



Long-Term Rental Application

Name: _____

Organization: _____

Address: _____ Phone: _____ (Day)
_____ (Night)

Email: _____

Purpose: _____

Insurance Requirements:

Certain activities conducted on either Parks and Recreation or Frederick County Public School property will require a certificate of liability insurance naming both FCPD and FCPS as the Additional Insured and the policies must be endorsed. Complete insurance requirements will be provided at the time of request.

Facility Request

Type of Facility: _____ Location: _____

Day(s) Requested: _____

Time of Use: _____

Start Date: _____ End Date: _____

Fees

Approved organizations needing a minimum of fifty or more hours will be eligible for a 20% discount of the facility reservation fee. Fees are recommended annually by the Parks and Recreation Commission and subject to change.

Fees will be calculated on a seasonal/annual basis and the first month's rental must be paid at the time of reservation. Remaining fees will be billed on a recurring basis and must be paid no later than the first business day of each month in which the reservation will commence. Failure to pay will result in cancellation of reserved facilities.

Internal Use Only:

Number of hours reserved: _____ Pre-Discounted Fee: _____

Total Due: _____ Monthly Payment Amount: _____

Amount Paid at Reservation: _____ Staff Initials: _____