

## **TRAIL USAGE POLICIES & APPLICATION**

### **PURPOSE**

The Cross Island Trail / Kent Island South trail are popular sites for walk-a-thons and other fund raising activities. A wide variety of groups and organizations use the trails for special events or to raise money for various causes. This policy has been developed to standardize the application process for reserving for special events or fund raising activities. This policy will assist the Director in determining the appropriateness of the event and make a decision to allow or deny the activity. The Trails will remain open to the public in the event of permitted activities. Information is also provided to the sponsor about conducting such events in the park. Notwithstanding the provisions of this policy, the Department of Parks & Recreation reserves the right to deny any application for any reason it deems in the best interest of Queen Anne's County.

### **SCOPE**

These guidelines cover any special event, fundraiser or otherwise conducted on the Cross Island Trail / Kent Island South Trail for any organization other than Queen Anne's County, its departments or their support organizations.

### **DEFINITIONS**

Charitable Organization – the organization that will benefit from the funds raised as a result of the event.

Director – the Director of the Queen Anne's County Department of Parks & Recreation.

Sponsor – the organization or individuals conducting the event. The sponsor may or may not be the same as the Charitable Organization.

### **POLICY STATEMENT**

The Cross Island Trail / Kent Island South Trail are facilities of Queen Anne's County Department of Parks & Recreation. All applicable laws, regulations and policies dealing with a County Park, fund raising activities, political events and group activities apply.

Public access to the trails will not be limited due to any special event. During every approved event the sponsors must ensure that the public has free, unobstructed use of the trails. Any event that interferes with the public's right to the enjoyment of their trails may be denied or terminated without notice.

All Parks & Recreation property and activities are open to use by all members of the public regardless of race, sex, national origin, color or creed. The Director reserves the right to approve or deny requests for permit and may subject the same to reasonable restrictions as to time, place and manner.

Any event, which is primarily for the purpose of personal financial or corporate gain, or commercial promotion, will be denied or terminated without notice. In the event that the sponsor wishes to involve vendors as part of a charitable event, a special vendor permit and fee may be required. Fundraising activities for charitable events will be considered by special approval from the Director.

## CONDITIONS

1. The Sponsor is responsible for all publicity, operational details, collection and security of funds and participant support and safety during the event. The Sponsor is responsible for managing the event while it is in progress.
2. The Sponsor is responsible for the conduct of all event participants. The Sponsor will make park rules and regulations and safety information available to all participants.
3. The Sponsor is responsible for the set up and take down of all equipment. All equipment to be set up in the park must be approved by the Director in advance of its use. All equipment must be set up and removed on the day of the event. The park is not responsible for providing or insuring any private or rental equipment that is used during the event.
4. The Sponsor is responsible for setting out trail markers for the participants. Sponsors **MAY NOT** cut, penetrate or mark the trail surface in any way with trail markers. This includes the use of paint, nails or spikes, stakes or other items that can deface or break the asphalt surface. Trail markers will not be attached to any tree, fence, sign or guardrail.
5. The Sponsor will secure permission from adjacent landowners when they plan to use private property to support an event. This includes, but is not limited to, the use of store restrooms and parking areas that border the trail. Sponsors must submit written permission from the landowner with the application before an event will be approved by the Director.
6. The Sponsor will have adequate staff to conduct the event. This includes crossing guards, security personnel, parking attendants and administrative help. In the event an activity presents a potential safety concern, sponsor is responsible for coordinating in writing with proper authorities i.e. Sheriffs' Department, State Police, Health Department, etc.
7. Queen Anne's County Code –
  - a. A person may not hold a meeting in a park if the meeting will deprive the public of the reasonable use and enjoyment of the park or interfere with the public's right of free passage in the park.
  - b. A person may not hold an organized gathering of 20 or more individuals in a park without written permission from the Director.
8. The Director will note in writing any special detail to be considered and resolved before the event. These may include, but are not limited to equipment set up, parking, participating support, participant safety, use of private property, trail markers and time and duration of the event.
9. If this event is approved, the Director reserves the right to alter, shorten or cancel this event at any time in order to protect the interests of the park, park patrons and/or Queen Anne's County.
10. The user will be responsible for any damages incurred while using the trail. If damage does occur, security deposit will not be refunded. The Department will assess applicant for any additional cost of damages and repairs.
11. The sale of alcoholic beverage is strictly prohibited without a permit and attendant liquor license. To obtain a liquor license, please call the Liquor Board – 410-758-3133.



## **RESERVATION PROCEDURES**

- Reservations may be made by calling the office at 410-758-0835. Completed reservation form and payment must be returned within fourteen (14) days of phone-in reservation. A usage permit will be sent to you upon receipt of payment and reservation form. Return application and payment to:  
QAC Parks & Recreation Department  
1945 4-H Park Road  
Centreville, MD 21617  
Attn: Trail Rental
- Cross Island Trail / Kent Island South Trail is reserved on a first-come, first-serve basis.
- Reservations will not be accepted more than one (1) year in advance.
- There will be a \$25 charge for returned checks.
- Reservation requests for the use of the Cross Island Trail / Kent Island South Trail areas for events within the scope of these guidelines must be made in writing at least sixty (60) days in advance.
- Upon receiving payment, a notice of event will be posted along the trail advising the public of your activity.

## **USAGE FEES:**

- **Daily Rate:**  
Resident- \$300/per day  
Non-Resident-\$400/per day
- **Security Deposit:** A \$100 security deposit is required at time of application. Security deposit will be refunded within twenty-one (21) days of the event, unless the Trail is not returned to its original condition. In the event of damage to the Trail, the Department shall determine the monetary cost to cover reparations. These costs will be assessed to user.

**CANCELLATION:** If the Department cancels an event due to unforeseen circumstances, all monies will be refunded. If an event is cancelled by the user, a two-week cancellation notice is required to receive a full refund.

Any claim for damages arising from cancellation by the Department should be limited to the amount of any deposit or other fees actually paid to the County for use of the park.

**LIABILITY WAIVER:** Any individual or group utilizing the above mentioned facilities is subject to all rules and regulations covering the use of QAC Parks & Recreation facilities, and is subject to all provisions thereof. (copy enclosed)

We recognize the risks of illness and injury inherent in any exercise/physical fitness or education program and are utilizing the Parks & Recreation facility upon the express agreement and understanding that we are hereby waiving and releasing the Parks & Recreation Department, its officers, directors, employees and agents from any and all claims, costs, liabilities, expense or judgment, including attorney's fees and court costs (herein, collectively "Claims") arising out of our participating in the aforesaid course/activity or any illness, injury or death resulting there from and hereby agree to indemnify and hold harmless the Parks & Recreation Department from and against all such Claims except Claims proximately caused by the gross negligence or willful misconduct of the Parks & Recreation Department. Participants also may be photographed for publicity purposes.



# TRAIL USAGE REQUEST

Requested Event Date \_\_\_\_\_ Raindate (if any) \_\_\_\_\_

Start Time \_\_\_\_\_ Finish Time \_\_\_\_\_

Name of Event \_\_\_\_\_

Type of Event \_\_\_\_\_

Open to the Public \_\_\_\_\_ Fundraiser \_\_\_\_\_ Program Fee or Entrance Fee Charged \_\_\_\_\_

If a Charity Fundraiser, name of the Charity benefiting \_\_\_\_\_

Location of Event (including route to be traveled) \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

Phone Number (home) \_\_\_\_\_ (work) \_\_\_\_\_

Mailing Address \_\_\_\_\_

## **RENTAL FEES:**

- **RATES:**

\_\_\_\_\_ Resident- **\$300**/per day  
\_\_\_\_\_ Non-Resident- **\$400**/per day

## **SECURITY DEPOSIT:**

\_\_\_\_\_ **\$100** Per Day (REQUIRED)

Full payment must accompany this application form and be returned within fourteen (14) days of the phone reservation. Please make checks payable to:

QAC Parks & Recreation Department  
1945 4-H Park Road  
Centreville, MD 21617  
Attn: Trail Rental

Will Alcoholic Beverages Be Present \_\_\_\_\_ Yes \_\_\_\_\_ No

Access Points for Event and Parking Arrangements (show approval from appropriate sources, including parade permits, etc.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



Plan for Handling Trail Etiquette Education of Participants (required – see attached list) \_\_\_\_\_

Will there be any marking of the Trail or Trail property? Is so, how \_\_\_\_\_

Restrooms to be used (notify us if you request placement of port-a-pots on or adjacent to park property) \_\_\_\_\_

Arrangements for Participant Support (refreshments, rest-stops, etc.) \_\_\_\_\_

Equipment to be used (including vehicles, mile markers, tables, safety cones, signs, etc.) \_\_\_\_\_

Arrangements for Clean Up and Final Check of the Park Trail and Grounds \_\_\_\_\_

Traffic Control Arrangements (if needed) \_\_\_\_\_

Registration Procedures and Logistical Set-up \_\_\_\_\_

Notes/Requests/Special Details \_\_\_\_\_

**LIABILITY WAIVER**

The applicant, for himself, all members and guests, hereby agree to personally hold Queen Anne’s County, Maryland harmless from any and all bodily injuries (including death) arising out of or connected with the lawful use of County Park facilities. The applicant further agrees to personally indemnify Queen Anne’s County, Maryland for any or all claims or judgments against Queen Anne’s County or it’s employees as a result of bodily injuries (including death) sustained by any member of this group while using the park. Furthermore, the applicant accepts the responsibility for any damage and cost for repairs of those damages.

\_\_\_\_\_  
Signature Date  
(APPLICATION MUST BE SIGNED IN ORDER TO BE PROCESSED)

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**OFFICE USE ONLY:**

Date Received: \_\_\_\_\_

Check #: \_\_\_\_\_

Fee: \_\_\_\_\_

Approved by: \_\_\_\_\_

Check #: \_\_\_\_\_

Security Deposit: \_\_\_\_\_

Date: \_\_\_\_\_



## TRAIL ETIQUETTE & SAFETY GUIDELINES

1. Cyclists yield to all other trail users.
2. Cyclists should always yield, pass with care and keep your speed to a slow, safe pace. Wear a helmet at all times.
3. Keep t the right-hand side of the trail (never more than two abreast) so that others may pass.
4. Pass only on the left of other trail-users, and when passing-signal your intention by first calling out “passing on your left”.
5. When stopped, move off the paved trail surface.
6. Never pass on blind curves.
7. When biking or roller-blading it is best to look behind you before you stop or turn to avoid collisions with others behind you.
8. Obey all traffic signs and posted speed limits (15 mph on the trail).
9. Please respect the right and privacy of adjacent property owners.

