

Activity Center at Bohrer Park

Rental Agreement Policies and Guidelines

Effective July 1, 2025



City of Gaithersburg
Department of Parks, Recreation and Culture
506 S. Frederick Avenue, Gaithersburg, MD 20877
Phone: 301-258-6350
www.gaithersburgmd.gov

A. GENERAL

1. General Policy. It is the policy of the City Manager to encourage the rental of the Activity Center, and the City of Gaithersburg welcomes the opportunity to serve rental patrons. These rental policies should be read in their entirety before submitting an application for rental use of the Activity Center at Bohrer Park.
2. Rental Patrons. The Center is available to Gaithersburg residents, nonprofit organizations, and businesses that are in good standing. Individual groups and organizations that do not reside within the corporate limits are also welcome; however, higher rental fees are applicable for nonresidents.
3. First-Come First-Served. If two or more groups wish to rent the facility on the same day and time, the applications will be processed and reservations confirmed on a first-come, first-served basis.

B. HOURS OF OPERATION

1. Hours of Operation. The Center's availability for rental use is as follows:
Monday through Friday: 8 a.m. to 10 p.m.
Saturday: 8 a.m. to 10 p.m.
Sunday: 8 a.m. to 5 p.m.
2. Holiday Closings. The Center is closed on the following holidays: New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Juneteenth, July 4th, Labor Day, Veteran's Day, Thanksgiving Day, Thanksgiving Friday, and Christmas Day.
3. Saturday Hours. There is a minimum rental time of 4 hours on Saturday Nights for anyone renting the Activity Rooms. This procedure applies to any rental starting at 5 p.m. or later. With prior approval, hours can extend to midnight on Saturdays.

C. DEFINITIONS

1. City Resident: A person, organization or business within the corporate city limits of Gaithersburg and pay city taxes. Not all persons with a Gaithersburg address are considered City Residents.
2. Nonresident: A person, organization or business with an address not within the Corporate city limits of Gaithersburg and who does not pay city taxes.
3. Rental Patrons: Customers of the Bohrer Park Activity Center renting one or more rooms within the facility.
4. Security Personnel: Officers with police powers and local jurisdiction or licensed and bonded security guards.
5. Vendor: An individual or company offering goods, services or information.
 - a. Catering Vendor: A business that prepares and provides food and beverages to include food trucks, plated catering or buffet catering. Additional fees apply.

- b. Entertainment Vendor: An individual or company that provides entertainment such as live music, DJs, performances, or other activities or services that enhance the experience.
- c. Sales Vendor: A person or company that sells goods or services for profit.

D. EVENT CLASSIFICATIONS

The Activity Center can accommodate events of a variety of sizes and activities. Each event may fall into one of more of the following classifications:

1. Athletic Event: Any sporting event or competition that involves athletes demonstrating physical skills.
2. Large Event: A private rental that
 - a. has an expected attendance of 250 or more people;
 - b. includes the rental of three (3) or more rooms in the Center on a single day;
 - c. includes the rental of two (2) rooms for two (2) or more consecutive days;
 - d. includes the rental of a gym for two consecutive days (5 hour minimum each day) and/or,
 - e. will impact the surrounding grounds or resources at Bohrer Park. This could include but is not limited to use of the lobby, lawn or pavilions, taking most or all parking spaces or requiring overflow parking, and/or the need for assistance from any additional City of Gaithersburg departments such as police or public works.
3. Private Event: A gathering that has specified guest list of less than 250 people and is not open to the general public.
4. Public Event: A celebration that is open to the general public and accessible to anyone, regardless of membership or invitation. Requests for Public Events will be reviewed and approved on a limited basis. See section (Q) for further details.
5. Social Event: Any gathering that is not considered an Athletic Event, where people come together for a specific purpose. This includes but is not limited to birthday parties, showers, business meetings, cultural celebrations, teambuilding events, etc.
6. Teen Event: Any gathering with the majority of attendees under the age of 21.

E. FACILITY USE APPLICATIONS

1. Facility Use Application. The Facility Use Application is a request to rent the building, not a binding contract. The Facility Use Application can be found on city website (www.gaithersburgmd.gov), and at the Activity Center. Rental applicants should complete the Application in detail. Staff will review submitted applications, and if approved, will issue to the applicant a Rental Permit.
2. Requirements. To be considered for rental use of the Activity Center, all individuals or groups wishing to use the Center must:
 - a. be at least 21 years old
 - b. complete the Facility Use Application; and

- c. submit a security deposit, according to Section (G).
3. The Applicant's name on the Application must match the name on all other requested documents, including but not limited to the certificates of insurance and food or vendor permits.
4. Due Dates.
 - a. All individuals or groups wishing to use the Center for Private Events must complete a Facility Use Application and may submit up to five (5) months in advance of rental date.
 - b. All individuals or groups wishing to use the Center for a Large Event or Public Event must complete and submit a Facility Use Application at least four (4) months in advance and up to nine (9) months in advance. Additional requirements will be necessary according to section (Q).

F. INSURANCE AND PERMITS

1. Insurance. All rentals that will have catering or entertainment vendors providing any services must obtain "proof of insurance" from each and submit a copy to Activity Center staff at least two (2) weeks prior to event date. Minimum liability coverage is one million dollars.
2. Food Permit. Applicants must obtain Montgomery County food permit for any food or catering vendors and submit a copy to Activity Center staff two (2) weeks prior to event date.

G. SECURITY DEPOSIT

In order to reserve a room, a deposit must accompany a completed Facility Use Application. The security deposit amount shall be 25% of the rental fees or \$100, whichever is greater. Large events or teen parties may require a higher security deposit. Deposits may be made by check, money order, cash, or credit card (VISA/MC/DISCOVER/AMEX) payment. **Note: Money received for Security Deposit is not applied to rental fees. Security Deposit payments will be processed (i.e. checks will be cashed and credit cards will be charged).**

1. Forfeiture of all or part of security deposit. Patrons may forfeit all or part of a security deposit for reasons including but not limited to:
 - a. going past the scheduled time;
 - b. exceeding the closing hours;
 - c. not following policies and procedures;
 - d. causing damages to the Center;
 - e. insufficient clean-up; and
 - f. early arrival.
2. If damage or overages in time are determined to be more than the security deposit, the rental patron will be billed for the balance. The City of Gaithersburg reserves the right to charge a higher deposit as warranted.
3. Return of Security Deposit. Please allow thirty (30) days following the date of the event for return of a security deposit.

H. RENTAL RATES

Rates will be assessed according to the Activity Center Rental Rates document provided at the end of these Policies.

1. Due Date. Rental payment is due no later than the first day of the month before the scheduled event. For example, if your event is May 13, your rental payment is due no later than April 1. See Section Q for exceptions associated with Large Events.
2. Returned Checks. A \$35 collection fee will be assessed for any check returned by the bank. If your fees remain unpaid after 30 days' notice, you may be prosecuted in District Court under the Maryland Criminal Code, Title 8, Sections 8-101—8-108.

I. HOW RATES ARE DETERMINED

To obtain a resident rate, the applicant's home address or organizations business address must be within the corporate limits of the City of Gaithersburg. Organizations may not use the address of a member who is a city resident. The applicant's driver's license will be required for verification of residence and organizations must provide documentation of their business address. The person/organization hosting the event must complete the application and their address is used to determine the appropriate rate. Nonprofit organizations will be required to provide a tax exemption certificate, and the address listed will determine the rates. Reduced rates may apply to government agencies and schools that rent the facility on weekdays.

J. RESPONSIBILITIES OF RENTAL PATRONS

Rental patrons are responsible for the following:

1. Arrival and Departure. Arrive and depart at the times specified on the rental permit.
2. Set up: Set up tables, chairs and other supplies and equipment within the permitted rental time.
3. Clean Up. The clean-up of the rental space that returns the rental space to the same condition in which it was found. The Center will provide trash cans and bags as well as recycle bins.

Adequate clean up includes but is not limited to:

- a. Clean up of all tables and chairs;
 - b. Stack tables and chairs on racks and carts provided by the Center;
 - c. Removal of all food and food products;
 - d. Removal of all paper products;
 - e. Removal of all decorations; and
 - f. Trash must be bagged and left in the room.
4. Arrangements for delivery of special items. The rental patrons shall make arrangement for the delivery of special items. The delivery and pick-up of items including but not limited to equipment, decorations, or catering items, must be completed within the date and time specified in the Facility Use Application, unless the patron obtains prior written approval from the City.
 5. Compliance with Rental Policies and Procedures Ensure compliance with all information, instructions, and requirements in the Activity Center Rental Policies.

6. Confine rental event to the room that is identified on the rental permit. Use of the lobby is for all center patrons as needed for entrance and exit, and to access restrooms and the front desk. Lobby and hallway space is not included in a rental permit unless specifically identified and approved.
7. Named applicant must be present during the entire duration of the rental.
8. Responsibility for guests. Accept responsibility for all persons associated with the event. If the rental patron is hosting an event that is open to the general public, the patron is still responsible for any and all damages or problems associated with the guests. Sufficient insurance may be required.

K. PROHIBITED USE AND ACTIVITIES

1. Rental patrons shall not exceed the maximum number of persons per room as set forth in the rental packet. Additional guests will be turned away if renter does not adhere to the listed room capacity.
2. Alcoholic Beverages. Alcoholic beverages are prohibited in the Activity Center. This includes beer, wine & champagne.
3. Smoking. Smoking and vaping are prohibited in the Activity Center or on the grounds of Bohrer Park in accordance with City of Gaithersburg Ordinance Chapter 18A.
4. Food and Beverage Sales. The sale of food and beverages is prohibited in the Activity Center for Private Events. However, the distribution of *free* food and beverage by the Rental Patron or licensed caterer is permitted for all events. Patrons should note that the Center does not have any refrigeration or food heating facilities. For Large and/or Public Events, please see Section Q for details regarding approval, fees and required documentation for food vendors.
5. Grilling or Cooking Food. Grilling or cooking food is prohibited in the Center, on the patios and in the parking lots.
6. Animals. All animals are prohibited inside the Activity Center without prior written approval, except for service animals as defined by the Americans with Disabilities Act (ADA).
7. Weapons. Weapons are strictly prohibited at the Activity Center and on park grounds.
8. Use for Profit. The use of the Activity Center by individuals or groups for profit of any kind, such as by charging fees for admissions or services, or selling items, is strictly prohibited unless prior written approval is granted. With prior approval, exceptions may be made for athletic events.
9. Storage. Patrons may not store equipment or supplies at the Center before or after the event without prior authorization.
10. Sales Vendors. Sales vendors are strictly prohibited at the Activity Center at Bohrer Park.

L. DENIAL OF APPLICATIONS, CANCELLATION OF EVENT AND REFUSAL OF FUTURE RENTAL

1. The City of Gaithersburg reserves the right to deny any application, cancel an event, require individual or the rental group to exit the facility, and/or refuse future rentals for any of the following:
 - a. Failure to adhere to any of the written policies;
 - b. Failure to make rental payment when due;
 - c. Failure to provide any additional documentation as needed;
 - d. Rental patrons not conducting an event in an orderly manner;
 - e. Damage to the Activity Center; or
 - f. If the City determines that a group's event is detrimental to the well-being of the Center staff or patrons.
2. The City reserves the right to cancel or postpone an event at any time due to unforeseen circumstances.

M. CHAPERONES / SECURITY

Any Teen Event, Large Event or Public Event may be required to provide chaperones or Security Personnel. Chaperones are responsible for making sure that once attendees arrive at the event, they may not leave the event and then re-enter. Security should be officers with local jurisdiction or licensed and bonded guards. They must be individuals trained to protect the property, enforce rules, and deter criminal activity.

N. MUSIC

1. Music by disc jockeys is permitted but must be included on the Facility Use Application as part of the event description. Live bands are prohibited unless rental patron obtains prior written approval from the facility manager.
2. Volume of music must be kept at a level that will not interfere with other patrons of the Center and must be not include lude, offensive, or explicit language, and must be overall family friendly. Rental patron must adhere to any instructions by City staff to lower the volume.

O. SIGNAGE

The Center will provide a sign identifying rental patrons for each room in the facility. Additional signage may be displayed by rental patrons providing that such signage does not interfere with other uses at the Center. (Signage outside the center including the parking area is permitted in accordance with City regulations and permit requirements). All signage must be removed at the conclusion of the event.

P. TEEN EVENTS

1. All Teen Events require
 - a. A guest list to be provided to the City, and
 - b. A ratio of 1 chaperone to 10 teenage participants.
2. Teen Events with over 200 guests will be required to provide Security Personnel.

Q. LARGE EVENTS AND PUBLIC EVENTS

1. The sale of food and beverages is permitted in the Activity Center for Large Events and Public Events.
2. Applicants for Large Events and Public Events will be required to agree to additional requirements necessary to reserve the facility, including the following:
 - a. Submit specific details outlining the full scope of the event in writing with the Facility Use Application.
 - b. Provide documentation showing proof of organization address.
 - c. Obtain a general comprehensive insurance policy for the event and submit a Certificate of Insurance (COI) one month prior to the event. The City of Gaithersburg must be named on the COI as additionally insured. The general liability amount must be \$1,000,000 at minimum.
 - d. No financial gains permitted with any reservation of the Bohrer Park Activity Center or surrounding grounds other than food and beverage sales. A vendor list must be provided for all food trucks and caterers and submit valid Montgomery County Health Department Food Service Permits, proof of insurance and Maryland State ID numbers for each. Additional fees apply (See page 10).
 - e. Rental payments will be due 60 days prior to the event. Rental payments and security deposits are forfeited if the event is cancelled less than 60 days prior to the event. Large group fees may be charged to cover additional expenses (i.e. extra staff, supplies, custodial costs, etc.).
 - f. Additional potential requirements:
 - i. Parking attendants and/or alternative parking plans may be required.
 - ii. Security personnel may be required.
 - iii. Other requirements may be necessary and such requirements will be set forth in writing by the City prior to the approval of the Facility Use Application.

R. EQUIPMENT AVAILABILITY

The Center can provide the following equipment to rental patrons on a reservation basis providing the equipment is not being used for another event. All equipment fees are due with rental payment as defined in section (G). Total amount of tables and chair will be dependent on event type and layout.

<u>Quantity</u>	<u>Item</u>	<u>Fee per item</u>
45	48” round tables (seating for 5-6)	no charge (nc)
45	72” rectangular tables (seating for 6)	nc
450	Chairs	nc
2	Podiums	nc
4	Volleyball equipment sets	nc
4	Portable Baskets	nc
	Wi-Fi access	nc
1	Portable PA, suitable for meetings	\$75 / day

	in Activity Rooms and/or meetings in gyms (up to 200 people)*	
4	Easels with pads	\$10 / day
4	Stage platforms (3'x 8', 8" high)	\$50 / day
1	Projector	\$50 / day

S. DECORATIONS AND CARE OF EQUIPMENT

1. No thumbtacks, tape, candles, fog machines or non-fireproof decorations are allowed. This includes live or cut holiday trees. The throwing of rice, birdseed or confetti/glitter is strictly prohibited at the Center or in the park. Special equipment requirements should be approved in writing prior to the rental event. Tampering with the thermostats, light fixtures or any other Center equipment or furnishings is prohibited. If you need floor tape for designated events in the gym, please request this on the facility permit and special tape will be provided. If large quantities are needed, a nominal fee for tape will be charged. No other tape should be used on the gym floor.
2. At the time indicated on your permit, a Center staff person will bring the requested number of tables, chairs and other equipment into the room for rental customers to set up.

T. CANCELATIONS

Cancelation notices must be submitted in writing, and all are subject to a \$25 processing fee. If rental is canceled less than 30 days before the event, security deposit will be forfeited. If rental is canceled less than 14 days prior to event, rental payments are forfeited. See Section O for exceptions associated with Large Events.

U. CHARGES FOR DAMAGES

Rooms will be inspected by Center staff before and after use. The rental patron shall sign and verify the inspection sheet and be responsible for any damages or problems noted on the inspection sheet. The City of Gaithersburg has the authority to withhold part or all the security deposit for damage by the user or failure to adhere to the rental patron responsibilities. If charges exceed the amount of the security deposit, rental patron will be billed, and payment will be due within two weeks.

Activity Center Rental Rates

Effective July 1, 2025

*Resident rates apply to a person, organization, or a business, which is located within the **corporate** limits of the City of Gaithersburg.

Activity Rooms

Rates are per hour, per room

Capacity of Each Room: 1020 Sq Ft. / 75 Chair Seating / 60 Table Seating

Individual / Nonprofit / Resident*	\$55
Individual / Nonprofit / Nonresident	\$80
Business / Commercial / Resident*	\$73
Business / Commercial / Nonresident	\$107

Gymnasiums

Rates are per hour, per gym

Capacity of Each Gym: 7,750 Sq Ft. / 450 Chair Seating / 600 Chairs and Bleachers / 250 Bleachers only / 250 Table Seating

Social Events

Resident*	\$125
Nonresident	\$185

Athletic Events

Individual / Nonprofit / Resident*	\$68
Individual / Nonprofit / Nonresident	\$100
Business / Commercial / Resident*	\$100
Business / Commercial / Nonresident	\$145

Additional Rates

Catering Vendor Fee (per caterer)	\$25
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