



Town of Sykesville

7547 Main Street, Sykesville, MD 21784
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townofsykesville.org

Cooper Park Pavilion Rental Application

Name of renter/organization: _____

Telephone number: _____ Email Address: _____

Address: _____

Date Requested: _____ Number of People: _____ (No more than 50)

Time of Rental: _____

The parks are open from dawn to dusk. Rentals cannot occur outside of those times.

For Non-Emergency, call 410-386-3001 and ask for a Sykesville Police Officer to be dispatched to the park

Pavilion Requested: _____

Pavilion #1 – Near bathrooms and parking
Pavilion #2 – Up the hill near playground

Per Pavilion Rental Fee
\$150

Signature

Date

By signing this form, you agree to abide by the rules detailed on page 2. Failure to follow those rules may result in the rental being cancelled and you not being able to rent a pavilion again.

This is an application only. **Some applications may require the submission of a Special Events Permit Application as well. Staff will review and advise you. Special Events will not be approved between Memorial Day and Labor Day.**

Permit Confirmed: _____

Date: _____

Amount Received: _____

Town Representative: _____

Park Pavilion Rental Rules

The pavilions in Millard Cooper Park and South Branch Park are available to rent on a first come first served basis. A completed rental application and payment are due in order to secure a pavilion rental. Rentals may be made up to 6 months in advance.

Rentals and Holds

A person may call to inquire about a date for a rental and may place their name on the calendar as pending to hold the rental until payment is submitted. Payment must be submitted within 14 days of a hold. At the expiration of 14 days, if payment has not been received by the Town, the hold will be removed, and the date will be reopened to the public.

Rentals are for a full day, from dawn until dusk. **Rental applications will not be approved for outside of the park open hours.**

For rentals over 50 people, a Special Events Permit is required. Special Events will not be approved in Millard Cooper Park between Memorial Day and Labor Day.

The pavilion is the only part of the park that is available for rent. The playgrounds, skatepark in South Branch Park, and the splash pad in Millard Cooper Park are not available for rent. They remain open to the public regardless of a pavilion rental.

Refunds

Refunds will be given as long as the renter alerts the Town to their cancellation at least 24 hours in advance of the rental. For rentals on Sunday, the Town must be made aware by 4 PM on the Friday before the rental. Refund checks will be mailed to the address on the rental application.

Rules

The following is prohibited in all Town Parks and Pavilions:

- Willfully marking, defacing, disfiguring, tampering, or removal of any structure, equipment, facilities, park property, or other
- Damaging, cutting, carving, transplanting, or removal of any trees or plants
- Digging holes or removing trees, shrubs, or plants
- Erecting any temporary or permanent structure, including tents, pop-ups, and bounce houses, without prior written permission from the Town
- Fires are prohibited except in the provided charcoal grills
- **Alcohol of any kind is prohibited**

All trash must be cleaned up by the renter before the end of the rental. Trashcans and dumpsters are available in the parks for use. If the grills were used, the coals must be taken with you and disposed of properly.

The Town reserves the right to cancel any pavilion rental at any time if these rules are not followed. Failure to follow the rules may also result in a ban from renting a Park Pavilion in the future.