



annapolis

recreation & parks

Healthy Living Starts Here.

“Pip” Moyer Recreation Center at Truxtun Park
273 Hilltop Lane, Annapolis, MD 21403
410.263.7958 (phone)
410.626.9731 (fax)
www.annapolis.gov/recreation

RENTAL POLICIES AND PROCEDURES

The City of Annapolis welcomes the opportunity to serve you as a rental patron at the “Pip” Moyer Recreation Center (PMRC). Please read these guidelines in their entirety for important information pertaining to rental use. Rentals are for the Recreation Center ONLY and do not include surrounding outside areas.

Hours of Operations: PMRC is open for rental use Monday through Thursday 6:00 a.m. to 9:00 p.m., Friday 6:00 a.m. to 12:00 a.m. (midnight) and Saturday and Sunday 8:00 a.m. to 12:00 a.m. (midnight.) Rentals must end by 8:30 p.m. Monday through Thursday and by 11:30 p.m. on Fridays, Saturdays and Sundays. The building is closed and no rentals are allowed on several holidays including New Year’s Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, and Christmas Day.

A. POLICIES FOR RENTAL OF THE BUILDING

The Building is available to Annapolis residents and non-residents in good standing with the City of Annapolis and the Annapolis Recreation and Parks Department (ARPD). A fee will be applied to all rentals. Requests for a rental may be made in person at PMRC up to six (6) months in advance of the rental date but no later than 72 hours in advance of the date/time.

1. Facilities will not be rented for any programs similar to City recreation programs.
2. Facilities are available under a “private party” use arrangement. The applicant is responsible for group’s actions, including any facility damages or losses.
3. Organizations may be required to provide proof of liability insurance naming the City as “Additional Insured” for the event.
4. Rental items may be stored on-site only during rental time. Item delivery or storage before or following an event requires prior approval by the Facility Supervisor. The City is not responsible for any items arriving prior to, or remaining after rental period.
5. The City is not responsible for rental or personal property while group is using the facility.
6. Guests must follow established rules and regulations of the facility. Violations or misrepresentation of use may be cause for immediate rental forfeiture.
7. Room rental does not give guests building privileges in any other area. Participants may purchase a facility day pass during public hours.

8. Renter will be responsible for any and all damages incurred to the facility and/or contents there resulting from their usage.
9. Contract representative renting facility must be present during entire rental period.
10. Use will be restricted to the terms of the application including area reserved, time of entry and departure, intended activity, etc.
11. Conduct will not violate local, state, or federal ordinances or laws and will at all times be conducted in a mature and responsible manner.
12. Rentals may not infringe on the use of other facility areas facility by separate public or private groups.
13. Facility staff will perform their regular assigned duties. They are not available for group supervision.
14. Adult supervision is required for all youths at a 1:10 ratio. Youth events may require additional security provided by the rental patron.
15. Accidents occurring on City property must be reported immediately to facility supervisor or staff on duty.
16. Renters are to keep all materials (signs, etc.) contained to rented area.
17. No alcohol may be served or brought into "Pip" Moyer Recreation Center.
18. Profanity is not permitted.
19. Only music suitable for a public facility will be permitted. Volume is subject to control by the City laws and regulations.
20. Appropriate apparel must be worn in accordance with the facility area being used. Shirt and shoes are required at all times.
21. Renter agrees to indemnify and hold harmless the City of Annapolis, its officials, and employees from any claim or cause of action brought by renter, his agents, employees or guests arising from the use of the facility.
22. No pets allowed inside the building (exception: service animals for the disabled).
23. No outside tables/chairs (without prior authorization by Facility Supervisor)
24. No bounce houses or moon bounces are allowed.

B. FEES

Rental fees for use of the Building are set annually by the Annapolis City Council. Please check with the Department for a current fee listing. A driver's license will be required as verification of residence. **If you wish to cancel a rental, you must notify the main office in writing at least 72 hours prior to the event or you will still be held financially responsible.**

PLEASE UNDERSTAND THAT YOUR REQUEST IS NOT OFFICIALLY CONFIRMED OR BOOKED UNTIL FEES ARE PAID IN FULL for rentals totaling \$2,000.00 or less. For rentals over \$2,000.00 a deposit equivalent to half of the total is required to confirm your rental and the balance shall be due 90 days prior to their rental event. If your rental event is less than 90 days away at time of booking your balance shall be due 30 days prior to your rental event. *You must be at least 21 years of age to sign a permit and the person signing the permit must be in attendance at the rental event.* If two or more groups wish to rent the facility on the same day and time, the permits will be processed and reservations confirmed on a first-come, first-serve basis

| Facility Rental Fees (per hour) | City of Annapolis Resident | Non-Resident |
|---------------------------------|----------------------------|--------------|
| Single Meeting Room | \$37 | \$45 |
| Full Meeting Space (3 rooms) | \$110 | \$132 |
| Kitchenette | \$13 | \$16 |
| Single Court | \$60 | \$75 |
| Full Gymnasium | \$180 | \$225 |
| Auxiliary Gym | \$75 | \$90 |

C. USER'S RESPONSIBILITIES

Rental patrons are required by the City of Annapolis to leave the Building in the same condition in which it was found. Groups should anticipate the amount of time necessary for set-up and clean up and include this time in the rental request. Delivery of catering items and other assorted items such as rented equipment on any day and time other than those specified in the Permit is not permitted. Similarly, pickup of rental items or other equipment must be done within the time of the Permit unless prior written approval is agreed upon. Rental patrons are responsible to:

- ◆ Provide a written diagram for tables and chairs set-up. If we do not receive a diagram at least 2 weeks before your rental event you will get a general set-up.
- ◆ At the conclusion of the event, users must clean off tables and chairs, i.e., remove all food products, paper products, etc. Trash must also be bagged and deposited in the trash receptacles provided.
- ◆ Abide by the maximum number of persons in the rental space provided.

Failure to adhere to any or all of the above policies may result in the rental group being asked to leave the facility, forfeiture of fees and loss of future renting privileges.

D. REVOKING OF PERMITS, REFUSAL OF FUTURE RENTAL

The Annapolis Recreation and Parks Director reserves the right to revoke a user's permit and/or refuse rental for any of the following:

1. Failure to pay rental fees timely in accordance with stated requirements in Section (B) of this document.
2. Rental patrons are not conducting an event in an orderly manner.
3. Damage is done to the building.
4. The rental patrons do not adhere to the policies and procedures set forth.
5. If the Annapolis Recreation and Parks Director feel that a group's event is detrimental to the well-being of the building staff or patrons or community.
6. Violent acts such as fighting in the building, parking lot or grounds.

E. RESERVATION / PAYMENT

In order to reserve the Building for a private event, payment must accompany a completed Facility Use Permit. Cash, check, or VISA/MC charge will be accepted as payment. A \$35 collection fee will be assessed for any check returned by the bank. If your check remains unpaid after 30 days notice, you may be prosecuted in District Court under the Maryland Criminal Code, Article 27, and Section 140-144.

Damages to the Building, insufficient clean-up and early arrival costs will be immediately assessed and payment is expected within five working days. The Annapolis Recreation and Parks Director reserve the right to charge a deposit for special rental situations.

F. REFUNDS

Refunds will be granted if the Annapolis Recreation and Parks Department receives **written** notification of the cancellation of the event, at least 72 hours in advance. Refunds will not be granted **for any reason** after that time period. A \$5 refund processing fee will be deducted from all refunds.

G. ALCOHOLIC BEVERAGES

Alcohol beverages are **prohibited** at all times inside of PMRC, on the parking lot and park grounds.

H. SMOKING

In accordance with City of Annapolis Ordinance No. 0-13-90, **no smoking is allowed** inside and within 25 feet of any PMRC entrance.

I. CHARGES FOR ADMISSION

Admission or cover charges for rental events are prohibited.

J. DECORATIONS AND CARE OF EQUIPMENT

No thumbtacks, candles or non-fire proof decorations are allowed. Tape may be used, but care must be taken to ensure walls are not damaged when items are removed. Live or cut holiday trees are prohibited. Special equipment requirements should be approved in writing prior to the rental event. Tampering with the thermostats or light fixtures, or any other Recreation Center equipment or furnishings is prohibited. The throwing of rice, birdseed or confetti is strictly prohibited at the Building.

K. CHARGES FOR DAMAGES

The Building will be inspected by ARPD Staff before and after use. The rental patron shall be responsible for any damages or problems noted in the inspection. The City of Annapolis has the authority to assess charges for damage by the user or failure to adhere to the user's responsibilities.

L. FOOD AND BEVERAGES

A warming kitchen is available for use. All remaining items must be fully removed from the kitchen and refrigerator at the end of the rental time. Please remember, that clean up associated with food and beverages is the responsibility of the rental patrons.

M. MUSIC, SIGNAGE AND MISCELLANEOUS

Live, amplified music is prohibited at all times. DJ's are permitted, however, the volume of music must be kept at a level that cannot be heard outside the Center. Signage outside the building, including the parking areas, requires prior written approval.

N. INJURIES

The City of Annapolis is not responsible for any injuries to guests resulting from the rental. Use of Center and park area is at one's own risk.

O. Tables and Chairs

200 Chairs

25 Round tables, 60" tables – seats 8 – 10

25 - 8 foot rectangular tables – seats 8 – 10



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**"Pip" Moyer Recreation Center at Truxtun Park
Rental Policies and Procedures Document**

I, _____ (please print name), have read and agree to the terms of the "Pip" Moyer Recreation Center Rental Policies and Procedures and agree to all terms set forth.

Rental Patron's Signature

Date