

Queens Anne's County 4-H Park Association, Inc.  
P.O. Box 299  
Centreville, Maryland

### **Application for use of the 4-H Park facilities**

The Facilities of the Queen Anne's County 4-H Park are available to individuals and community groups when not utilized by the 4-H program.

The applicants are responsible for any damage above natural wear and will be assessed the actual cost of the damage occurred. A committee of the 4-H Park Board, Inc will assess any damage incurred by an applicant during use of the Park facilities. The committee will assess damages following the activity and notify the user of those findings within three working days. Payment for damages incurred will be deducted from a security deposit and any additional expenses will be the applicant's responsibility. If damages are less than the security deposit a refund will be mailed, if the damages are more than the security deposit the applicant will be billed the difference.

The following regulations will be strictly adhered to:

1. Applications must be made on the attached form for use of the 4-H Park. Applications may be obtained from the Extension Office or call 410-827-9065. Applications must be returned to the following: QA County 4-H Park Association, Inc. P.O. Box 299 Centreville, Maryland 21617. All fees will be required one month prior to the event. A security deposit of \$100.00 must accompany this application, which will be reimbursed following your event if upon inspection no damages have occurred. If rental fees are not received one month prior to the event – security deposit will be returned and the date will be forfeited.
2. All applications will be subject to approval of the 4-H Park Board, Inc. Each application will be reviewed and handled on an individual basis for approval or disapproval.
3. All organizations, individual, or groups are required to obtain liability insurance. **Proof of insurance must be presented with this application. Please obtain a certificate of insurance and attach to this application. Applications and security deposit checks will be returned if there is no certificate of insurance. Comprehensive General Liability required with a minimum of \$500,000.00 per occurrence to \$1,000,000.00 in the aggregate. A certificate of insurance is required naming Queen Anne's County 4-H Park Association, Inc. as the certificate holder.**
4. Applicants must be aware that rental of the park does NOT mean the other areas will not be rented on the same day unless, applicant is requesting exclusive use of the park with the exception of the QA County Museum Area.
5. Applicant is to be in charge of the event and shall be responsible for the following:
  - a. Submitting proper application for use of the facilities and grounds.
  - b. Upon completion of your activities:
    1. All trash and decorations must be placed in the dumpster on the grounds. If dumpster should become full, it is the responsibility of the applicant to have all trash bagged and place next to the dumpster.

2. Leave building and grounds clean and in order, ready for the next event.
3. Bathrooms must be left clean or someone will be hired to do so and a bill will be sent to applicant.
- c. Upon completion of use of the kitchen facilities the following must be taken care of:
  1. No food to be left in kitchen. Refrigerator and freezer must be clean
  2. Oven and range must be cleaned.
  3. Sinks are to be wiped inside and out, all counters and tables wiped cleaned.
  4. Floors are to be swept and scrubbed. All mops are to be rinsed out and put back in their proper place.
  5. If dining room area is used, tables must be wiped, floors swept and mopped.
  6. Set-up and take down is the applicants responsibility-NOT the caretakers.

**Overnight Policy of the QA Co. 4-H Park Board:**

4-H clubs are allowed one event per calendar year to stay over night at the 4-H Park with 30 days written notice and prior written approval from the QA Co. 4-H Extension agent.

All events are to be supervised at all times by MCE certified volunteers. Unsupervised events will result in forfeiture of future privileges.

Other overnight applicants will be considered at the discretion of the Park Board. At no time will 4-H Park Buildings be utilized for overnight usage.

## Queen Anne's County 4-H Park

All rules and regulations must be read and completely understood. If there are any questions please asked at the time the application is received. Please return this application, security deposit and insurance information within 15 working days.

**Name of Organization:** \_\_\_\_\_

**Date & Hours requested:** \_\_\_\_\_

**Contact persons Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_

**Who will benefit from the proceeds:** \_\_\_\_\_

### Facilities requested Please Circle:

Exclusive use of the Park \$500.00/day

Main Hall & Kitchen \$225.00/day

Meeting Room \$ 50.00/day

Kitchen & Dining Hall Only \$ 150.00/day

All other barns & commercial buildings \$ 50.00/day

Horse Ring & Barn \$200.00/day

**(All horses must remain on the back half-left side of in coming drive)**

Fees for Extension Programs and 4-H programs will be handled on an individual basis. All 4-H fundraisers are expected to make a donation to the QAC 4-H Park Board Association Inc. 4-H clubs are expected to make a donation yearly for the upkeep of the park. Rain dates cannot be scheduled.

**Security Deposit of \$100.00---Check # \_\_\_\_\_ Date: \_\_\_\_\_**

**Total Rental Fee (not including Security deposit) \$ \_\_\_\_\_ due thirty days prior to event.**

**Liability Insurance-CERTIFICATE OF INSURANCE MUST BE ATTACHED or this application will be returned to the applicant.**

**I the undersigned agree to and understand all of the above:**

**Signature of Applicant:** \_\_\_\_\_

**For Caretakers Use**

All events to be over by 11PM.

Name of organization or event: \_\_\_\_\_

Number of person expected: \_\_\_\_\_ Date: \_\_\_\_\_

Time of arrival: \_\_\_\_\_ Time of Departure: \_\_\_\_\_

Section of the grounds being rented: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Please submit application and caretaker use form to:

QA Co. 4-H Park Board Assoc., Inc.  
P.O. Box 299  
Centreville, Maryland 21617