER 1ST -MARCH 31ST

SPRING/SUMMER SEASON

OPENS ONLINE:	DATES:
MARCH 1ST	APRIL 1ST- AUGUST 31ST

VI. Locations

- Butterfly Ridge Elementary School (240) 566-0406
 - 601 Contender Way. Frederick, MD 21703
- Lincoln Elementary School (301) 600-6904
 - 200 Madison St. Frederick, MD 2170
- Governor Thomas Johnson Middle School (240) 236-4906
 - 1799 Schifferstadt Blvd. Frederick, MD 21701
- Whitter Elementary School (301) 631-2748
 - 2400 Whittier Dr. Frederick, MD 21702

VII. Available Hours

BUTTERFLY RIDGE, THOMAS JOHNSON, WHITTIER

	MONDAY-FRIDAY	SATURDAY/SUNDAY
GYMNASIUM	4:30-10:00 PM	8:00 AM-10:00 PM
RECREATION ROOM	4:30-10:00 PM	8:00 AM-10:00 PM

LINCOLN

	MONDAY-FRIDAY	SATURDAY/SUNDAY
GYMNASIUM	5:00-10:00 PM	8:00 AM-10:00 PM
RECREATION ROOM	4:00-10:00 PM	8:00 AM-10:00 PM

VIII. Certificate of Insurance (COI)

- a. User groups must obtain a certificate of General Liability Insurance with minimum limits of:
 - \$1,000,000 per occurrence;
 - \$2,000,000 general aggregate;
 - \$2,000,000 Prod/CO Aggregate;
 - \$1,000,000 Personal/Advertising Injury;
 - \$50,000 Damage to Rented Premises
- b. Naming as additionally insured "The City of Frederick" & "The Frederick County Board of Education".
- c. Address of applicant on COI must correspond with the address of the applicant
- d. Required insurance must be maintained for the duration of the business relationship.
- e. Subletting Gym Space- Reservations are only available for use by the applicant and/or organization(s) named on the valid COI and application. You may not sublet any portion of your reservations to another user group.
- f. Email COI to: acoleman@cityoffrederickmd.gov

IX. Proof of Non-Profit Status

- a. Non-profit organizations must provide a current letter from the IRS confirming their 501 (c)(3) status, Webtrac account must be updated to reflect non-profit status.
- b. Email proof of non-profit status to: acoleman@cityoffrederickmd.gov

X. General Rules

- a. Renters must be at least 21 years old and have an active Webtrac account.
- b. A representative from your organization must be present throughout the duration of the reservation.
- c. All participants must enter and exit through the recreation center's main entrance.
- d. Renters may not enter the facility without a City of Frederick Parks and Recreation Department employee present.
- e. Children are to be monitored at all times by an adult.
- f. There is to be NO DUNKING or SLAPPING THE BACKBOARD.
- g. City of Frederick Parks and Recreation Department/FCPS will not be responsible for any equipment/personal belongings misplaced or left in the facility.
- h. Be respectful of City of Frederick Parks and Recreation Department/FCPS signs and posters, notify staff if they are damaged or fall.
- i. Any for-profit events or political activities/rallies would be decided on a case-by-case basis at the discretion of the Mayor and Board, after review by the Recreation Commission.
- j. An on-site City of Frederick Parks and Recreation Department Supervisor will ensure proper use, he/she will have the final say on rental management
- k. The City of Frederick Parks and Recreation Department reserves the right to deny use to any group at any time.

XI. Renters' responsibility

- a. Ensure that all coaches, parents, and participants are aware of the recreation center rental policies.
- b. Arrive and depart at the times specified on the rental permit.
- c. Confine rental/activity to the portion of the facility that you have reserved. Do not allow persons associated with your group/activity in areas other than those reserved.
- d. Be aware of doors that activate building alarms (XIII), if the building alarm is set off by someone associated with your group you will be responsible for any fees charged by FCPS.

- e. Accept responsibility for all persons associated with your rental/activity, you are responsible for any/all damages or problems associated with your guests.
- f. Set up tables, chairs, and other equipment within the requested rental time. Anticipate the amount of time necessary for set-up and take-down and include this time in the rental request.
- g. Clean-up is ALWAYS the responsibility of the rental patron. The gym should be void of trash.
- h. Be considerate of other groups using the facilities, enter and exit lobby areas politely.
- i. Leave areas in the same or better condition than found, this includes outdoor areas and parking lot. Notify staff in the event of spills, broken equipment, or facility issues.
- j. Failure to adhere to any or all of the recreation center rental policies may result in the rental group being asked to leave the facility and loss of future rental privileges.

XII. Code of Conduct

- a. Treat all parties with dignity and respect.
- b. Use appropriate language, tones, and volume when communicating. Angry or vulgar language including swearing, name-calling, and shouting is prohibited.
- c. Aggressive behavior, verbal or physical intimidation/abuse, and violence are prohibited.
- d. Theft, vandalism, or behavior that results in the damage/destruction of property is prohibited.
- e. Carrying or concealing any weapons, devices, or objects that may be used as a weapon is prohibited.
- f. Using or possessing illegal chemicals/substances is prohibited.
- g. Alcohol/Tobacco/Vaping products are strictly prohibited on FCPS school property. (XVIII)

XIII. Entrance Doors

- a. Exterior doors of FCPS facilities will remain locked and shut at all times. Under no circumstances is it allowable to prop an exterior door or alter an exterior door lock to the building without the permission of the school administration. The safety and security of FCPS buildings are paramount.

XIV. Building Alarms

- a. Doors that lead from the gymnasium and recreation room into the main areas of the school will activate building alarms.
- b. At no time should anyone enter the main portion of the school.
- c. If the alarm is set off during your rental time (by someone going through marked doors) your group will be responsible for any fees charged by FCPS.

XV. Open Gym

- a. City of Frederick Parks and Recreation Department has set times at Recreation Centers to offer Open Gym, Open Gym may not be used as an organized "practice" or "try-out" time by rental group(s)/organization(s).
- b. Open Gym is intended to offer the general public an opportunity to use the Recreation Center.
- c. Any groups in violation of this policy will be asked to leave the facility and may relinquish future reservations.

XVI. Food/Drinks

- a. Food/Drinks are not allowed in the gym (except water).
- b. Food/Drinks must stay in the recreation room.

- c. **Concessions-** A fryer or any other electrical appliance (besides a crockpot) may not be used in association with the concession. A fryer or any other electrical appliance (besides a crockpot) may not be used in association with the concession.

XVII. Advertising/Signs

- a. Rental organizations may not post signs or advertisements within the Recreation Center unless approved by the Recreation Supervisor (acoleman@cityoffrederickmd.gov).

XVIII. Drugs/Alcohol/Smoking/Vaping

- a. The sale or use of tobacco products, alcohol, and controlled dangerous substances in any form is prohibited in FCPS buildings and on FCPS grounds at all times. All renters must comply with BOE Policy 112 Drug-free, Alcohol-free, and Tobacco-free Workplace and School System.

XIX. Weather

- a. Weather Cancellations: In the event of inclement weather, The City of Frederick Parks and Recreation Department may cancel a program when the safety of the participants or staff is in question. When the determination is made to cancel a specific program, The City of Frederick Parks and Recreation Department will inform the public of all cancellations by updating the Program Cancellation Line. The Program Cancellation Line is 301-600-6972. , City of Frederick Parks and Recreation Department does not follow Frederick County Public School cancellation policy.

XX. Cancellations/Refunds

- a. Cancellations must be done in writing and submitted to acoleman@cityoffrederickmd.gov or Attn: Alex Coleman Address 121 N. Bentz St. Frederick, MD 21702 at least ten (10) days before scheduled use to be considered for a refund.

XXI. Changes

- a. Changes are subject to approval based on facility availability. There is no guarantee that requests for changes will be honored.

The City of Frederick Parks and Recreation Department
Standard Operating Procedure
Discipline Policy

Two categories of infractions follow:

A. Major Violations

1. Fighting
2. Under the influence of alcohol or illegal drugs or possession thereof
3. Theft
4. Harassment – verbally directed to center employees or center participants
5. Destruction of City property
6. Sexual acts on City property
7. Possession of firearms
8. Failure to leave the facility upon closure or staff request.

PENALTIES ASSOCIATED WITH MAJOR INFRACTIONS

1st Offense – 6-month suspension

2nd Offense – 1-year suspension

3rd Offense – After a minimum of 2 years, petition the Rec. commission for re-admittance to the facility.

B. Minor Violations

1. Excessive foul language and/or lack of sportsmanship
2. Food or drink in the gym
3. Smoking
4. Misuse of recreation equipment (Rims, scoreboard, fitness equipment, etc.)
5. Sleeping in the facility
6. Unauthorized distribution of merchandise
7. Use of unauthorized space (Recreation rooms, FCPS areas, staff offices, etc)
8. Spitting

PENALTIES ASSOCIATED WITH MINOR INFRACTIONS

1st Offense – Suspension for remainder of the day

2nd Offense – One-month suspension

3rd Offense – 6-month suspension

4th Offense – After a minimum of one year, petition the Rec. Commission for re-admittance to the facility

It is the responsibility of ALL Recreation Center Staff to consistently enforce this policy. Should an employee be found to “look the other way,” disciplinary action will be taken against the employee.