



Talley Recreation Center  
121 North Bentz Street  
Frederick MD 21701

301-600-1492/1493  
FAX: 301-600-2851  
www.cityoffrederick.com

# FREDERICK

## PARKS & RECREATION

Date Received:	
Date of Event:	
Date Permit Issued:	

**APPLICATION FOR USE OF THE CARROLL CREEK URBAN PARK**  
**PAYMENT IS REQUIRED WITH APPLICATION SUBMISSION.**  
*Please read entire document prior to submittal.*

Organization: (Certificate of Insurance Required)	
Contact Name:	
Mailing Address:	
Email Address:	
Daytime Phone:	
Evening Phone:	
Fax Number:	

Date of Event:			
*Setup Start Time:		Event Start Time:	
*End of Reservation/Tear down Complete:		Event Stop Time:	

**\*\*All delivery and removal of equipment to occur during reservation timeframe above, must be located within your reserved area and removed at the conclusion of said event.**

Official Name of Event:	
Description of Event:	
Have you utilized space on Carroll Creek Linear Park for this event in the past? <i>If yes, list dates</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will music be involved?: <i>If yes, give details w/ type of music, time of performance(s) etc. See Amplified Sound, Section 6.18 and Noise Ordinance, Section 15-21.2</i>	
Will other equipment be used?: <i>port-o-pots, tents, inflatables, etc. If yes, give details .</i> <b>additional Certificate of Insurance required</b>	
Will vendors be at the event?: <i>If any items or services are being SOLD by applicant or any other vendor, the answer is YES. If yes, provide details</i>	<b>Organizer must contact the Building Dept at 301-600-3814 for a Vendor/Peddler Permit.</b>
Will alcohol be served at this event? <i>If yes, this will go before the Parks &amp; Recreation Commission then to the Mayor and Board of Aldermen.</i>	<b>Organizer must contact the Frederick County Liquor Board at 301-600-2984</b> <input type="checkbox"/> YES, check <u>all</u> that apply <input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Alcohol <input type="checkbox"/> No
Is this a parade, walk or run?: <i>If yes, give details.</i>	<b>Organizer must complete an Application through the Parks &amp; Rec Dept at 301-600-1173</b>
Will participants be charged a fee?: <i>If yes, provide detailed budget of the proposed activity.</i>	

Will admission be charged to the event?: <i>If yes, what is the cost?</i>		
Number of people expected to attend: if over 500 may require Parks & Recreation Commission approval		
“No Parking” signs:	<b>Organizer must contact the Parking Department at 301-600-1429. Add'l Fees apply.</b>	
Name & contact info for two (2) people with authority present during the event:	Name:	Phone:
	Name:	Phone:
Check any City assistance needed:	<input type="checkbox"/> Electricity <input type="checkbox"/> Lights (at Trellis) <input type="checkbox"/> Beer Garden Fencing (at amphitheater only) <input type="checkbox"/> Other - give details:	
Indicate areas of the park to be used:	<input type="checkbox"/> Amphitheater <input type="checkbox"/> Trellis <input type="checkbox"/> Larger Creek Area <input type="checkbox"/> Entire Creek <input type="checkbox"/> ¼ Section of Park: <input type="checkbox"/> NW <input type="checkbox"/> SW <input type="checkbox"/> NE <input type="checkbox"/> Delaplaine NORTH <input type="checkbox"/> Delaplaine <input type="checkbox"/> Galleria <input type="checkbox"/> Mill Pond North <input type="checkbox"/> Mill Pond South <input type="checkbox"/> Turning Basin North <input type="checkbox"/> Turning Basin South <input type="checkbox"/> S Court Street	

**City of Frederick / Department of Recreation - WAIVER**

It is hereby agreed and understood that the above Facility is reserved, as specified, for the use of the above named person and/or User. The Facility reserved is subject to inspection by any authorized representative of The City of Frederick in order to assure proper use of City property.

The user assumes personal liability and responsibility for any and all costs of cleanup of the premises, loss, breakage, damage to or removal of City property and further assumes liability and responsibility for the conduct and good order of the group and its invitees and guests.

The User shall be responsible for any and all loss, damage or injury to any and all personal property that it or its agents, representatives, invitees or guests, may bring to, store at, or leave at the Facility, and shall indemnify and hold harmless The City of Frederick and any department, agent, official and/or employee thereof for any personal injury incurred during, or as a result of such use. The User further agrees to abide by all procedures, policies, and rules governing use of the above-mentioned facility.

**I have read and agree to the User Responsibilities as attached to this document.**

User: \_\_\_\_\_ Date: \_\_\_\_\_

*Any User under the age of 21 must have the signature of a parent or guardian who shall assume any and all responsibility and liability as set forth above and the person signing must be in attendance at the rental event.*

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY

Rental fee: \$ _____ Cash _____
Date paid: _____ Check # _____
Staff: _____ Credit _____
Deputy Director's Approval: _____ Date _____
Denial – Reason _____

Forward to Parks and Recreation Commission Yes _____ No _____
Presented to the P & R Commission on _____ Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Presented to M & B on _____ Approved <input type="checkbox"/> Denied <input type="checkbox"/>

## **POLICY ON THE USE OF THE CARROLL CREEK URBAN PARK**

### **Information for Applicant – Do Not Submit with Application Form**

#### **ALWAYS CARRY THE PERMIT WITH YOU DURING EVENT IN CASE OF CONFLICT AT SITE.**

Please call 301-600-1440 for weekend and holiday assistance.

The principle purpose of Carroll Creek Urban Park is to provide a facility to house live outdoor concerts, plays, school functions, City functions, and for use of requested non-profit charitable groups or groups raising funds for a registered non-profit group of the City. They must, in writing, confirm that they are supporting the fundraising effort on their behalf.

#### Space Reservation

1. Space reservation requests are due to The City of Frederick's Parks and Recreation Department by November 1 for annual events.
2. Reservation requests must be received in writing, using a form developed by The City of Frederick Parks and Recreation Department. The request must include a diagram.
3. Space reservation requests are considered based on the following order of priority:
  - a. The City of Frederick;
  - b. Frederick County (including the C. Burr Artz Public Library), the Delaplaine Visual Arts Education Center, Downtown Frederick Partnership, the Frederick Festival of the Arts and the Tourism Council of Frederick County;
  - c. A business or property owner or tenant of a building with frontage along Carroll Creek;
  - d. All other interested parties.
4. Space reservation requests can be made outside of the November 1 timeframe. These requests will be reviewed as received by the Parks and Recreation Department. The Department's review of the ad hoc requests also will reflect the priority listed above.
5. Conflicting or competing events will not be scheduled for the same time. Events may be scheduled for the same time if no conflict exists.
6. The majority of space reservation requests are handled by staff. Events that include beer, wine and/or alcohol must go before the Parks and Recreation Commission for a recommendation to the Mayor and Board of Aldermen for review. Permits will not be issued until all approvals have been granted and any additional information received. This process takes a minimum of two (2) months.

#### Space Usage

1. Reservation requests can be submitted for use of the:
  - a. Carroll Creek Amphitheatre;
  - b. The Trellis structure near South Market Street;
  - c. ¼ Section, either NE, NW, SW, Delaplaine, South Court Street, Galleria, Delaplaine North, Mill Pond North, Mill Pond South, Turning Basin North, Turning Basin South; and
  - d. Other areas as negotiated with the Parks and Recreation Department staff to include the entire creek.
2. An event cannot place fencing in a location that would block potential customers from entering the regular entrances of stores or restaurants located along Carroll Creek. Entrances can only be blocked if both the property owner and the merchant give permission. In addition to fencing, event activities, tents, etc. cannot block the regular entrance to a store or restaurant unless permission is granted.
3. **AT NO TIME IS ANY TYPE OF STAKES, SIGNAGE, TENT POLE, etc. ALLOWED TO BE INSTALLED IN ANY RAISED BED AREA OR GRASSY AREA.** There are numerous irrigation and electrical lines throughout the area that can easily be damaged. If this regulation is not followed, the renter will be charged for all costs incurred to repair and/or replace the damaged equipment at a cost of \$100 per pole and/or stake.

4. The majority of events must provide one path of public pedestrian access along the creek. The path can switch from one side to the other as long as access is available for the disabled.
5. Security may be required for certain events. Security is required for events serving and/or selling alcohol. Provide a copy of a contract with a licensed, bonded and insured security company, listing of security agents and security plan for the event. This will be reviewed by City staff to include the Parks & Recreation Department and City Police. A meeting may be required by all parties to ensure the security plan is understood and implemented correctly.
6. Special fencing for “beer garden” area can be installed at the Amphitheater area ONLY by the City’s Parks & Recreation Department staff. This must be requested at time of application.
7. From May through October annually the Downtown Frederick Partnership will place semi-permanent tents and a stage in the Amphitheater area which will remain in place the entire months listed. The tents are, but not limited to: stage with tent on the lower walkway area directly adjacent to the creek; six (6) tents between the top of the seating and the gravel parking area – three (3) on each side of the walkway. These tents and stage may be used by renters of the Amphitheater during these months but no alterations and/or removal is allowed. For assistance or information, please contact Downtown Frederick Partnership at 301/698-8118 or [mainstreet@downtownfrederick.org](mailto:mainstreet@downtownfrederick.org).
8. All events are encouraged to include the promotion of all of Downtown Frederick in their event festivities. For assistance or information, please contact Downtown Frederick Partnership at 301/698-8118 or [mainstreet@downtownfrederick.org](mailto:mainstreet@downtownfrederick.org).

Carroll Creek Policies

1. All vendors and peddlers must be approved by the Building Department, regardless of whether the vendor/peddler is part of an event or operating independently.
2. No yard sales or flea markets are allowed along Carroll Creek Park.

General Park Rental Policies

**The City of Frederick welcomes the opportunity to serve you as a rental patron at our facilities. Please read the following User Responsibilities in their entirety for important information pertaining to park use:**

1. **PURPOSE.** Any individual or organization wishing to reserve a part or portion of a park property owned by The City of Frederick first must apply, pay for and receive a permit from the City for exclusive use. All equipment is to be located within the reserved area. Any individual or organization wanting to ensure use of park restroom facilities for a specific date and time also must apply for and obtain a permit from the City at least ten (10) days prior to the event. Permit applications may be obtained from the City Recreation Department or the City’s website at [www.cityoffrederick.com](http://www.cityoffrederick.com). Such permits are required in order to coordinate multiple uses of limited space, to assure preservation of the park facilities, to prevent uses that are dangerous or unlawful and to assure financial accountability for damages.
2. **INSURANCE.** All established organizations (YMCA, FBA, churches, etc.) must complete the application and include a certificate of insurance with a minimum \$1 million single and \$2 million aggregate liability, \$10,000 medical expenses, and \$1 million workers compensation for all events naming The City of Frederick as additionally insured. Private groups for family picnics, weddings, reunions, etc., are exempt from providing insurance.
3. **ENTERTAINMENT.** At the discretion of Parks and Recreation staff, entertainment may require a review and approval of the Parks & Recreation Commission and City Police Department prior to this office issuing a permit. This process can take up to forty-five (45) days. Entertainment in parks is governed by the City’s Amplified Sound Ordinance and Noise Ordinance as listed below.

Sec. 6-18. - Amplified sound.

- (a) Amplified sound equipment prohibited. Except as otherwise provided in this section, a person may not use sound amplification equipment in conjunction with the use of a park for which a permit is issued under Section 6-17 of this article.
- (b) Personal use exception. This section does not prohibit the use of small personal devices such as radios, compact disc players, or MP3 players used in such a manner as to not violate the Noise Ordinance.
- (c) Permit. The Deputy Director may grant or grant with conditions a permit for an exception to subsection (a) of this section for the use of the sound amplification equipment in Baker Park, Carroll Creek Linear Park, Max Kehne Park, or McCurdy Field. In deciding whether or not to grant a sound amplification permit, the Deputy Director shall consider:
  - (1) the proposed time and duration of the amplified sound;
  - (2) the location of the event;

- (3) the anticipated number of people in attendance;
- (4) other events going on at the same time or on the same day;
- (5) the applicant's history of compliance and noncompliance with the provisions of this chapter and previous permits granted to the applicant.

(d) Relationship to Noise Ordinance. Nothing in this section supersedes the requirements of the Noise Ordinance. The issuance of a sound amplification permit shall not be construed as permission to violate the provisions of the Noise Ordinance.

(e) Violations. Violation of subsection (a) of this section is a municipal infraction punishable by a fine of \$50 for a first offense, \$100 for a second offense, or \$150 for a third or subsequent offense within a calendar year.

Sec. 15-21.2. - General regulations—Noise prohibitions.

(c) It is unlawful for any person or persons to play, use, operate or permit to be played, used or operated, any radio, tape recorder, cassette player or other machine or device for reproducing sound, if the sound generated is audible at a distance of fifty (50) feet from the device producing the sound and if the device is located in or on either of the following:

- (1) Any public property, including any public street, highway, building, sidewalk, park, parking lot or thoroughfare; or
- (2) Any motor vehicle on a public street, highway or public space.

4. **PARKS WITH NO RESTROOM FACILITIES.** It will be the discretion of the Deputy Director of Parks & Recreation whether or not port-o-pots will be required for the requested reservation. The applicant is responsible for contracting with and paying the pot-o-pot company. Please list number of port-o-pots in the equipment section on the application form, and provide a sketch of the proposed location. Port-o-pots are to be delivered to and removed from the approved area during your reservation period, unless other arrangements have been approved as part of your permit application.
5. **VEHICLES.** Park all motor vehicles in designated parking areas ONLY. At no time will vehicles be allowed to park on the grass in any City park. Event coordinators may unload/load vehicles near pavilion/area, but vehicle must be moved immediately – NO EXCEPTIONS as set forth in Sec. 6-22.
6. **TRASH / RECYCLING.** All trash must be placed in the appropriate receptacles at the parks, unless using a trash-free park, in which case, the user group must remove all trash. Please clean off tables and pick up all trash, making sure any full bags are tied to prevent trash blowing in nearby neighborhoods. Maryland law requires event organizers to provide recycling at any special event that: includes temporary or periodic use of a public street, publicly owned facility or public park; AND serves food or drink; AND is expected to have 200 or more persons in attendance. Additional information can be found by online by searching for the MD Annotated Code, [Environment Section 9-1712](#) or at <https://frederickcountymd.gov/6495/Marylands-Special-Events-Recycling-Law> .
7. **BEER, WINE AND ALCOHOLIC BEVERAGES - THERE WILL BE NO BEER, WINE and/or ALCOHOL IN ANY CITY PARK.** This is a City Ordinance, with no exceptions, and violators will be prosecuted as set forth in Sec. 6-19. Beer, Wine and/or Alcohol may be allowed with a recommendation for approval by the Parks & Recreation Commission to the Mayor & Board of Aldermen, and the recommendation receives Mayor and Board approval. Please allow a minimum of two (2) months for this process.
8. **SMOKING (Section 6-20).** Per **Resolution G-17-04**, “outdoor bleachers and other fixed seating areas located in parks while used by event spectators” are designated *smoke-free areas*
9. **MISCELLANEOUS.** The City cannot provide sports equipment, sound systems, tables, and/or chairs for private rentals in the parks.
10. **PARK HOURS.** Please abide by the times approved on your application, making sure you allow for set-up, delivery, removal and clean-up time. Official park hours for ALL City parks are set forth in Sec. 6-7.
11. **CAMPING.**

Sec. 6-21. - Camping in Carroll Creek Linear Park.

(a) *Definition.* For the purposes of this section, the following term has the meaning indicated:

"Camp" means the use of City property for living accommodation purposes such as sleeping activities, or making preparations to sleep (including the laying down of bedding for the purpose of sleeping), or storing personal belongings, or making any fire, or using any tents or shelter or other structure or vehicle for sleeping or doing any digging or earth breaking or carrying on cooking activities. The above-listed activities constitute camping when it reasonably appears, in light of all the circumstances, that the participants, in conducting these activities, are in fact using the area as a living accommodation regardless of the intent of the participants or the nature of any other activities in which they may also be engaging.

- (b) *Camping prohibited.* An individual may not camp in Carroll Creek Linear Park.
- (c) *Penalty.* Violation of this section is a misdemeanor.

12. **ELECTRIC.** Basic electricity is available at most parks. Electrical service will support limited use of items such as radios, CD players, small cookware and small residential appliances. For larger needs, you must supply an independent power source which may require further approval of the Deputy Director and/or the Parks & Recreation Commission.
13. **REFUNDS.** Any requests for refunds must be done, in writing and submitted to this office at least ten (10) days before scheduled use in order to be considered. All reservations are rain or shine and the City does not give refunds due to inclement weather. A \$5 processing fee will be charged for all refunds.
14. **GRILLS.** Make sure charcoal is completely out before leaving the premises. If bringing personal grills, they are permitted in the picnic areas only. Do not dump coals in the park or trash cans.
15. **REVOKING OF APPLICATIONS, REFUSAL OF FUTURE RENTAL.** The City of Frederick reserves the right to revoke a user's application and/or refuse rental for any or all of the following conditions:
  - Failure to pay rental fee when due;
  - Failure to submit required liability insurance;
  - Rental patrons are not conducting an event in an orderly manner;
  - Damage is done to the pavilion and/or park area;
  - The rental patrons repeatedly do not adhere to the users' responsibilities;
  - If the City feels that a group's event is detrimental to the well-being of staff, public and/or patrons.
16. **PAYMENTS.** Payment is required with application submission and will not be accepted without it. A \$25 collection fee will be assessed for any check returned by the bank. If your fees remain unpaid after thirty (30) days notice, you may be prosecuted in District Court under the Maryland Criminal Code, Article 27, Section 140-144.
17. **SIGNAGE / MISCELLANEOUS.** Temporary signage may be displayed per the City's Land Management Ordinance during the event only and must be approved by the Parks & Recreation Department Deputy Director. All signage must be removed at the conclusion of the event. The City will NOT be responsible for any items left by rental patrons.

*This is a permit application, not a binding contract to rent facility.*

*For facility reservations, please call 301-600-1492/1493 or go to [www.cityoffrederick.com](http://www.cityoffrederick.com) for further information.*

**ALWAYS CARRY THE PERMIT WITH YOU DURING EVENT IN CASE OF CONFLICT AT SITE.**

Please call 301-600-1440 for weekend and holiday assistance.