



KENT COUNTY PARKS & RECREATION

— RENTAL RULES AND REGULATIONS

All building, pool, or pavilion rentals will be inspected by an authorized Kent County Parks and Recreation representative to ensure compliance with rental rules and regulations. The Kent County Community Center and Pools have video cameras both inside and outside, and footage may be reviewed to verify proper use.

Violating any rental regulations may result in immediate permit revocation, forfeiture of fees/deposit, and loss of future rental privileges. The department reserves the right to cancel any rental contract. The Contract Holder must be on-site with the approved contract and provide it upon request. It is the responsibility of the Contract Holder to ensure that all attendees follow the rental rules and regulations.

Rental Regulations

This section applies to ALL pool, park, pavilion and facility rentals

- **Age Requirement:** Applicants must be 21 or older with valid ID. The Contract Holder must be on-site with the signed Rental Contract throughout the rental period.
- **Prohibited Substances:** No alcohol, tobacco, cannabis, or controlled substances are allowed. Alcohol sales are only permitted for large events with prior approval from the County Commissioners and a valid county liquor license.
- **Invitations & Promotions:** All rentals must be by invitation only. Open-invitation parties are prohibited, except for approved Youth Events and Community Groups. All promotional materials must be pre-approved by KCPR.
- **Conduct and Behavior:** Contract Holders are responsible for guests' behavior and must keep them within designated areas. Inappropriate conduct, music, language, or harassment is prohibited and may result in contract termination.
- **Outside Vendors:** All rented equipment from outside vendors (e.g., inflatables, tents, catering) must have KCPR approval and may require proof of liability insurance. Failure to obtain prior approval or insurance may lead to rental denial or forfeiture of the deposit.
- **Pets:** No pets are allowed in buildings or pool areas, except for service animals, which are not allowed in the pool water.
- **Sales and Permits:** Collecting admission fees or selling merchandise, including food and beverages, requires specific written permission and permits from the Kent County Health Department and the County Commissioners of Kent County.
- **Facility Use:** Areas are off-limits after dark, except during scheduled events in lighted areas. The Contract entitles the holder to exclusive use only during the reserved times, with an additional 30 minutes before and after for setup and cleanup.
- **Cleanup and Damage:** Contract Holders must clean and restore the facility to its original condition, including removing all decorations and adhesives. Failure to do so may result in forfeiture of the deposit. The Department conducts pre- and post-rental inspections. The Contract Holder is liable for any damage beyond the deposit amount, which must be paid within 7 days. Any belongings left in the building outside of the rental period will be discarded.
- **Refunds:** Security deposit refunds (if applicable) are processed 3-4 weeks after the rental date.
- **Prohibited Items:** No water slides, dunking booths, pony rides, open flames, gas fuels, or unsafe equipment are allowed. Flameless candles are permitted.

- **Insurance:** Certain rentals may require a Certificate of Liability Insurance. If required, the certificate must list County Commissioners of Kent County, 400 High Street, Chestertown, MD 21620 as the Certificate Holder and additional insured. The COI must provide insurance coverage with at least \$1,000,000 per occurrence from an insurance company acceptable to Parks & Recreation coverages, forms, and approved by Facility Monitors and/or Director. A copy of the insurance certificate must be on file 14 days prior to the event, or the special use (inflatable, tent/canopy, staging, etc.) will be cancelled. For insurance options, visit www.lgit.org for more information regarding the Local Government Insurance Trust Tenant User Liability Insurance Program (TULIP).
- **Recycling Requirements:** Rentals with 200+ attendees serving food/drinks must provide recycling for cardboard, glass, plastic, paper, metal, and food scraps at the Contract Holder's expense.
- **Liability Waiver:** Kent County Parks and Recreation, Kent County Government, and its employees are not liable for any damage, injury, or loss due to negligence by the user or guests. Contract Holders must sign an indemnification agreement.
- **Right to Cancel:** Kent County Parks and Recreation reserves the right to cancel any contract.

Kent County Community Center (KCCC) Specific Regulations

In addition to the general rental regulations, the following rules apply specifically to KCCC building/room rentals:

- **Food and Drinks:** If you plan on serving food and drinks, please ensure this is indicated on the rental application. NO FOOD OR DRINKS (except water) are allowed in the gym area. Unless authorized by the director, all events involving food and beverages must reserve the Meeting Room.
- **Trash Removal:** Contract Holders must empty all trash receptacles and dispose of garbage in the dumpster behind the building. Department representatives will be responsible for replacing the trash bags.
- **Inspection Form:** Both the Contract Holder and a Department representative must sign the inspection form, which is used to determine the refund of the security deposit.
- **Emergency Exits:** All emergency exits and doorways must remain clear and unobstructed at all times.
- **Restricted Access:** Only Department personnel are allowed to access the panel boxes for lights, janitor's closets, storage rooms, and the mechanical room.

- **Setup and Breakdown:** Contract Holders are responsible for setting up and breaking down tables and chairs used during their rental. To borrow tables, chairs, play equipment, and supplies, please request them on the facility Rental Application before your event. Department representatives will ensure that these items are prepared and ready for you ahead of your arrival and they will return them to their designated storage area afterwards.
- **Additional Supervision:** The Department may require additional Facility Monitors at the Contract Holder's expense (\$50.00 per hour for two staff and \$35.00 per hour for each additional staff member). For events with attendance over 100 people, assistance from the Kent County Sheriff's Department may also be requested.

Rental Regulations for Youth Dances and Parties

(Exceptions may apply for youth events)

- **Definition and Compliance:** Youth Dances and Parties are considered Private Rentals primarily for youth entertainment, with stricter rules. If the median age of attendees is under 21, these specific regulations must be followed, in addition to general rental regulations.
- **Participant Ages:** Youth events are limited to participants aged 18 and under, with a maximum spread of four grades (e.g., grades 5-8, 7-10, or 9-12). A spread from grades 5-12 is not allowed. Failure to comply with this age range will result in cancellation of the event and may affect future rental privileges at the Community Center.
- **Chaperones:** A list of adult/parent chaperones (21 and older) must be submitted with the Rental Application, including names, ages, addresses, and phone numbers. A minimum of one chaperone per ten youth attendees is required for the entire event. If this ratio is not maintained due to chaperones leaving early, the event will be canceled immediately, and no refunds will be issued. Chaperones may be asked to show photo ID or proof of age.
- **Attendance Policy:** Attendees under 21 who leave the event will not be allowed back in and must leave the premises entirely. Consequences for violations may include immediate revocation of the permit, forfeiture of fees/deposits, and loss of future rental privileges.

Rental Reservation Process

- To request exclusive use of a facility, complete a Rental Reservation Application and submit it with the required deposit during normal business hours (Monday to Friday, 8:00 am to 5:45 pm, excluding holidays).
- **Deposit Requirements:** A \$150 security deposit (refundable if no damage/cleanup is needed) must be submitted separately from the rental fee. For larger events or those involving alcohol, a \$500 deposit may be required.
- **Damage Policy:** If any damage occurs during the event, the deposit will be used for repairs. If repair costs exceed the deposit, an invoice will be sent to the Contract Holder, and use of Parks and Recreation facilities will be suspended until payment is made in full. Payment for repairs is due within 7 days of receipt.

- **Reservation Timing:** Applications must be submitted at least 30 days before the desired rental date. Reservations are approved on a first-come, first-served basis. Requests made less than 30 days in advance cannot be guaranteed.
- **Confirmation Process:** The Department will notify the Contract Holder of availability within 48 business hours. If the requested date is unavailable, alternative dates will be offered. If no date can be agreed upon, the deposit will be refunded, and the application will be canceled.
- **Payment Deadline:** If the requested date is available, the rental fee must be paid within 7 days of notification. An approved Rental Contract will be provided once payment is received. If payment is not made within 7 days, the reservation will be canceled.

Non-Resident Fees and Proof of Residency

- Non-resident fees are listed on our website, and non-Kent County residents must pay the non-resident fee.
- KCPR may request proof of identity (name, residency, and age) from all patrons. Failure to provide proof will result in denial of participation.
- Patrons claiming Kent County residency must provide proof of address if requested; otherwise, the non-resident rate will apply.
- For addresses with shared zip codes (21620 - Chestertown or 21651 - Millington), KCPR will verify street names to confirm residency. Patrons residing in Queen Anne's County with these zip codes will be charged the non-resident fee.
- If a reservation is processed at the resident rate but later found to be non-resident, the fee difference must be paid immediately. Failure to pay will result in cancellation and a refund minus a \$10 processing fee.
- The non-resident rate will not be adjusted if a non-resident becomes a resident after payment is made.

Cancellations, Refunds, and Adjustments of Rental Contracts

- **Cancellation Process:** To cancel a rental, you must send a written request to info@kentparksandrec.org with the subject line "Cancelled" and include the contract number, rental date, and contract holder's first and last name. Cancellation is not final until you receive written confirmation from staff. If you do not receive a response within 24 hours during business days, call the Welcome Desk at 410-778-1948 to confirm your request status.
- **Refund Schedule:**
 - Cancellations 30+ days before the event: full refund.
 - Cancellations 11-30 days before the event: 75% refund plus deposit.
 - Cancellations less than 10 days before the event: 50% refund plus deposit.
- **Changing Rental Details:** Any changes (e.g., time, date, capacity) must be requested in writing by emailing info@kentparksandrec.org at least 14 days before the rental date. All changes are subject to approval by the Department. Rentals booked fewer than 14 days before the event forfeit the ability to request changes.

FACILITY DESCRIPTIONS

- **Rescheduling:** If you request to reschedule within 7 days of signing the contract, we will accommodate the request once, depending on availability. The rescheduled event must occur on the new date; no refunds (except for the security deposit) will be provided if the new date is not used or is canceled.
- **Department Errors:** If a scheduling error or unforeseen circumstance occurs, the Department will try to provide an alternative. If an alternative is possible, a 50% refund will be given for the inconvenience; if not, a full refund will be issued.
- **Last-Minute Bookings:** Events booked less than 14 days before the event date cannot be canceled, changed, or refunded.

Kent County Community Center

- **Meeting Room** is 25' 11" x 28' 8". Tables, chairs, the use of the 52" mounted TV are included in the rental. The tables are collapsible and chairs stackable, so the room may have alternate uses. The maximum capacity for this room is (50) fifty people.
- **Kid's Room** is 23'8" x 20'2" and contains various children's entertainment items, a sink, and a mounted 40" TV. This room is not available for rentals from mid-June through Labor Day but outside of this restriction, it is the perfect location for a youth art class or small toddler program/party. The maximum capacity for this room is (20) twenty children and may need to be adjusted to accommodate accompanying adults.
- **Computer Room** is 23'8" x 20'2" and contains (3) three computers, (1) one printer (pay per print), and a small sitting area for enjoying the newspaper or one of the several paperback books provided by the Kent County Public Library. This space may only be utilized for quiet activities or small classes. Food and drinks are prohibited. The maximum capacity for this room is (15) fifteen people.
- **Multipurpose Fitness Room** is 22'6" x 38'8" and contains (1) one mounted 42" TV, featuring a mirrored wall and shock absorbing floor. Food and drinks (other than water) are prohibited. The maximum capacity for this room is (15) fifteen people. The space features cardiovascular equipment including Treadmills, Ellipticals, Recumbent Bikes, Exercise Balls, Hand Weights, Body Bars, Resistance Bands, and more.
- **Gymnasium** is 74'4" x 123', large enough for various sports such as basketball, tennis, and volleyball or even a banquet, but can also be subdivided into (2) two partial areas for smaller activities and events. It is recommended that you have 100-125 attendees per half of the gym. If renting only the (1) one half of the Gymnasium, the rental may be affected by noise from use of the unrented half. Consideration to rent the full Gymnasium is highly recommended but is not required. Food and drinks (other than water) are prohibited unless authorized by the director.

- **Kitchen** is a small area that contains a stove/oven, refrigerator, microwave, and counter space. This is a prep kitchen meant solely for the purpose of reheating food. This room may only be rented in conjunction with the rental of the Meeting Room, the full Gymnasium, or half Gymnasium (Gym A).

Aquatic Facilities

Exclusive pool rentals require a two-hour minimum (fees include lifeguards) and must be outside of normal operating hours (excludes vendor agreements).

- **The Community Center Pool** is 13' deep. Features a bath house with restroom facilities. There are 2 open lap lanes, a tube slide, and a two person slide in the shallow end. The shallow end also features tumble buckets and a zero-depth entry zone with floor bubblers. There is a separate wading pool for small children (this area has no lifeguard on duty and is swim at your own risk). A swimming pool wheelchair as well as a lift is available for patrons with limited mobility.
- **Bayside Pool** features a bath house with restroom facilities. **This pool is unavailable to rent.**
- **Millington Park & Pool** features a bath house with restroom facilities, tennis and pickleball courts, half basketball court, and a picnic grove. Due to there being no lights, Millington Pool is unavailable for any nighttime rentals.

Parks, Pavilions and Fields

- **Edesville Park** 5-acre park features a picnic pavilion/building, as well as a ball field, volleyball court, playground, and a *portable toilet. The picnic pavilion includes electric (by request), and approximately 10 picnic tables.
- **Toal Park** This 37.5-acre park features a picnic pavilion, with approximately 8 picnic tables and charcoal grills, and is perfect for intimate family gatherings. The park also features a ball field, an athletic field, a playground, and a portable toilet*.
- **Betterton Beach** has a picnic pavilion, eight picnic tables. Charcoal grilling is only permitted in the pavilion and grass areas, not on the beach. There is a *seasonal bathhouse with restrooms down the hill from the pavilion next to the beach.
- **Turner's Creek** The picnic pavilion includes charcoal grills, electric (by request), and approximately 12 picnic tables. *Restroom facilities are located in the basement of the historic Lathim House (built in the late 18th century), and a portable toilet is available at the bulkhead.
- **The Worton Park Pavilion** is located in the heart of the park, includes approximately 15 picnic tables, charcoal grills, water, and electric (by request).
- **Athletic Fields-** Kent County Parks and Recreation has multiple sports fields that are available for rent. As long as there are no scheduled recreation programs at the fields, sports teams, clubs, leagues, and individuals are welcome to rent these facilities for practices, games, and/or tournaments.