City of Baltimore
Department of Recreation and Parks
Aquatics Division
3301 Waterview Ave
Baltimore, Maryland 21230
(410) 396-3838, 3840

GUIDELINES FOR THE SCHEDULE AND RENTAL FEES FOR THE BALTIMORE ROWING & WATER RESOURCE CENTER

Day Rental Rates: Monday – Friday – 8:30am. – 4:30pm.

City Agency	$ 250.00 flat rate
Non-City Agency	$ 100.00 per hour
Private Individuals	$100.00 per hour

Evening Rental Rates: Monday – Friday – After 5:00 pm., no later than 1:00am.
Saturday – from 8:30am., no later than 1:00am.
$1200.00 for a 5 hour rental (insurance included) - $200.00 per additional hour
Note: an additional 2 hours of free set-up time will be allowed for all evening rentals
$75.00 per hour for additional set-up time

Sunday Rental Rates: from 8:30am., no later than 11:00pm.
$900.00 for a 5 hour rental (insurance included) - $175.00 per additional hour

Day rentals may be restricted to Main Hall and Catering room.

Additional charges for services and use:
$15.00 Charge for the use of the fireplace located in Main Hall

A FIVE HOUR RENTAL INCLUDES:
1. **RENTAL TIME**
2. **CLEAN-UP TIME**
3. **USE OF THE MAIN ROOM, KITCHEN & RESOURCE CENTER**
4. **USE OF TABLES AND CHAIRS**
5. **FREE PARKING**
6. **LIBILITY INSURANCE (ONE MILLION DOLLARS)**

Contact the Aquatics Director's office for rental time periods and arrangements.

All caterers must be licensed, and able to show proof thereof, Carry liability insurance for their events scheduled at the Rowing Facility.

The provisions relating to Automatic Cancellations are found below.
Explanation: date of effect

- **Restrooms Inoperable: 02/01/10**
- **Power Outage: 02/01/10**
- **Building Closed by BCFD or BCPD: 02/01/10**
- **Snow Storm, Phase 2 or 3: 02/01/10**

GUIDELINES AND RULES FOR RENTAL
AT THE
BALTIMORE ROWING AND WATER RESOURCE CENTER

1. NO SMOKING IN THE BUILDING.

2. * **SECURITY WILL BE REQUIRED WHEN SERVING ALCOHOL.**
NO ALCOHOL CAN BE TAKEN OUTSIDE OF THE BUILDING.
ONLY NON-PROFIT GROUPS MAY SELL ALCOHOL; A LIQUOR LICENSE IS REQUIRED.

3 *NO BEVERAGE TABLES, NO BAR SET-UPS, NO COOLERS WILL BE ALLOWED IN THE MAIN ROOM.

4. ***THE CATERER IS REQUIRED TO LEAVE THE PREMISES IN AN "AS FOUND" CONDITION FOLLOWING THE EVENT.**

5. *NO COOKING WILL BE PERMITTED INSIDE OF THE BUILDING.
BARBEQUE GRILLS MUST BE RESTRICTED TO THE DECK. PROPANE GRILLS ARE NOT ALLOWED.

6. ***NO DECORATIONS CAN BE AFFIXED TO THE FACILITY WALLS OR TABLES. THE FACILITY'S ART WORK CANNOT BE REMOVED FROM THE WALLS.**

7. ONLY CANDLES ENCLOSED BY VOTIVE/HURRICANE LAMP OR FLOATING CANDLES ARE ALLOWED.

8. ***NO CONFETTI WILL BE ALLOWIED INSIDE OF THE BUILDING. NO RICE MAY BE THROWN IN OR OUTSIDE OF THE BUILDING.**

9. REQUEST FOR THE FIREPLACE MUST BE MADE IN ADVANCE. PLEASE DO NOT BRING YOUR OWN FIREWOOD. ONLY FACILITY STAFF MAY MAINTAIN THE FIREPLACE.

10. *NO DECORATIONS OR SET-UPS ARE ALLOWED IN THE LOBBY AREA.

11. NO PERSONAL CHECKS. ONLY CREDIT CARDS, CERTIFIED CHECKS OR MONEY ORDERS WILL BE ACCEPTED.

12. THE DEPARTMENT OF RECREATION AND PARKS RESERVES THE RIGHT TO ADJUST RENTAL FEES. RENTERS WITH RESERVATIONS AFTER THE RENTAL ADJUSTMENT HAVE THE RIGHT TO CANCEL THEIR RESERVATION UPON NOTICE. NOTICE WILL BE ISSUED CONCERNING RATE CHANGES AS THEY OCCUR.

13. ***NO FACILITY FURNITURE WILL BE ALLOWED OUTSIDE OF THE BUILDING. ANY SETUP OF THE DECK AREA WILL BE THE RESPONSIBILITY OF THE RENTER.**

14. **ORGANIZATIONS / INDIVIDUALS RENTING THE BALTIMORE ROWING AND WATER RESOURCE CENTER FACILITY SHOULD NOT EXPECT ACCESS UNTIL THE TIME INDICATED ON THE RENTAL CONTRACT.**

IN CASE OF AN EMERGENCY CALL THE CITY HALL OPERATOR ON (410) 396-3100 TO CONTACT THE DEPARTMENT OF RECREATION AND PARKS AQUATICS DIVISION DIRECTOR.

THIS POLICY COVERS BOTH DEPOSIT AND FINAL PAYMENT:

Any balance due after initial deposit must be paid in full two weeks prior to start of event. No Exceptions, credit cards, money **orders or certified checks only**. Please make payment to **Director of Finance.**

All cancellation must be received by mail or via email two weeks prior to event.

***A PROCESSING FEE OF $200.00 WILL BE CHARGED FOR ALL CANCELED EVENTS**

***NO REFUNDS WILL BE GIVEN FOR EVENTS NOT CANCELLED 48 HOURS PRIOR TO THE DATE OF THE EVENT.**

All rates are for time periods as written in the rental contract. Additional fees may be charged due to special circumstances (i.e. damage of the Facility thief of merchandise etc.) at the discretion of the Director of the Department of Recreation and Parks and/or the Aquatics Director.

The renter further agrees to identify, indemnify and hold harmless the Mayor and City Council of Baltimore, the Board of Recreation and Parks, their employees, agents and servant for any damage to persons or property which occurs as a result of the Renter's use of the Baltimore Rowing and Resource Center.

Revised: 10/14

RENTAL PROCEDURES FOR RENTAL OF THE
BALTIMORE ROWING AND WATER RESOURCE CENTER

1. The renter should contact the Aquatics Office for a copy of the Rental Policy and review it carefully.

2. The renter must make a $200.00 non-refundable deposit and submit a written request for a specific date, time and type of event to the Aquatics Office in advance of the proposed date. The request should provide as much information concerning the planned event as is available, such as the number of guests the caterer etc.

3. A rental contract must be signed and dated by the renter upon receipt of the deposit and written request. Only after the approval of the Aquatic Director,, is the rental considered confirmed. Any changes in the contract may be made in writing and only with the approval of the Aquatic Director and/or Associate Director. All arrangements for flowers, music, catering, and set-ups are subject to the approval of the Aquatic Director or his designee.

4. **Organizations and individuals renting our facility should not expect to gain access until the time indicated on the rental contract.** Cleanup time must be included in the rental time.

5. There is a 1:00 a.m. curfew for events held at the facility. There is an 11:00 pm. Curfew for Sunday events.

6. A processing fee of $200.00 is charged for all canceled events. All refunds are mailed to the address and party listed on the contract. This process takes approximately 4 to 6 weeks. Please mail cancellation request to 3301 Waterview Ave., Baltimore, MD 21230, attention Patrice Jackson or email cancellation request to Patrice.jackson@baltimorecity.gov and cc Darryl.sutton@baltimorecity.gov.

7. Indemnification:

   A renter shall indemnify, defend and hold harmless Mayor, City Council of Baltimore and Department of recreation and Parks, its elected/appointed officials, employees, agents and volunteers from any and all claims, demands, suits, actions Including attorney's fees and court cost connected therewith, brought against the Department of Recreation and Parks, its elected/appointed officials, employees, agents and volunteers, arising from or in connection with any willful and/or negligent act or omission of the renter, its employee's agents or volunteers during the use of the facility.

Revised: 10/14

DIRECTIONS:

From the Inner Harbor:

Take Light Street south to Conway (one block south of Pratt Street) and turn right. Follow signs to 1-395 turn left. Stay to the right and follow signs to 1-95 north (New York). Take exit 54 (first exit) to Hanover Street. Stay on Hanover Street, go across the bridge, and turn right onto Waterview Ave. The facility is on the right.

From points South: I-95 north to exit 54.

Take Hanover Street (South, left turn) across the bridge. Turn right onto Waterview Ave. The facility is on the right. 3301 Waterview Ave.

From points North: I-95 south

Go through the Fort McHenry Tunnel (take the right tube). Just after the tunnel take the first exit (exit 55). Stay to the left and you will be on McComas Street (do not turn right on Key Ave.) When you reach Hanover Street turn left and go across the bridge. Turn right onto Waterview Ave. The facility is on the right.

REQUEST FOR RENTAL OF THE BALTIMORE ROWING & WATER RESOURCE CENTER
LETTER OF INTENT

Email your correspondence to: Patrice.Jackson@baltimorecity.gov or mail to

Attention: Patrice Jackson
Baltimore Rowing and Water Resource Center
3301 Waterview Ave.
Baltimore, MD 21230

When requesting a rental date, please include:

Name of Organization, (if applicable)_____

Contact Person's Name_____ Date of Birth _____

Contact Person's Address and Zip Code _____

Contact Person's Phone#: Primary # _____ Secondary# _____

Email Address _____

Date(s) Reserved _____ Time of Event _____

Type of Event _____ Number of Guest _____

Will there be a Caterer present? Yes/No (note: licensed caterers are required when serving food)

If yes, name of Caterer _____

Will there be a DJ or Band? Yes/No

Will Alcohol be served? Yes/No

Our telephone number: (410) 396-3838 or 396-3840

Our fax number: (410) 354-7563

Guidelines for Security

The responsibility of security is to monitor the crowd to see that everyone has a good time but within limits. The goal should be to see that everyone conducts themselves in an orderly manner and follow the house rules. Security should be personable, friendly and able to talk to people without appearing threatening or intimidating. Security will be required to remind all patrons that their conduct is being monitored. Security is responsible for watching over the building to make sure that the atmosphere does not get intense, the crowd does not get to large and to keep a sharp eye out for intoxicated patrons. Security should have at least basic training in laws of arrest, verbal judo, first aid and CPR if they are responsible for monitoring patrons conduct and physically ejecting or arresting those who become unruly. Security is required to complete written reports and logs of activity if the police are called or if a customer is asked to leave the building. These reports will be reviewed by management and filed for future use in case a lawsuit is filed against the Baltimore City Rowing & Water Resource Center. In a social setting the combination of too much alcohol and maladaptive social behavior can sometimes lead to physical fights over seemingly insignificant issues. The authority of security, in most cases, is the same as any ordinary citizen. Security has no special authority to physically eject a customer who merely becomes intoxicated or verbally obnoxious. As an employee of the renter of the Baltimore City Rowing and Water Resource Center, security can only demand that the undesirable customer leave. If the customer refuses to leave, your only legal recourse is to call the police. Sometimes a warning that the police will be called has an effect that will cause the customer to depart. The police can remove an unwanted patron and issue a formal trespass warning not to return. In some States, bouncers may legally use minimal force to remove a trespasser after being repeatedly warned. If the customer returns after receiving this formal warning they are subject to arrest. **The Baltimore City Rowing and Water Resource Center is in no way responsible or liable for actions of security towards patrons attending a rental at the facility.** Security must be bonded in the state of Maryland and shall not be a part of the activity or event. At the conclusion of the event security is required to make sure that all patrons have vacated the building. Security must wear an article of clothing identifying themselves as Security or off duty police.

_____ _____
Representative Signature Date

_____
Name of Security Organization

_____ _____
Security Officer's Signature Date

_____
Security ID Number

_____ _____
Facility Director Date