

TRAIL RENTAL POLICIES

POLICY STATEMENT

These guidelines cover any special event, fundraiser or otherwise conducted on the Trails for any organization other than Queen Anne's County, its departments or their support organizations. All applicable laws, regulations and policies dealing with a County Park, fund raising activities, political events and group activities apply.

Public access to the trails will not be limited due to any special event. During every approved event the sponsors must ensure that the public has free, unobstructed use of the trails. Any event that interferes with the public's right to the enjoyment of their trails may be denied or terminated without notice.

All Parks & Recreation property and activities are open to use by all members of the public regardless of race, sex, national origin, color or creed. The Director reserves the right to approve or deny requests for permit.

Any event, which is primarily for the purpose of personal financial or corporate gain, or commercial promotion, will be denied or terminated without notice. In the event that the sponsor wishes to involve vendors as part of a charitable event, a special vendor permit and fee may be required. Fundraising activities for charitable events will be considered by special approval from the Director.

THE USER'S RESPONSIBILITY

Charitable Organization – the organization that will benefit from the funds raised as a result of the event.

Sponsor – the organization or individuals conducting the event. The sponsor may or may not be the same as the Charitable Organization.

- The Sponsor is responsible for all publicity, operational details, collection and security of funds and participant support and safety during the event. The Sponsor is responsible for managing the event while it is in progress.
- The Sponsor is responsible for the conduct of all event participants. The Sponsor will make park rules and regulations and safety information available to all participants.
- The Sponsor is responsible for the set up and take down of all equipment. All equipment to be set up in the park must be approved by the Director in advance of its use. All equipment must be set up and removed on the day of the event. The Department is not responsible for providing or insuring any private or rental equipment that is used during the event.
- The Sponsor is responsible for setting out trail markers for the participants. Sponsors MAY NOT cut, penetrate or mark the trail surface in any way with trail markers. This includes the use of paint, nails or spikes, stakes or other items that can deface or break the asphalt surface. Trail markers will not be attached to any tree, fence, sign or guardrail.
- The Sponsor will secure permission from adjacent landowners when they plan to use private property to support an event. This includes, but is not limited to, the use of store restrooms and parking areas that border the trail. Sponsors must submit written permission from the landowner with the application before an event will be approved by the Director.
- The Sponsor will have adequate staff to conduct the event. This includes crossing guards, security personnel, parking attendants and administrative help. In the event an activity presents a potential safety concern, sponsor is responsible for coordinating in writing with proper authorities i.e. Sheriffs' Department, State Police, Health Department, etc.
- The user will be responsible for any damages incurred while using the trail. If damage does occur, security deposit will not be refunded. The Department will assess applicant for any additional cost of damages and repairs.

PLEASE NOTE:

- Reservations will not be accepted more than one (1) year in advance. Trails may be reserved on a first-come, first-serve basis. Though specific areas may be reserved, this shall not restrict general public access.
- The sale of alcoholic beverage is strictly prohibited without a permit and attendant liquor license. To obtain a liquor license, please call the Liquor Board – 410-758-3133.
- Queen Anne’s County Code –
 - A person may not hold a meeting in a park if the meeting will deprive the public of the reasonable use and enjoyment of the park or interfere with the public’s right of free passage in the park.
 - A person may not hold an organized gathering of 20 or more individuals in a park without written permission from the Director.
- If this event is approved, the Director reserves the right to alter, shorten or cancel this event at any time in order to protect the interests of the park, park patrons and/or Queen Anne’s County.

RESERVATION PROCEDURES

- Reservations may be made by calling the office at 410-758-0835.
- Application and **full payment (including deposit)** must be received by QAC Parks and Recreation within fourteen (14) calendar days of phone-in reservation. Return signed application to:
 - QAC Parks & Recreation or Email: qacrecreation@qac.org
1945 4-H Park Road
Centreville, MD 21617
 - Payment methods accepted: Cash, Check, Visa, MasterCard, Discover, Amex
 - If payment and signed contract are not received by the fourteenth day, the reservation will be canceled
- A usage permit will be sent upon receipt of full payment (including deposit) and reservation form.
- Upon receiving payment, a notice of event will be posted along the trail advising the public of your activity.

RENTAL FEES:

- **Daily Rate:**
 - County Resident- **\$300**/per day Non-County Resident- **\$400**/per day
- **Security Deposit:** A **\$100** security deposit is required at time of application. Security deposit will be refunded within twenty-one (21) days of the event, unless the Trail is not returned to its original condition. In the event of damage to the Trail, the Department shall determine the monetary cost to cover reparations. These costs will be assessed to user.

CANCELLATION:

- If the Department cancels an event due to unforeseen circumstances, all monies will be refunded.
- If an event is cancelled by the user, a 15-day cancellation notice is required to receive a full refund.
- If an event is cancelled by the user within 14-days of the event the user will receive all monies paid except the security deposit.
- Any claim for damages arising from cancellation by the Department should be limited to the amount of any deposit or other fees actually paid to the County for use of the park.

TRAIL RENTAL CONTRACT

APPLICANT/ORGANIZATION: _____

ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

PHONE: _____ **EMAIL:** _____

DATE:	START & STOP TIME OF EVENT: <i>Including Set-Up / Clean-Up</i>	NUMBER OF PARTICIPANTS: <i>(If over 200 please fill out a Special Event Permit)</i>
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NAME OF EVENT:	TYPE OF EVENT:
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TRAIL RENTAL QUESTIONNAIRE:

Location of Event (including route to be traveled) _____

Open to the Public _____ Fundraiser _____ Program Fee or Entrance Fee Charged _____

If a Charity Fundraiser, name of the Charity benefiting _____

Will Alcoholic Beverages Be Present _____ Yes _____ No

Access Points for Event and Parking Arrangements (show approval from appropriate sources, including parade permits, etc.) _____

Plan for Handling Trail Etiquette Education of Participants (required – see attached list) _____

Will there be any marking of the Trail or Trail property? Is so, how _____

Restrooms to be used (notify us if you request placement of port-a-pots on or adjacent to park property) _____

Arrangements for Participant Support (refreshments, rest-stops, etc.) _____

Equipment to be used (including vehicles, mile markers, tables, safety cones, signs, etc.) _____

Arrangements for Clean Up and Final Check of the Park Trail and Grounds _____

Traffic Control Arrangements (if needed) _____

Registration Procedures and Logistical Set-up _____

Notes/Requests/Special Details _____

RENTAL FEE

Full payment must accompany this application form and be returned within 14 days of the phone reservation. Please make checks payable to QAC Parks and Recreation. There is a \$25 fee for returned checks. Please check the box for the amount you agree to pay.

	<input type="checkbox"/> QAC Resident Rate	<input type="checkbox"/> Non-QAC Rate
Daily Rate	\$300	\$400
Security Deposit	\$100	\$100
Total Due with Contract	\$400	\$500

LIABILITY WAIVER

The applicant, for himself, all members and guests, hereby agree to personally hold Queen Anne’s County, Maryland harmless from any and all bodily injuries (including death) arising out of or connected with the lawful use of County Park facilities. The applicant further agrees to personally indemnify Queen Anne’s County, Maryland for any or all claims or judgments against Queen Anne’s County or it’s employees as a result of bodily injuries (including death) sustained by any member of this group while using the park. Furthermore, the applicant accepts the responsibility for any damage and cost for repairs of those damages.

Signature _____ Date: _____
(APPLICATION MUST BE SIGNED IN ORDER TO BE PROCESSED)

METHOD OF PAYMENT FOR TOTAL AMOUNT DUE: \$ _____.

Cash: _____ Check #: _____ Visa / MC / Discover / Amex #: _____ Exp: ____/____ Zip Code: _____

Signature Authorizing Credit Card to be Charged the above Amount: _____

SECURITY DEPOSIT: **If you would like to roll-over your Security Deposit to next year’s event.**
 If you would like your security deposit returned, please provide name and address to return to:

**OFFICE
 USE
 ONLY**

	Contract	Daily Fee	Security Deposit	Scanned In Team Up	SD Spreadsheet	Permit P&R	Permit User	Notify Rangers	Special Event Permit
Completed by									
Received									

TRAIL ETIQUETTE & SAFETY GUIDELINES

- Cyclists yield to all other trail users.
- Cyclists should always yield, pass with care and keep your speed to a slow, safe pace. Wear a helmet at all times.
- Keep to the right-hand side of the trail (never more than two abreast) so that others may pass.
- Pass only on the left of other trail-users, and when passing-signal your intention by first calling out “passing on your left”.
- When stopped, move off the paved trail surface.
- Never pass on blind curves.
- When biking or rollerblading it is best to look behind you before you stop or turn to avoid collisions with others behind you.
- Obey all traffic signs and posted speed limits (15 mph on the trail).
- Please respect the right and privacy of adjacent property owners.