

Caroline County Recreation & Parks Facility Rental Guide

General James F. Fretterd Community Center

107 S. Fourth Street

Denton, MD 21629

Thank you for your interest in rental opportunities at the General James F. Fretterd Community Center. Rental areas can be used for parties, special events, business meetings, and other activities.

Gymnasium

- 50 x 90-foot size court.
- Court lines for basketball, volleyball, and pickleball.
- Adjustable basketball backboards are set at regulation height.
- Carpet may be required for non-athletic use. Additional fees would be required.
- Spectator seating is limited to the second-floor balcony which seats 75.
- Room capacity is 400 theatre set-up or 250 with tables and chairs.

Activity Room 104

- 17 x 47-foot room with wood floors, mirrored walls, sink, and cabinets.
- Room capacity is 100 theatre set-up or 50 with tables and chairs.
- Includes a working fireplace, small counter and utility sink.

Activity Room 113

- A 17 x 20-foot room with mirrored walls and tile floor.
- Room capacity is 15-18

Activity Room 204

- A 29 x 19 room located on the 2nd floor, tile floor, sink, cabinets, and small closet.
- Room capacity is 45 theatre-style or 24 around tables and chairs
- Includes a small counter and utility sink.

Furnishings available for public use within the Community Center building include:

- 2-8 ft. tables
- 2-60" round tables
- 15-6 ft. tables
- 5-3x3 ft. square card tables
- 154 metal folding chairs

Hourly Rental Fees*

Room Fees	Hourly Charge Weekday	Hourly Charge for Holidays, Weeknights and/or Weekends
Room 104,113 or 204	\$10/hour	\$35/hour
Gymnasium and Balcony	\$25/hour	\$50/hour
Gymnasium & one meeting room	\$35/hour	\$60/hour
First Floor of Community Center Facility (Gymnasium & two meeting rooms)	\$45/hour	\$70/hour

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First & Second Floor of Community Center Facility (Gym, three meeting rooms)	\$55/hour	\$80/hour
Gym Carpet Install	Flat \$225 Installation/Removal Charge per event	
Custodial Charge	\$35/hour	

*Rentals are granted in one-hour increments.

Rental Policies and Procedures

Facility Use Agreement Form

Any individual or organization interested in renting an area of the Fretterd Community Center can fill out a Facility Use Agreement Form. No requests are taken over the phone. Requests are typically reviewed within two business days and subject to approval based on facility and staff availability. Requests are reviewed on a first-come, first-served basis. Full payment is due 15 workdays prior to the event.

The Facility Use Agreement form *may* be submitted within 5 days prior to the first date(s) requested for use with complete payment of rental fees, security deposit and required documentation.

The Facility Use Agreement Form is complete with the following documentation and fees.

- A completed Facility Use Application (available on our website www.carolinerecreation.org or our office)
- Copy of renter’s driver’s license. All renters must be 21 years of age or older
- Certificate of Insurance (if required)
- Security Deposit payment
- Full payment of the rental fee within 15 workdays of the event date, or immediately if application date is within 5 workdays of the date requested.

Facility rental entitles access to the rented areas and support facilities only. The organizer is required to be on site during the rental. This form functions as the rental agreement for the facility; it outlines the rental terms, policies, procedures and fees for building use.

Additional Fees for Security Requirements or Special Requests

Rentals requiring additional Department staff members or scheduled during non-operating hours will be assessed additional rental use fees.

Depending on the activity and size of the group, the department reserves the right to require additional security staff at the cost to the rental organizer. This could be local law enforcement.

The security presence on site shall begin at least 30 minutes prior to the public opening of the event and remain until all participants have exited the facility following the activity. Security is not required for set-up and clean-up.

Rental organizers must provide evidence that security service have been retained within two weeks before the event.

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Security Deposit

A refundable security deposit equal to 50% of the rental or \$150, whichever is greater, is required when the rental reservation is made. It will be refunded after the event provided there are no violations to the Rental Agreement. Before and Immediately following the rental, a walk-through the facility will be performed with the rental organizer.

Rental Blackout Dates

The Department reserves the right to establish rental blackout dates to accommodate facility-maintenance schedules, county special events and holiday schedules.

General Set-up and Clean-up

The reservation time period shall include set-up and clean-up. Therefore, access to the building will be limited to the time period requested.

If additional equipment is needed for the rental event (tables, chairs, audio-visual, etc) the rental organizer is responsible for planning for these items and account for their delivery and removal in the time frame outlined in the Facility Use Application.

General Clean-up Activities include:

- The removal of residue or stains caused by drink spills, chewing gum, food consumption or other activities in all areas accessed during contracted use.
- The removal of trash and decorations inside and outside the building caused by the rental. Trash must be removed from the building to a designated location identified by the Facility Supervisor.
- Sweeping, vacuuming and mopping (if needed) of the floor surface areas used. Facility vacuum is available for use.
- Each room has a standard set-up posted and all users shall be responsible to return the furnishings to this layout after the event.

Failure to comply with the above, will result in the department retaining all or part of the security deposit for a custodial charge.

There are decoration restrictions to consider: No confetti; no decorations stapled to the walls; crepe paper and streamers used for decorations must be labeled "fireproof" or "flameproof". Only Painter's tape (blue tape) provided by the facility Supervisor can be used on building surfaces.

Food and Catering Policy

There are no kitchen facilities available for public use at the Fretterd Center

- Food and drinks may be provided and served by a licensed caterer. License number must be provided on the Facility Use Agreement Form.
- Patrons may bring their own food and drink, but the county does not accept any responsibility for dishes or cookware used.

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- Food consumption is restricted to certain areas of the facility. Spill-proof unbreakable water bottles are the only exception.
- If food is to be served in the gym, the carpet **must** be installed. Additional fees apply.
- Patrons are encouraged to view rental areas for electric accessibility.
- Alcohol is permitted and must be contained within your authorized rental area. Sale of alcohol is strictly prohibited, unless you have a special permit through the Caroline County Liquor Board (www.carolinemd.org/196/Liquor-License-Board).
- Concessions in which food or beverages are sold to the public **must** be permitted through the Caroline County environmental Health Department. For information, go to <https://www.carolinehd.org/food-protection-program>. Applications for a temporary food handler permit must be submitted three weeks in advance of event.

Fire Code Requirements

Follow the basis fire safety facility use rules. No open flames within the facility (candles, torches, fireworks, etc.). Exits, corridors and hallways must be free of obstructions. Extension cords must be 3 prong heavy gauge. Comply with the maximum room capacity ratings of the facility.

Use of portable style charcoal grills, gas grills, or deep fat fryers within the facility is prohibited.

Insurance

All rental organizers inviting the general public to their event must provide a certificate of insurance listing Caroline County Commissioners as other insured.

Insurance is not required for private events.

Options for insurance access includes Caroline County's Local Government Insurance Trust. For a quote via the Tenant User Liability Insurance Program (TULIP) for individuals and groups, go to www.onebeaconentertainment.com

- Click the button in the right-hand column: TULIP-Event Insurance.
- Under step 1 "Confirm Your Venue", enter the ID code 0501-AHO.
- Click "Next" in the bottom right-hand corner of your screen and complete the rest of the details

Energy Conservation

The conservation and management of utility resources is the responsibility of the staff and all renters. Refrain from turning on lights unless needed. Utilize natural lighting when appropriate. Doors to activity rooms should remain closed during rentals when heating and cooling systems are operating. Turn off lights following restroom and stairwell use.

Inclement Weather Policy

If the Fretterd Community Center closes due to inclement weather (i.e. snow, ice, hurricane event), rental fees will be completely refunded to the customer, or the Department will make every effort to reschedule the event.

Cancellations

www.carolinerecreation.org or call 410.479.8120

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Written notice of cancellations is due at least two weeks prior to the event. Additional notice may be required for larger events, as determined by the rental coordinator. If the rental reservation is cancelled less than two weeks prior to the event, a 20% administration fee will be retained. If the event is cancelled less than three days before the event, the security deposit and the rental fee will be retained.

Rules of Conduct

It is the rental organizer's responsibility to supervise all guests, including restricting guests to authorized areas only. The rental organizer is held liable for the group's actions, including any damages or losses caused during the rental of the facility.

- Smoking or vaping is prohibited on Caroline County property.
- Inappropriate or indecent conduct, harassment and/or language are strictly prohibited.
- Use of illegal drugs and weapons is strictly prohibited by law.
- Any other conduct that may jeopardize the safety of others is prohibited.
- Defacing of property (indoors or outdoors) is prohibited.
- Facility rental entitles access to the rented areas and support facilities only. The organizer is required to be on site during the rental.
- Full compliance with the Rules and Regulations for Caroline County Recreation & Parks is required.

Black Out Dates

- February 14 – 16, 2020
- March 13-14, 2020
- April 20 – 22, 2020
- June 15 – 19, 2020
- June 22 – 26, 2020
- August 21 – 22, 2020
- December 21 – January 1, 2020