



TOWN OF BERLIN PARK FACILITY RESERVATION FORM



THIS FORM MUST BE COMPLETED AND DELIVERED TO TOWN HALL WITH DEPOSIT IN ORDER TO CONFIRM RESERVATION. NO VERBAL RESERVATIONS WILL BE ACCEPTED.

TODAY'S DATE: _____ EVENT/ACTIVITY DATE: _____ TIME FROM: _____ TO: _____
Anticipated # of attendees _____

NAME: _____ ADDRESS: _____

PHONE: _____ EMAIL: _____

ORGANIZATION: _____ WILL EVENT INVOLVE SALE OF GOODS OR SERVICES: YES NO
(IF APPLICABLE) If yes, Business Use of Park Application must be completed and approved by the Mayor and Council. Form must be submitted no less than 60 days prior to the event.

DESCRIPTION OF EVENT/ACTIVITY: _____

FACILITY REQUESTED-Check all that apply

Dr. William Edward Henry Park, Flower Street: <input type="checkbox"/> Pavilion: # days _____ X \$50.00 = \$ _____ <input type="checkbox"/> Electric: # days _____ X \$10.00 = \$ _____ (pavilion only) <input type="checkbox"/> Basketball Courts: <input type="checkbox"/> #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 #courts _____ X # days _____ X \$50.00 = \$ _____	Stephen Decatur Park, Tripoli Street: <input type="checkbox"/> Pavilion: # days _____ X \$50.00 = \$ _____ <input type="checkbox"/> Electric: # days _____ X \$10.00 = \$ _____ (pavilion only) <input type="checkbox"/> Tennis Courts: <input type="checkbox"/> #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> #4 #courts _____ X # days _____ X \$50.00 = \$ _____
TOTAL DUE: \$ _____	TOTAL DUE: \$ _____

Note \$25.00 per facility/per day will be returned to user if left in good condition after use.

All individuals and organizations are responsible for payment of this fee in full to hold the requested date. A waiver of this fee can only be granted by the Mayor and Council; request must be submitted no later than the close of business the Wednesday preceding a Mayor and Council Meeting prior to the reservation date.

Notes/Comments: _____

I, the undersigned have been provided with a copy of the Park rules and regulations and I understand that I must adhere to these rules. If I fail to adhere to the Park rules and regulations, the Town of Berlin reserves the right to refuse to reserve the park in my name in the future. I further understand that the rules and regulations provided herewith are an excerpt of Chapter 22 of the Code of the Town of Berlin and other sections of that chapter and of the Town Code as a whole may also apply to use of the park(s). I am responsible for collection and removal of all trash associated with my event. I understand that vehicles are not permitted in the parks beyond the parking lots. NO EXCEPTIONS. I understand that this reservation is only for the facility indicated above; all other areas of the park are open to the public and may be in use during my event. The Town of Berlin and its agents are released from all liability associated with damage or injury resulting from the improper use of any equipment provided by the Town of Berlin and from damage or injury associated with the use of any equipment or items brought into the park by me or anyone associated with this event.

Signature: _____ Date: _____

Office Use: Clerk: _____ Deposit Pd: \$ _____ Date: \$ _____	Refund: <input type="checkbox"/> YES <input type="checkbox"/> NO Date: _____
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TOWN OF BERLIN CHAPTER 22 PARKS AND RECREATION PARK RULES

Sec. 22-48. - Hours.

The public parks in the town shall not be occupied, except as hereinafter set forth, between the hours of one-half hour after sundown to one-half hour before sunrise in each day.

The lighted tennis courts and handball courts located in the Stephen Decatur Park shall be permitted to be used after sunset up to and including the hour of 11:00 p.m. Any play on said courts after the hour of 11:00 p.m. and prior to sunrise shall be prohibited.

Sec. 22-49. - Rules and regulations.

The rules and regulations for the use of the parks are as set forth herein:

- (1) The washing, waxing, cleaning or repairing of any type of motor vehicle shall be prohibited in the parks.
- (2) The operation and/or parking of unauthorized motor vehicles as defined herein in any area of the parks not designated as a parking area or otherwise authorized by the police department of the town or its authorized agent shall be prohibited.
- (3) All applicable provisions of chapter 4, animals, shall apply.
- (4) No motor vehicle shall be parked in the parks, whether in the parking areas or otherwise, overnight.
- (5) No mobile home or any other type of structure shall be used for sleeping in the parks, including the parking areas thereof, without permission being obtained from the Mayor and Council.
- (6) No open container of alcoholic beverages shall be possessed in any of the parks, unless explicitly approved in advance by the Mayor and Council as part of an organized Special Event. The organizer of said event shall be responsible for obtaining any additional permitting required by Worcester County or the State of Maryland regarding the possession, distribution/sale, and/or consumption of alcohol.
- (7) The following parks facilities are available for reservation upon completion of a Park Reservation Form and by payment of associated fees as established by the Mayor and Council and detailed on the Park Reservation Form:
 - (a) The pavilion at Stephen Decatur Park during regular park hours.
 - (b) One or more of the tennis courts at Stephen Decatur Park during the hours as set forth in Section 22-48.
 - (c) The pavilion at Dr. William Henry Park during regular park hours.
 - (d) One or more of the basketball courts at Dr. William Henry Park during regular park hours.

Individuals or organizations desiring to reserve these facilities must complete a reservation form as provided by the Town of Berlin and make payment of associated fees, which shall be established by the Mayor and Council and set-forth on the reservation form. Fees shall be waived only by the express permission of the Mayor and Council.

Reservation of the above facilities takes precedence over any other use. If no prior reservation of any of the above named facilities exists, all facilities are available on a first-come-first-served basis.

- (8) Organizers of Special Events shall file a Special Event Application and any associated documents as appropriate a minimum of sixty (60) days prior to the scheduled event. Such application shall be subject to review and approval by the Mayor and Council.
- (9) Special Events must be free to all attendees unless a Business Use of Park form, along with all other appropriate documentation, has been submitted and explicitly authorized by the Mayor and Council.