



Facility Use Application - Special Events

Application Date

Event Date: _____ Hours of Event: From _____ am/pm To _____ am/pm
(Request must include set-up and clean-up time)

Second Date Option: _____ Third Date Option: _____

Applicants Name: _____

Organization/Business: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Size of Group/Estimated Attendance: _____
(Note: If group exceeds facility capacity, the function will be terminated without refund)

Applicant is: Individual Organization Business/Corporation Joint Venture _____

Requested Facilities for Event-

Berkeley 2000 Gymnasium:
___ Court 1 ___ Court 2
___ Main ___ Quad

W. Randy Smith Gymnasium:
___ Court 1 ___ Court 2 ___ Courts 1&2
___ Court 3 ___ Court 4 ___ Court 3&4

Berkeley 2000 Room:
___ Community

W. Randy Smith Room:
___ Large ___ Small

DuPont Soccer Complex:
___ Field 1 ___ Field 2
___ Field 3 ___ Field 4
___ Field 5 ___ Field 6

P.O. Faulkner Tennis Complex:
___ Courts 1&2 ___ Courts 3&4

War Memorial Tennis Complex:
___ Courts 1&2

Pavilion:
___ Martin Luther King ___ Oak Street ___ War Memorial-McKee
___ War Memorial-Fulk ___ Ambrose ___ Poor House Farm-Kester
___ War Memorial-Hollow ___ War Memorial-Norwalk Creek ___ War Memorial-State Farm
___ Inwood Lions ___ Poor House Farm-Rotary ___ War Memorial with Stage

Other: _____

Below options may require additional fees and may not be available at all facilities:

- Tables: YES NO Number of Tables: _____
- Chairs: YES NO Number of Chairs: _____
- Bleachers: YES NO Number of Bleachers: _____

Event Planning Details (Please provide as much information as possible to help the approval process)

➤ Event Description (Attach a flyer or brochure, if available): _____

➤ Event Type: Is this event open to the public? YES NO

➤ Admission: Is there an admission fee being charged? YES NO Fee per person \$ _____

➤ Vendors: Are you requesting that vendors be permitted to sell merchandise? YES NO

Are you requesting that vendors be permitted to distribute information? YES NO

➤ Set Up: Will there be any portable equipment or structures brought in? YES NO

If yes, what are the items (i.e., stage, boxing ring, inflatables, etc.)? _____

Who is responsible for the set-up/tear-down of items? _____

Who will be operating the equipment or structure? _____

➤ Security: Is REQUIRED for all gymnasium rentals.

Name of company being used? _____

➤ Parking: Are parking attendants needed? YES NO

If yes, what timeframe would staff be needed? _____

Only Martinsburg-Berkeley County Parks and Recreation Board staff will be permitted to direct and control traffic on park property and reserve the right to charge per vehicle for parking and retain the total collected.

- **Animals:** Will there be animals or a petting zoo? YES NO

If yes, please list the animals included: _____

What is the planned set-up and containment? _____

If approved, any portable fencing must be used and removed as well as ground covering used inside the fencing. Any animal waste must be removed from park grounds.

Is this area always supervised? YES NO

- **Food:** Will there be food available? YES NO

If yes, please specify: Self-prepared Catered Food Truck Other _____

Self-prepared food must obtain permission and adhere to proper food handling by contacting the Berkeley County Health Department prior to event. Caterers and food truck vendors must be licensed and insured in Berkeley County, WV. Vendors may not sell food to the park as a whole and must be for your event solely.

- **Concessions:** Will you need concessions (Berkeley 2000 and/or Randy Smith Center)? YES NO

Concessions can only be offered by Martinsburg-Berkeley County Parks and Recreation Board; no individual sales will be permitted.

- **Music:** Are you providing or holding a musical concert? YES NO

Name of performer(s) and type of music: _____

- **Medical Emergencies:** How will an emergency be handled? _____

- Any additional information that pertains to your event that needs to be considered: _____

Insurance Requirements

Companies must be licensed and insured. A Certificate of Insurance naming Martinsburg-Berkeley County Parks and Recreation Board as additionally insured will be required from each company upon request approval.

- **Set-Up:**

Name of company being used: _____

COI received: _____

Name of company being used: _____

COI received: _____

➤ Security:

Name of company being used: _____

COI received: _____

➤ Animals:

Name of company being used: _____

COI received: _____

Name of company being used: _____

COI received: _____

➤ Food:

Name of company being used: _____

Name of company being used: _____

Name of company being used: _____

Name of company being used: _____

Facility Rental Fees

➤ Fee Schedule:

See current Facility Rental Fee Schedule for a full list of fees.

➤ Returned Check Policy:

For your convenience, if your check is dishonored or returned for any reason, we will electronically debit your account for the amount of the check plus a processing fee of \$25.00. If an applicant has a returned check, they will be required to pay by cash or money order for any future reservations.

➤ Merchant Fee:

There is a standard Merchant Fee that the card processing companies charge. That 2.6% Merchant Fee will be attached to any credit/debit card transactions made online or in person. This fee does not impact check or cash transactions. Accepted cards are Mastercard, Visa and Discover.

➤ **Cleaning Fee:**

If the facility (including parking lot) is not left in satisfactory condition, a \$100.00 Cleaning Fee will be added to my account to return the facility to its original condition. This fee must be paid ten (10) business days after my reservation if I have left the facility in unsatisfactory condition. No future reservation or activity registrations will be accepted until the fee is paid.

Hold Harmless Agreement

The undersigned, in consideration of being granted permission to use the Martinsburg-Berkeley County Parks & Recreation Board facilities and property, agrees that undersigned shall indemnify and hold forever harmless the Martinsburg-Berkeley County Parks & Recreation Board and its employees against any liability as a result of any accident, injury or other mishap that may occur to anyone during or as a result of said use of those facilities and property. The undersigned further agrees to defend against any claim brought against the Martinsburg-Berkeley County Parks & Recreation Board or any of its employees as a result of any such accident, injury or mishap. Undersigned further covenants and agrees that it shall be covered by an appropriate liability insurance policy in the amount of no less than \$1,000,000.00 (One Million dollars), for the purpose of insuring against any injury as a result of any accident or mishap during or as a result of the use of said facilities and property.

All property maintained and operated by the Martinsburg-Berkeley County Parks & Recreation Board is owned by the City of Martinsburg, Berkeley County Commission, or Berkeley County Board of Education. Let it be understood that the undersigned agrees that undersigned shall indemnify and hold forever harmless all elected officials to these three respected bodies and its employees against any liability as a result of any accident, injury, or other mishap that may occur to anyone during, or as a result of said use of those facilities and property.

I have read, understand, and agree to abide by the Facility Use Rules and Guidelines incorporated into this document and associated with my rental of the facility, I have the authority to act on behalf of the above-named organization and I accept responsibility for actions and behavior of all participants.

Applicant Signature: _____ Date: _____

For Office Use Only	Approval: <input type="checkbox"/> YES <input type="checkbox"/> NO
	Facility Rental Fee: \$ _____ Deposit Amount: \$ _____
	Balance(s) Due: _____
	Coordinator Signature: _____ Date: _____
	Notes: _____

Please forward the Special Events Facility Use Application to:

Martinsburg-Berkeley County Parks & Recreation Board
273 Woodbury Avenue
Martinsburg, WV 25404
304-264-4842
info@mbcparks-rec.org

General Information

Making a Reservation

- To secure a facility for a rental, you must complete the Facility Use Application and make payment:
 - 1) Rental Fee \$0.01 - \$500.00, full payment is due at the time of booking.
 - 2) Rental Fee \$501.00 - \$5,000.00, a 50% deposit is required to secure the reservation with the remaining balance of the Rental Fee due within thirty (30) business days of the requested date.
 - 3) Rental Fee \$5,001.00 and greater, a 25% deposit is required to secure the reservation with the remaining balance of the Rental Fee due within thirty (30) business days of the requested date.
- Failure to make payment may result in cancellation of reservation and forfeiture of any deposit made.
- Any person, organization or association using park facilities for a non-related activity must submit a contract of insurance which provides:
 - 1) General comprehensive liability coverage of any claim, demand, action, suit or judgment by reason of alleged negligence or other acts resulting in bodily injury or property damage to any person arising out of the use of park property.
 - 2) For the payment of any attorney fees, court costs and other litigation expenses incurred by the Martinsburg-Berkeley County Parks & Recreation Board in connection with any claim, demand, action, suit or judgment from any allegations of negligence or other acts.
 - 3) Coverage in the amount of no less than one million dollars for each occurrence.
- The insurance required may be obtained privately or through the State Board of Risk and Insurance Management. Where provided by the State of Board of Risk and Insurance Management, the cost of the insurance, as determined by such board, shall be paid by the person, organization, or association, and may include administrative expenses.
- The endorsement must be issued by the insurance company. A notation on the certificate of insurance is not sufficient. Insurance is not required for small gatherings including parties, reunions, etc. unless those in the group are conducting business or selling products.
- Applicants must be 21 years of age or older.

Facility Use Rules and Guidelines

Martinsburg-Berkeley County Parks & Recreation Board strives to provide quality facilities for your use. The following rules and guidelines are in place for everyone's safety and enjoyment of park facilities (other rules may apply). Applicants are responsible for informing all guests under this application of the terms and conditions of this document.

General Rules for Use of All Facilities

- All of our facilities/parks are tobacco and alcohol-free.
- Martinsburg-Berkeley County Parks & Recreation Board is not responsible for any lost, stolen, misplaced personal items or equipment.
- Applicant agrees to reimburse Martinsburg-Berkeley County Parks & Recreation Board for any damage of public property because of the user's use of the facility. Posting of any signage or balloons on trees, posts, light poles, and gates is prohibited.
- Applicants cannot, under any circumstances, adjust or change the settings of any electrical switch or control, including lighting, heating, and cooling systems, without approval of Martinsburg-Berkeley County Parks & Recreation Board staff.
- Applicant certifies that the information given in the application is correct. Falsification of information on the application will result in immediate dismissal from the facility, forfeiture of all fees paid including any deposits and denial for future use.
- Applicant and its guests shall not exclude anyone in participation, deny anyone benefit of, or otherwise subject anyone to discrimination because of the person's race, color, national origin, age, or disability.

- Applicant is responsible for compliance with Americas with Disabilities Act, as it relates to the event, performance, and services to be provided in relation to the event for individuals with disabilities.
- Applicant hereby guarantees and assumes full and exclusive responsibility for the safety of persons and property of all participants and activities including, without limitation, players, participants, staff, officials, agents, or lessee, spectators, and members of the public in attendance at either activity contemplated hereby or conducted by the Applicant.
- Applicant and its guests will comply with all rules and regulations established by the Martinsburg-Berkeley County Parks & Recreation Board. The Martinsburg-Berkeley County Parks & Recreation Board reserves the right to dismiss any persons from the facility. Applicant understands that Martinsburg-Berkeley County Parks & Recreation Board staff has the authority to determine if participants are strictly adhering to all rules and regulations, and we have the full authority to enforce these regulations. Martinsburg-Berkeley County Parks & Recreation Board staff must be respected and obeyed. No foul language will be permitted.
- Applicant and its guests must comply with local, state, and federal laws. This includes the prohibition of use and/or possession of weapons, alcohol, or any illegal substances on the property. If you suspect anyone attending your event is intoxicated or under the influence of drugs, it is the applicant's responsibility to escort them off the property.
- Applicant must keep all noise and music to a minimum. Martinsburg-Berkeley County Parks & Recreation Board staff will determine if the noise or music has a negative impact on other activities and has the authority to order it be turned down. Excessive noise will result in applicant's forfeiture of future facility use.
- Applicant is responsible for informing Martinsburg-Berkeley County Parks and Recreation Board staff of any injuries to participants or damages to the department facilities during rental.
- Applicants are not allowed to metal detect in the public parks.
- Applicants are responsible for picking up all trash and debris after each use.

Gymnasiums

- When renting the gymnasium, applicant must specify activity so the proper equipment can be set up.

Multi-Use Fields

- Special maintenance requests must be made in writing at the time of application.

Community Rooms

- Decorations shall not be taped, nailed, stapled, or fixed in any way to walls, doors, glass, lights, electronic equipment, or ceilings.

Pavilions

- Grills are available at most park pavilion sites for use by those that have rented the pavilion. No fire pits may be brought in or constructed. Outside grills may not be brought in for use around the park at individual picnic tables.

Tents

- Tents must be approved in advance as part of the application process. If approved, they must be properly anchored above ground, without soil penetration, and supported to prevent uplift and collapse. Stakes are NOT permitted due to underground utility and/or other hazards.
- Tents must be made of flame-resistant materials and properly labeled as such by the manufacturer.
- Tents must be no larger than 12' x 12'.

Alcoholic Beverages

- Alcoholic beverages are prohibited on park properties, with the exception of the Poor House Farm Park Barn venue (with permission at the time of booking) and on a case-by-case basis for large events at the Recreation Center Facilities (with approval). Requests to sell or provide alcohol must be included in the application process.

Cancellations

- Cancellations must be in writing to the Recreation Coordinator.
- Cancellations made thirty days or more before reservation; a refund minus any deposit will be issued.
- Cancellations made less than thirty days before reservation; no refund will be issued.
- Cancellations due to injury or illness, medical documentation must be provided for a full refund.
- Cancellations made by Martinsburg-Berkeley County Parks & Recreation Board will be issued a full refund.
- All efforts will be made to keep approved facility reservations intact; however, the Martinsburg-Berkeley County Parks & Recreation Board reserves the right to relocate or cancel a function if necessary.

Inclement Weather

- Martinsburg-Berkeley County Parks & Recreation Board reserves the right to close any facility or cancel rentals and special events if inclement weather is imminent. Martinsburg-Berkeley County Parks & Recreation Board will make every effort to contact users in a timely manner by telephone and/or email. Applicant should attempt to contact Martinsburg-Berkeley County Parks & Recreation Board during these situations if they have not heard from Martinsburg-Berkeley County Parks & Recreation Board staff.