

**Kinder Farm Park
Anne Arundel County
Department of Recreation & Parks
410-222-6115**

**GUIDELINES, RULES AND REGULATIONS FOR SPECIAL EVENTS
For Non-Profit Organizations**

I. PURPOSE

Since its opening , Kinder Farm Park has become a popular site for non-profit groups and organizations having special events. The staff at Kinder Farm Park has developed these guidelines to clarify and standardize our policy for such special events.

II. SCOPE

These guidelines cover any special event, which is held in Kinder Farm Park, planned by any non-profit group or organization other than Anne Arundel County, its departments, or its support groups.

III. DEFINITIONS

Special Event is any event, meeting, party, etc., that is outside the scope of normal park operations and is open for public participation.

Sponsor is the group conducting the special event.

Director is the Director of the Department of Recreation and Parks, or designee (park employee).
Superintendent is the Superintendent of Kinder Farm Park, or designee.

Park is Anne Arundel County's Kinder Farm Park.

Participants are all people taking part in the special event, including organizers and support people.

IV. POLICY STATEMENT

- a) Kinder Farm Park is part of the Anne Arundel County Department of Recreation and Parks. All applicable laws, regulations, and policies apply unless otherwise determined by the Director.
- b) Kinder Farm Park is providing, on a limited basis, the opportunity for non-profit groups and organizations to apply for permission to conduct special events in the park. Special Events will be limited to two each month.
- c) No special events may be conducted which involve commercial promotions, or personal or corporate gains.
- d) Under general park regulations, no individual or group may hold a meeting, activity, or other organized gathering in the park if it will deprive the public of reasonable use and enjoyment of the park or interfere with public access and free passage in the park.
- e) Park fees apply, including fees for entrance and facility rental. See Fee Schedule listed under Procedure.
- f) The Park may co-sponsor certain special events that are within the scope of the Park's mission. Special events co-sponsored by the park may receive a waiver of certain fees. Contact the Special Events Coordinator or Park Superintendent for more information.

- g) Food distribution must be within the confines of the area allocated for the Special Event and must comply with all Anne Arundel County Health Department regulations.
- h) Alcoholic beverages are prohibited.
- i) The Park reserves the right to approve or disapprove all applications for permission to conduct a special event.

V PROCEDURE

- a) Requests for use of park areas for special events within the scope of these guidelines must be made in writing at least 60 days in advance to:
 - Special Events Coordinator
 - Kinder Farm Park
 - 1001 Kinder Farm Park Road
 - Millersville, MD 21108
- b) Applications will be accepted no more than one year in advance of the date of the special event. All special events will be considered on a case-by-case basis. A total number of 2 special events per month will be allowed and one per day will be allowed. This is due to limited staff availability, to protect the park's natural habitats and to not impede the reasonable enjoyment of park patrons not wishing to participate in special events. Expect no less than two weeks processing time for each application submitted.
- c) The Sponsor is responsible for publicity, operational details, participant support and safety, and set up and removal of equipment. Sponsor is responsible for all cleanup of area(s) used within the park. Certain logistical and administrative concerns may be coordinated with Park Staff. All equipment to be set up in the park must be pre-approved by the Superintendent. All equipment must be set up and removed the day of the special event.
- d) i) Signs must be on stakes or posts, or tied to trees. Prohibited items include: nails, tacks, staples, etc.
- e) ii) Signs must be posted in a manner that does not block or obscure park signage, trails or roads in any way.
- d) Sponsor is responsible for having adequate staff for crowd control, parking, and public safety. Also, the Contact/Alternate Contact person must be present for the duration of the special event.
- e) The Superintendent will note in writing any special details to be considered and resolved before the special event. These may include but are not limited to use of rental facilities, parking, restroom access, road/trail crossings, trail markers, participant conduct, location of special event and equipment safety concerns, time and duration of special event.
- f) Arrangements for use of property and equipment other than that owned and operated by Anne Arundel County is solely the responsibility of the sponsor.
- g) Sponsor must reserve a park facility to provide centralization and easy access. The contract must be signed by the sponsor's representative.
- h) Sponsor is responsible for the conduct of all special event participants.
- i) Whenever possible, sponsor will use recycled products, and will recycle materials used or produced. For more information on obtaining additional recycling collection receptacles, contact park staff.

- j) If the special event is approved, the Superintendent, the Department of Recreation and Parks, and Anne Arundel County reserve the right to alter, shorten, or cancel the special event at any time in order to protect the interests of the park, part patrons, and/or Anne Arundel County
(from A.A. Co. Code Article 19,1-102)

VI FEE SCHEDULE:

For special events with up to 100 participants:

Pavilion and Prepaid parking (Call Park Office for current prices)

Note: Fees will be assessed after Special Event Application is completed and will take into account application requests.

KINDER FARM PARK RULES AND INFORMATION SHEET

RULES (General list only)

1. The possession of or use of alcoholic beverages is strictly prohibited except by special permit from the Park Superintendent.
2. Parking is **ONLY** permitted in designated areas unless under special direction from park staff.
3. Vehicles must travel on roads only.
4. Vehicle entry to park is by main gate only.
5. Vehicle entry to the park and to the Black Oak and River Birch pavilions stop one half hour before the posted closing time.
6. All persons and vehicles must exit the park by the posted park closing time except by special permit from the Park Superintendent.
7. Bicycles must travel on roads and designated paved paths only. Off-road biking is strictly prohibited.
8. Pets must be controlled and on an adequate leash at all times. Trail riding of horses is permitted on our unimproved trails only (not permitted on paved surfaces). Horses are not permitted in the pavilions and playground areas, "Pony Rides" are not permitted in the park except by special permit from the Park Superintendent.
9. You are required to pick up after your pet and dispose of wastes properly.
10. Littering within the park, county and state is illegal. Violators face fines.
11. It is illegal to harm in any way or remove any plant, animal, insect or natural object from park property.
12. Please support our recycling efforts by placing aluminum cans in the containers provided throughout the park.
13. Smoking is prohibited in all buildings and in some public spaces – a copy of the tobacco policy will be distributed to all applicants.
14. Groups over 20 persons must rent a pavilion. Pavilions are available by reservation only.
15. Sound amplification equipment is prohibited within the park except by special permit from the Park Superintendent.
16. All balloons and confetti are prohibited in the park.
17. Tents of any kind are prohibited in the park except by special permit from the Park Superintendent.
18. Weapons of any kind are prohibited on park property.
19. All rules and policies stated in the Anne Arundel County Code also apply.

FACILITIES

- 288 total acres
- Interpretive farm complex with livestock
- 2 picnic pavilions (available by reservation only)
- 2.4 miles of multi-use paved trails
- Large playground
- Public picnicking areas
- Community garden plots (available for rental)
- Disc golf course
- Youth Camping area (limited to 30 participants and recognized youth group)

PROGRAMS

- Special Events
- Fishing (catch and release only)
- Interactive nature and farm programs with Park Rangers

OPERATIONS

- Park is open six days/week, 7am – dusk
- Office is open 9 am – 4pm weekdays and 10 am – 3 pm weekends
- **CLOSED EVERY TUESDAY, THANKSGIVING DAY & CHRISTMAS DAY**

Application Number: _____ - _____ - _____

**Kinder Farm Park
Special Event Permit Application**

PLEASE TYPE APPLICATION OR PRINT NEATLY - DO NOT WRITE IN BOXED AREAS

I Contact Information:

Organization: _____ Application Date: ____/____/____
Contact Person: _____ Phone: ____ - ____ - ____ (Must be present
day of special event) Contact # Day of Event: ____ - ____ - ____
Address: _____ City: _____ State: _____ Zip: _____
Alternate Contact Person _____ Phone: ____ - ____ - ____
(Must be present day of special event) Contact # Day of Event: ____ - ____ - ____

II Date(s) Requested:

____/____/____ ____/____/____ ____/____/____
First Choice Second Choice Third Choice

III Facility & Locations in Park Requested (required);

Facility First Choice Facility Second Choice

Requested location(s) of special event (parking lot, trail, field, etc.) in addition to Facility Requested,
above: _____

IV Special Event Time Schedule

Set-up begins Start of event End of event Break-down complete

V Special Event Description:

Type or Name of Special Event: _____

Description of Special Event: _____

Approximate Number of Participants Expected: ____ to ____

Application Number: ____ - ____ - ____

VI Safety Procedures:

List measures being taken to ensure crowd control, public safety and protection of park property:

VII Staffing:

Title	Number	Duties

VIII Equipment and Miscellaneous

List the kinds and amounts of equipment which you would like to use and/or set-up (signs, stage, tents, etc) and any special considerations.

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

I have read and agree to the rules and policies for conducting a special event at Kinder Farm Park. I have read and agree to comply with the specific policies, regulations and visitor ethics at Kinder Farm Park. I agree to be present the day of and duration of the special event and/or have contact/alternate contact person listed in attendance and in compliance with said rules and policies. I agree to hold Anne Arundel, Kinder Farm Park and its agents harmless for any damages, injuries or losses that may occur.

Sign: _____ Date: _____
(Representative)

Approved: _____	Disapproved: _____
Approved pending compliance with stipulation(s) listed below:	
1. _____	
2. _____	
Facility & Locations Assigned: _____	
Sign: _____	Date: _____
(Park Superintendent)	
Permit is not approved unless signed and dated by Park Superintendent. Paid _____	