

City of Baltimore
 Department of Recreation and Parks
 Aquatics Division
 (410) 396-3838 or 3840

GUIDELINES FOR THE RENTAL OF MUNICIPAL SWIMMING POOLS

The swimming pool facilities rented by the Department of Recreation and Parks are as follows:

<u>Location</u>	<u>Cost</u>	<u>Capacity</u>	<u>Days/Times</u>
Druid Hill Park Pool 800 Wyman Park Dr. Baltimore, MD 21217 (410) 396-6477	\$1,000.00	500	Exclusive Use Saturdays Only 7:00 – 11:00pm.
	\$250.00	150	Grassy Area Only Monday – Saturday 1-5 or 2-6 pm.
Callow Hill Aquatics Center 2821 Oakley Ave. Baltimore, MD 21215 (410) 396-0677	\$800.00	150	Saturday/Sunday 7:00 – 11:00 pm.
	\$300.00		2-6 or 3-7 pm.
Cherry Hill Aquatics Center 2600 Giles Rd. Baltimore, MD 21225 (410) 396-1938	\$800.00	150	Saturday/Sunday 7:00 – 11:00 pm.
	\$300.00		2-6 pm only
Riverside Park Pool 1800 Covington St. Baltimore, MD 21230	\$250.00	150	Grassy Area Only Monday – Saturday 12 – 4 pm only
Cherry Hill Splash Park 101 Reedbird Ave. Baltimore, MD 21225	\$250.00	150	Grassy Area Only Monday – Saturday 1-5 or 2-6 pm
Clifton Park Pool 2013 Sinclair Lane Baltimore, MD 21213	\$250.00	150	Grassy Area Only Monday – Saturday 1-5 or 2-6 pm
Patterson Park Pool 148 S. Linwood Ave. Baltimore, MD 21224	\$250.00	150	Grassy Area Only Sunday Only 1-5 pm only
	\$250.00	75	Multi/Purpose Center Fall/Winter/Spring Monday – Sunday 8:30am – 4:30pm
North Harford 6800 Hamlet Ave. Baltimore, MD 21234	\$450.00	60	Building Rental 5 hour rental w/11pm Curfew

REQUEST FOR RENTAL OF AN AQUATICS CENTER/ LETTER OF INTENT

Mail your correspondence to:

Darryl Sutton, Aquatics Director
Baltimore Rowing and Water Resource Center
3301 Waterview Ave.
Baltimore, MD 21230

Attention: Patrice Jackson

When requesting the use of a municipal swimming pool, please complete the following:

Name of Swimming Pool Location: Callowhill Aquatics or Cherry Hill Aquatics

Name of Renter: _____

Address/State/City/Zip Code: _____

Home Phone _____ Secondary Phone _____

Date(s) Requested:
(Saturday or Sunday Only) _____

Type of Event: _____ **How many people will attend** _____

Time of the Event: Callowhill (2-6p /3-7p or 7-11p); Cherry Hill Aquatics (2-6p or 7/11p)

Please indicate Time: _____

Will tickets be sold for the event? _____ If so, the cost of the tickets? _____
(No tickets sales are allowed at the door)

Catering Needs:
Will the event be catered? _____

- (☹) propane grills are not allowed)?
- (☹) No alcoholic beverages are permitted)

Entertainment:

Will a D.J. be used?
Will there other entertainment?

Your request will be reviewed for content and a contract will be initiated. If additional information is needed you will be contacted prior to receiving a written contract.

ADVERTISING

- A. **Any flyer/handbill announcing your event must be submitted to the Aquatics Director prior to distribution (no less than one month prior to your event).**
- B. On air (television/radio) advertisement is prohibited (unless approved by the Aquatics Director in advance).
- C. Your failure to submit advertising can result in termination of your event.
- D. In an effort to preserve the integrity of the swimming pool environments/communities, the following activities are prohibited:
 - ☹ Wet T-shirt contest
 - ☹ Swim suit contest
 - ☹ Male/female strippers
 - ☹ Lap Dancing
 - ☹ Music that contains offensive language, discriminatory statements on the basis of religion, sex, ancestry or national origin is prohibited.
 - ☹ Use or sale of alcoholic beverages

Any advertisements that include the above activity are strictly prohibited and constitute grounds for the immediate cancellation of your event.

☹ **On air advertisement of events are prohibited.**

RENTAL GUIDELINES

There is an 11:00 p.m. curfew for events held at all Baltimore City Swimming Pools.

- A. Set-up for all events must be arranged through the Director/Manager of the facility.
- B. Ticket sales must be made in advance to avoid long lines and gathering of patrons outside of our facilities during the scheduled events.
- C. Music (D.J./Live Music) played during pool rentals must be representative of the family oriented environment that we are trying to maintain. Vulgar, offensive and music that is discriminatory on the basis of race, religion, sex, ancestry or national origin is prohibited. The Aquatics Director, Pool Manager or Recreation and Parks Administrators have the authority to request that the music stop being played. Failure to comply will result in the immediate cancellation of your event. **No refund shall be allowed if the preceding shall occur.**
- D. As our goal is to maintain safe and pleasurable conditions during rentals, any event or action that may cause civil unrest will result in the immediate cancellation of your event if deemed necessary by the Administrators of Recreation and Parks.
- E. The Department of Recreation and Parks/Aquatics Division reserves the right to cancel an event if it is deemed necessary.

The provisions relating to Automatic Cancellations are found below

Explanation: date of effect

- **Restrooms Inoperable: 11/14/14**
- **Power Outage: 11/14/14**
- **Building Closed By BCFD or BCPD: 11/14/14**

- **Snow Storm, Phase 2 or 3: 11/14/14**

RENTAL FEES

The specified rental fees include management staff, lifeguards, pool attendants and a Baltimore City Police Officer(s). This fee also includes use of any tables and chairs on the premises (vary by location). Any additional seating needs are the responsibility of the renter. Catering requirements are the responsibility of the renter and must be approved by the Facility Manager.

RENTAL PROCEDURES

- A. A letter of intent (page 2), which includes requested rental date and general information regarding your affair should be submitted to the facility that you would like to rent. Upon receipt of a City of Baltimore Department of Recreation and Parks Rental Contract, a deposit of 50% of the applicable rental fee is due.

Only money orders or cashiers checks are accepted and should be made payable to the Director of Finance.

- B. Final payment of applicable rental fees must be paid in full two weeks prior to start of event (date indicated on the contract) or your contract is subject to cancellation. No Exceptions.

CANCELLATION/REFUND POLICY

Evening Rental Refund Policy

***A processing fee of \$200.00 will be charged for all evening canceled rentals.**

***No refunds will be given for events canceled less than 48 hours prior to the event.**

Day Time Rental Refund Policy

***A processing fee of \$150.00 will be charged for all day time canceled rentals.**

***No refund will be given for events canceled less than 48 hours prior to the event.**

LIABILITY INSURANCE REQUIREMENTS

FOR EVENING EVENTS ONLY

- A. All renters shall indemnify, defend and hold harmless, the Mayor, City Council of Baltimore, the 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, arising from or in connection with any willful and/or negligent act or omission of the renters, its employees agents or volunteers during use of the facility.
- B. Insurance Requirements
- a. Renter shall procure and maintain during the duration of this agreement, Commercial General Liability Insurance at limits of not less than one million dollars (\$1,000,000) per occurrence for all damages arising out of bodily injury, death and property damages with those policies with aggregate limits. A one million dollar aggregate limit is required.
 - b. The Mayor, City Council of Baltimore and the Department of Recreation and Parks are to be covered as additional insured with respect to liability arising out of activities performed by or on behalf of the renter in connection with this agreement.
 - c. The renter shall furnish the Department of Recreation and Parks with a Certification of Insurance affecting coverage under this agreement.

- d. If the renter is not able to obtain his/her own insurance, the renter may be allowed to obtain coverage under the City's Tenant User Policy arranged by the City for this purpose but is under no obligation to do so.
- e. Proof of insurance must be presented no later than one week prior to you event.

INDEMNIFICATION

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.

Signature of Representative

Signature of Aquatics Director