

**TOWN OF OCEAN CITY**  
**DEPARTMENT OF RECREATION AND**  
**PARKS**

Activity Based Party Packet



TOWN OF OCEAN CITY  
DEPARTMENT OF RECREATION AND PARKS

**APPLICATION GUIDELINES**

1. **OVERVIEW:** The Town of Ocean City’s Recreation and Parks Department permits the public to reserve some of its public facilities for private functions, meetings, sports activities, etc., when not scheduled for the Mayor and Council, Department or other priority uses. An individual, organization or business may make a request to the Department to use Recreation and Parks facilities.

In order to reserve any of these facilities, the Department has instituted certain restrictions and regulations for use of Town facilities, many of which are explained below. Please read these guidelines very carefully and use them as a guide in completing your party application. Please direct your questions to the Recreation Facilities Supervisor of the Ocean City Recreation and Parks Department at (410) 250-0125.

2. Ocean City Recreation and Parks is excited to help make your special event fun and entertaining with the following activities available:
  - Gladiator Dodgeball
  - Soccer
  - Basketball
  - Hockey
  - Preschool Fun

- Our staff will setup and lead your chooses activity.

3. **EXCLUSIONS:** An applicant may be excluded from eligibility for use for the following reasons:
  1. The applicant prohibits participation in its programs or services on the basis of race, creed, or religion.
  2. The applicant has an unpaid balance due to the Town of Ocean City or the Ocean City Recreation and Parks Department.
  3. The applicant has previously violated or abused the provisions of the reservation system.

4. **APPLICANT STATUS:** An applicant may be:

An individual, group or organization requesting a booking for an activity based party.

**An individual, group or organization, requesting a booking may not circumvent the applicable non-resident fees by using a resident's name or a resident's address in lieu of the official applicant's name.**

5. **ADMINISTRATION:** Pursuant to the policy of the Town of Ocean City, the reservation process is administered by the Department of Recreation and Parks. The Director of Recreation and Parks and designated employees of the Department are responsible for implementing the reservation system. The Director of Recreation and Parks is authorized to verify the eligibility based on the criteria established in this procedure. The Director of Recreation and Parks may make exceptions to the reservation system for good cause.

All requests for use will be considered pending until a use reservation is granted or denied. No guarantee of availability is made or implied by the acceptance of the application.

6. **APPLICATION PROCEDURE:** Review the Activity Based Party Application guidelines carefully. Understanding of and compliance with each guideline will assist in the smooth processing of each application. Fully complete the attached party application form, and return it to: Ocean City Recreation and Parks Department, ATTN: Party Applications, 200 - 125<sup>th</sup> Street, Ocean City, MD 21842. Applications received in person will be processed before those received by mail or fax. Applications received in noncompliance will be returned. The application should be submitted at least ten (10) business days prior to the requested date.

All requests for uses will conform with the party application process of the Department of Recreation and Parks. A potential user shall make a written application for use on the party application provided by the Department of Recreation and Parks.

An applicant must provide a non-refundable deposit of \$100.00 when the party is booked. If a booking is granted, the applicant will be required to comply with the hold harmless and clean up provisions of the permit (see attached). All fees must be paid five days in advance of the use.

If a use is denied and a down payment has been paid, the payment will be refunded to the applicant. If a use is granted and the applicant cancels the reservation prior to the use, the down payment is forfeited and no refund is due the applicant.

Applications are reviewed and approved or denied by the Recreation Superintendent and coordinated by the various staff of the Ocean City Recreation and Parks Department including the Administration, Programs, and Parks Divisions. Applicants or their representative(s) may be required to meet with the Recreation Superintendent at the requested facility(s) during the review process. Approval may be denied, or modified by the Recreation Superintendent or the Director of Recreation and Parks. Additional planning or coordination meetings may be required with appropriate Recreation and Parks employees.

7. **ALLOWABLE USES AND RESTRICTIONS:** The Ocean City Recreation and Parks facilities are available with some restrictions. The restrictions are established to protect the health, safety and welfare of the public, to prevent damages to Town property and to maintain order and access to the facilities.

Some uses are expressly prohibited and they include:

- Alcoholic beverages
- Gambling or games of chance for monetary advantage

The allowable uses of the facility must be compatible with the physical limits of the space and attendance may not exceed the approved limit set in the application agreement.

Food and beverages may be consumed on the site, however restrictions may apply; for example no food or beverages on the court where games are being played.

All permitted uses at Northside Park will conform to the rules for use of Northside Park Recreation Complex established by the Department of Recreation and Parks, which include no profanity or loud music, no smoking in buildings and designated outdoor areas and hours of use between 8:00 a.m. and 11:00 p.m. only.

8. **TIMELINE TO REQUEST USE OF RECREATION & PARKS FACILITIES:** Party applications must be completed and submitted to the Recreation Superintendent. The minimum advance period to make a request for a party is ten (10) business days prior to the requested date. The maximum advance period to make a request for a reservation is not more than three (3) months in advance of the intended date of use. The Department may entertain a request for a use with less than ten (10) business days notice provided there is not special facility preparation.
9. **PAYMENT FOR THE RESERVATION:** A \$100 down payment is required. The balance of reservation fees are due at least five (5) days prior to the reservation date. All fees should be made payable to: "Town of Ocean City." Prices are as follows:

**Prices:**

Up to 25 participants: OC Residents \$200, Non Residents \$250  
26 to 50 participants: OC Residents \$250, Non Residents \$300  
51-100 participants: OC Residents \$300, Non Residents \$350  
(\$100 non-refundable deposit required. Applied to total price.)  
(Additional ½ hour for set up and clean up will be available)

**\*Parties are limited to 2 hours**

We accept cash, checks and all major credit cards.

10. **CHANGES IN THE APPLICATION:** Any request for deviation from the completed party application after approval is granted must be in writing prior to the reservation and appropriate approvals must be obtained.
11. **SETUP/CLEANUP AND SPECIAL SERVICES:** Ocean City Recreation and Parks will set up chairs, equipment and tables. The applicant is required to clean the area of trash generated by the use and transport it to the appropriate receptacle. Failure to practice appropriate cleanup procedures may result in an assessed cleanup or damage fee against the user. Applicant is responsible for taking all personal belongings.
12. **MUSIC AND PUBLIC ADDRESS SYSTEMS:** Must operate in accordance with the Ocean City Code 30-367 of 65 decibels.
13. **ALCOHOLIC BEVERAGES ILLEGAL:** Open containers of alcoholic beverages on public property are illegal.
14. **MANDATED CHANGES/CANCELLATIONS:** Applicant understands that any event or reservation can be changed or canceled at the direction of the Director of Recreation and Parks or the Mayor and City Council if the approved event or reservation interferes with any Town of Ocean City projects, events, or any other necessary government function. Such action may be directed at any time.

The Recreation & Parks staff has the authority to change, notify, postpone, and /or cancel any reservation for any reason. This shall usually be considered when weather conditions may make playing conditions unsafe, impractical, and/or fields vulnerable to excessive damage.

15. **PENALTY FOR NONCOMPLIANCE:** Noncompliance with any of these written guidelines either prior to, or during an event, may result in revocation of all approved reservations or immediate reservation cancellation.

**QUESTIONS SHOULD BE DIRECTED TO THE RECREATION AND PARKS DEPARTMENT'S RECREATION FACILITIES SUPERVISOR AT (410) 250-0125.**

**OCEAN CITY RECREATION & PARKS DEPARTMENT  
(410) 250-0125 OFFICE (410) 250-5409 FAX**

**PARTY APPLICATION**

A \$100.00 NON-REFUNDABLE DEPOSIT IS DUE UPON AVAILABILITY APPROVAL

Return Application to: Ocean City Recreation & Parks Department, ATTN: Party Application  
200 - 125<sup>th</sup> Street, Ocean City, MD 21842

This is an application for an activity based party. No guarantee of availability is made or implied by the acceptance of the application. This application should be completed and returned to the Ocean City Recreation and Parks Department at least ten (10) business days prior to the requested reservation date for final approval. Any misrepresentation in this application or deviation from the final agreed upon route and/or method of operation described herein may result in immediate revocation of the party application approval. The applicant's attention is directed to the accompanying information packet.

All questions on the application must be fully answered. If a question does not apply, please write "N/A" in that space. The application will be returned to the applicant if the information is incomplete. Please type or print the information clearly. You may attach additional sheets as necessary.

APPLICANT'S NAME: \_\_\_\_\_

APPLICANT'S PRIMARY ADDRESS: \_\_\_\_\_

NAME OF GROUP OR ORGANIZATION IF APPLICABLE: \_\_\_\_\_

OCEAN CITY PROPERTY ADDRESS: \_\_\_\_\_

PHONE # (H): \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_ PHONE # (W): \_\_\_\_\_

LOCAL or CELL #: \_\_\_\_\_ ESTIMATED ATTENDANCE: \_\_\_\_\_

REQUESTED DATE(S) OF USE: \_\_\_\_\_

REQUESTED TIME(S): \_\_\_\_\_

PURPOSE OF EVENT: \_\_\_\_\_

REQUESTED THEME/ACTIVITY \_\_\_\_\_

SUPPLIES APPLICANT REQUEST TO BRING IN: (IE. Decorations, Food, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TITLE OF EVENT (IF APPLICABLE): \_\_\_\_\_

Credit Card (circle one Visa, MC, Amex, Discover) \_\_\_\_\_ Exp.date \_\_\_\_\_

Application Completed By: \_\_\_\_\_ Date Completed: \_\_\_\_\_

\_\_\_\_\_ Initial here to acknowledge receipt and review of the attached party procedures.

TOWN OF OCEAN CITY

HARMLESS CLAUSE

NAME OF APPLICANT: \_\_\_\_\_

NAME OF GROUP OR ORGANIZATION: \_\_\_\_\_

ACTIVITY: \_\_\_\_\_

Permittee (organization/applicant) shall assume all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or conduct of Permittee’s operation.

Permittee hereby expressly agrees to defend and save the Town of Ocean City, its officers, agents, employees, and representatives harmless from any penalties for violation of any law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages, or injuries directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omissions of Permittee of its officers, agents, and employees.

**APPLICANT’S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

WITNESS: \_\_\_\_\_

DATE: \_\_\_\_\_

-----  
-----

CLEAN UP RESPONSIBILITY AND LIABILITY

I understand that I must leave the reservation area clean and litter free by the conclusion of my reservation. I understand that I am to deposit all trash and refuse generated by my use into the appropriate waste containers provided.

I further understand that I may be liable for any damage to the reservation area associated with my use. I must report any damage to the staff of the Department of Recreation & Parks as soon as possible.

I understand that I will be assessed a charge of at least \$40.00 or more for clean up of the reserved area if, in the opinion of the staff, it has not been left in a reasonably clean state. I understand that I will be assessed a repair charge of an amount to be determined for the repair of damages to the reserved area and resulting from my use. I agree to pay all clean up and/or repair fees assessed on me.

\_\_\_\_\_

Signature

Date

P:Standard Forms/Activity Based Party Packet 2011