

# FACILITY RENTAL APPLICATION

## KENT COUNTY PARKS AND RECREATION

*Instructions: Fill out application completely and return to Parks and Recreation with **\*\*payment and security deposit** for approval. Please allow 3 business days for \*approval process. Please print legibly.*

Applicant's Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, & Zip: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 E-mail (required): \_\_\_\_\_



Group or Agency Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, & Zip: \_\_\_\_\_  
 Main Phone: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Activity: \_\_\_\_\_

Dates and Times: \_\_\_\_\_

**FACILITY LIST:** Brecknock (Youth Softball Field, Multipurpose Field); Big Oak (Softball Field, Multipurpose Field), Browns Branch (Softball Field, Multipurpose Field); Recreation Center (Court, Turf Field, Multipurpose Field)

Rental to include Vending/Concessions: (Yes) \_\_\_\_\_ (No) \_\_\_\_\_

**If yes, please attach Application for Temporary Concession**

*\*Reservations cannot be made inside of 15 days or outside 3 months from time of application. Please allow ample time for processing.*

*\*\*Permit Application will not be processed without payment of Rental Fee & Security Deposit.*

<b>CREDIT CARD PAYMENT FORM</b>	<input type="checkbox"/> VISA	Credit Card #: _____	Exp. Date: _____
	<input type="checkbox"/> MasterCard	Cardholder's Name: _____	Fee: _____
	<input type="checkbox"/> Discover Card	Authorized Signature: _____	

**Date Received Stamp Below:**

**For Official Use Only – Do Not Fill Out**

Fees for Permitted Use: \_\_\_\_\_ = Rental Fee  
 \_\_\_\_\_ = Security Deposit

Approved By: \_\_\_\_\_

Date of Approval: \_\_\_\_\_ Insurance Required? \_\_\_\_\_

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### “CONDITIONS & SERVICE”

1. The rental facility shall be determined and agreed upon by the Permittee and the Parks & Recreation Director prior to final authorization
2. The permittee, employees, agents, or contractors unless specifically exempted or otherwise noted shall observe all rules and regulations of Kent County Parks and Recreation. **NO ALCOHOL IS PERMITTED AT ANY COUNTY PARK OR FACILITY**
3. The permittee shall comply with all applicable laws, rules, orders and regulations of the federal, state, and other governmental authorities
4. Permittee shall maintain the rental area in a clean and satisfactory manner during and immediately following the rental. The rental area shall be left in as good a condition as it was delivered at the commencement of the rental
5. Kent County Parks and Recreation uses a “Carry-in, Carry-out” policy in the Park which applies to all rentals. An inspection will occur after the rental
6. Permittee, employees, agents or contractors shall not interfere with nor attempt made to prevent full and free access of the park or facility outside the rented space
7. Permits are non-transferable and shall not be assigned to other person(s) or group(s).
8. No signs, advertising, commercial tents, trailers (food or equipment) may be posted or located without written approval from the Director of Parks and Recreation
9. Permit grants so privilege other than that specifically mentioned herein
10. It is the responsibility of the Permittee to inform participants, officials, spectators, sponsors, concessionaire, etc. of applicable rules, regulations and terms of this agreement
11. All activities and arrangements for advance preparations for this Permit shall be made at the directions of the Director of Parks & Recreation
12. The Director of Parks and Recreation or authorized agent may terminate permit or activity without prior notice when deemed necessary for the safety of the public, for the protection of the resources/facilities, or for the violation of any rules or regulations of Kent County Parks and Recreation. In addition, any permitted rental may be canceled without prior notice in the event of a natural disaster, weather conditions, or unforeseen emergency.
13. The Permittee shall properly convey the name and ownership of all Kent County facilities in media placement for advertising and public relations associated with the rental. The following is a list of properties to be properly identified as such: “Brecknock County Park”, “Browns Branch County Park”, “Big Oak County Park”, and “Kent County Recreation Center”.
14. Permittee may request or be required to provide extra portable toilet(s) at their own expense. Kent County Parks and Recreation has a yearly contracted vendor for these services. The Permittee shall be responsible for contacting and procuring these services from the contracted vendor for that year. A price list of services can be forwarded upon request.
15. Depending upon activity to be performed under the permit, proper insurance shall be borne by the Permittee for that activity to include operators/participants/spectators of the activity at cost to the Permittee. Please contact the office to discuss insurance requirements.

I HAVE READ AND AGREE TO ABIDE BY ALL “CONDITIONS AND SERVICES” AS SHOWN ABOVE FOR THE RENTAL I AM APPLYING FOR IN ADDITION I, HEREBY, FOR MYSELF, MY CHILD, MY HEIRS, EXECUTORS AND ADMINISTRATORS, WAIVE AND RELEASE ANY AND ALL RIGHTS AND CLAIMS FOR DAMAGES I OR MY CHILD MAY HAVE AGAINST KENT COUNTY PARKS AND RECREATION AND ITS REPRESENTATIVES, SUCCESSORS AND ASSIGNS FOR ANY AND ALL INJURIES SUFFERED BY MYSELF OR MY CHILD AT THE ACTIVITIES FOR WHICH I AM REQUESTING.

\_\_\_\_\_  
APPLICANTS SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
AUTHORIZED BY:

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
PRINT NAME

RETURN APPLICATION AND PAYMENT FOR RENTAL AND SECURITY DEPOSIT (BY SEPARATE INSTRUMENT) TO:

KENT COUNTY RECREATION CENTER  
1683 NEW BURTON RD  
DOVER, DE 19904

MAIN PHONE: 302-744-2495