



Board of Education and Recreation & Parks Facility Use Permit Change Form

NAME OF PERMITTED ORGANIZATION

ORGANIZATION CONTACT PERSON

PERMIT NUMBER
TELEPHONE

I am authorized to make this request on behalf of our organization for a change to our Facility Use Permit and agree with the conditions of the change as specified.

CONTACT PERSON'S SIGNATURE

DATE

ORIGINALLY PERMITTED: Location _____ Space _____

DATE(S) OF PERMITTED USE		DAY(S) OF WEEK PERMITTED							HOURS PERMITTED			
FROM DATE	TO DATE	SUN	MON	TUE	WED	THU	FRI	SAT	FROM TIME	AM/PM	TO TIME	AM/PM

REQUESTED CHANGE: Give Up Time Add Time Change Activity Grant Use to Another Organization

Explanation: _____

AMENDED DATE(S)		AMENDED DAY(S) OF WEEK							AMENDED HOURS			
FROM DATE	TO DATE	SUN	MON	TUE	WED	THU	FRI	SAT	FROM TIME	AM/PM	TO TIME	AM/PM

GRANTED USE OF PERMITTED FACILITY: (Must be completed and signed by Organization being granted use of permitted facility)

NAME OF ORGANIZATION TO BE GRANTED USE
 ORGANIZATION CONTACT PERSON
 CONTACT'S TITLE
 ADDRESS
 CITY
 STATE ZIP
 DAYTIME TELEPHONE NIGHT TIME TELEPHONE E-MAIL ADDRESS
 Accredited? Yes No

Does the proposed use of the requested facility include:

- A fundraising event beyond the normal participation fees or concession proceeds? Yes No
 - A special event such as a tournament, athletic camp or clinic, outdoor fair, etc.? Yes No
- If the answer to either of these questions is "Yes", the applicant must also submit a Special Event Information Form.*

Non-Accredited Organizations:

Non-Accredited Organizations must submit an Organizational Declaration Affidavit. Forms are available on our website - www.aacounty.org/recparcs
 Is your planned activity physical or athletic in nature? Yes No *If "Yes", proof of \$500,000 of Liability Insurance is required.*

Indemnity Agreement - Each party or person using the County facility described in this application acknowledges and agrees that neither Anne Arundel County nor its agents and employees shall be responsible for any expenses, losses, damages, claims, lawsuits, or liabilities that are in any way caused by or result from the use of the County property authorized by the permit. Additionally, each party or person using the County facility described in this application acknowledges and agrees that each such party or person is jointly and individually responsible for any and all expenses of, cost of defense, losses to, damages or claims made against Anne Arundel County or their agents and employees that are in any way caused by or result from the use of the County property under this permit.

Tobacco, Drug and Alcohol Prohibition - No tobacco, drugs or alcohol of any kind are permitted in or on any Board of Education buildings or grounds at any time – 24 hours per day, 7 days per week. Evidence of tobacco, drugs or alcohol after the building and/or grounds have been used by an agency or organization may result in termination of the permission to continue use of the building and/or grounds. (Board Policies 502 VII & 800.30 and Admin Reg 800.30).

No drugs or alcohol of any kind are permitted in or on any Department of Recreation and Parks buildings or grounds at any time – 24 hours per day, 7 days per week. No tobacco product of any kind is permitted in restrooms, spectator and concession areas, dog parks, aquatic facilities or playgrounds in any County recreational facility or park. All tobacco use of any kind is prohibited within 100 yards of an organized activity at a County recreational facility or park.

APPLICANT'S SIGNATURE _____ DATE _____

FOR OFFICIAL USE ONLY DATE RECEIVED: APPLICATION #: