

ANNE ARUNDEL COUNTY TRAILS

SPECIAL EVENT AND CHARITABLE FUND-RAISING GUIDELINES

Purpose: To standardize the application process for using the Anne Arundel County Trails for events and charitable fund-raising activity. This policy will help the Park Superintendent determine the appropriateness of the event and make a decision to allow or deny the activity.

Scope: These guidelines cover all programs or special events conducted on any Anne Arundel County Trail's property; with the exception of Anne Arundel County, its departments, or support organizations.

Definitions

Charitable Organization: the non-profit organization benefitting from the funds raised by the Event.

Director: the Director of Anne Arundel County Department of Recreation and Parks, or designee.

Superintendent: the Superintendent of the Anne Arundel County Trails, or designee.

SERP: Special Event Recycling Program.

SEO: the Special Event organizers or individual's conducting the event. The SEO may or may not be the same as the charitable organization.

Policy Statement: Anne Arundel County Trails are a unit of Anne Arundel County Department of Recreation and Parks. All applicable laws, regulations, and policies dealing with county parks, fund-raising activities, political events and group activities apply.

Public access to the park will not be limited by any special event. During every approved event the SEO will ensure that the public has free, unobstructed use of the park and its grounds. Any event that interferes with the public's right to the enjoyment of their park will be denied or terminated without notice.

Any event that is political in nature, or involves a demonstration of a political, religious, or ethnic issue will be denied or terminated without notice.

Any event that provides personal or corporate gain or commercial promotion will be denied or terminated without notice.

Conditions

1. Anne Arundel County Code - Article 19, 2-109 states:

- “ (a) A person may not hold a meeting in the park if the meeting will deprive the public of reasonable use and enjoyment of the park or interfere with the public's right of free passage to 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.”

2. Anne Arundel County requires a parade permit for an event that takes place on or crosses a street. The SEO is responsible for obtaining a Parade Permit from the Department of Inspections and Permits. They may be reached at 410-222-7788.

3. Special events held on publicly owned property such as a county park, provide food or drink and are expected to have 200 or more participants must provide for recycling at the event. Please see attached State Code, Article 9-1712.
4. Only registered non-profit organizations may organize a Special Event at the regional parks, trails or special facilities. The SEO must provide proof of status as a charitable organization by attaching a copy of their **501C3** (nonprofit organization) or **501C4** (not for profit organization) to the event application.
5. Applications must be received at least 60 days prior to the planned date. Organizations may not advertise that the event will be held at a park until final County approval is received. Applications received within 60 days of the event may be returned.
6. The SEO is responsible for all publicity, operational details, collection and security of funds, participant support, and safety during the event and is responsible for managing the event while it is in progress.
7. The SEO is responsible for the conduct of all event participants. The SEO will make park rules, regulations, and safety information available to all participants. A copy of the park's code of ethics/rules and regulations are attached to this document.
8. The SEO is responsible for the set-up and teardown of all equipment. All equipment to be set-up in the park must be approved by the Superintendent. All equipment must be set-up/removed on the day of the event. The park is not responsible for providing or insuring any private or rental equipment used during the event.
9. Costs associated with damage done to Park property by event participants will be billed to the organization holding the event including the cost of cleaning up trash and signs
10. Trail-markers and other approved fixtures must meet park safety standards. SEO may not cut, penetrate or mark the trail surface in any way with trail markers. This includes the use of paint, nails, spikes, stakes, or other items that may deface or break the asphalt surface. Trail markers will not be attached to any tree, sign, or other park feature. For safety purposes, the SEO may not dig or make holes on park grounds without prior approval. All approved signs and equipment must be off the trail surface and if appropriate, must be well marked and visible so as not to pose a tripping hazard.
11. Participants using the trail for cycling events must adhere to the posted speed limit of 15 mph. Timed cycling events are strictly prohibited. Any cycling activity cannot be timed or a race of any kind. If you wish to have a cycling event or part of your event it must strictly be a "fun ride". Event must also adhere to all Anne Arundel County Department of Recreation and Parks Rules and Regulations.
12. The SEO will secure permission from adjacent landowners when they plan to use private property to support the event. This includes, but is not limited to, the use of restrooms and parking areas that border park property. SEO must submit written permission from the landowner with the application before the superintendent will approve the event.
13. The SEO will have adequate staff to conduct the event. This includes crossing guards, security personnel, parking attendants, and administrative help.
14. Special events with anticipated gross revenue in excess of \$25,000 require an agreement with DRP.

15. Organizations must:

- a. Show proof of Liability insurance naming Anne Arundel County, 1 Harry S Truman Pkwy, Annapolis, MD 21401 as the certificate holder. Please attach a copy to the application.
- b. Show Health Department approval if food concessions.
- c. Provide a Proposed Budget, if collecting fees.
- d. Describe how the proceeds will be distributed if a net profit is expected.
- e. Disclose what fees are being charged per participant.
- f. Acknowledge and comply with SERP requirements.

16. Special Event groups larger than 500 participants are beyond normal park operations and require a meeting with the Park Superintendent and Division Chief.

Procedure:

- Event dates are assigned on a first-come first-served basis as applications are approved. Event dates may not be requested more than 1 year in advance.
- SEO must call the Park office and speak to the Event Coordinator to check on the availability of the desired date for an event.
- A Special Event application will be sent by U.S. mail or email. The application should be filled out and mailed back to:

**Events Coordinator
Anne Arundel County Trails
51 W. Earleigh Heights Rd.
Severna Park MD, 21146**

- The Special Event Fee **MUST BE SUBMITTED IN ADVANCE** along with the completed application. See the FEE SCHEDULE below to determine your event's fee. (Please make Checks or Money Orders payable to: Anne Arundel County).

FEE SCHEDULE

Number of Participants	Special Event Fee Non-refundable in advance	Participant Fee \$2/person due within 5 days after event
<100	\$50	~200
101 – 200	\$50	~400
201 – 300	\$100	~600
301 – 500	\$150	~1000
501 – 1000	\$250	~2000
1001 – 2000	\$300	~4000
2001 – 3000	\$350	~6000
3001 – 4000	\$400	~8000
4001 – 5000	\$450	~10,000
>5000	\$500	~10,000+

*Please contact the **Event Coordinator** Saturday-Wednesday 8 am – 4 pm with questions regarding fees.*

The Superintendent will note in writing any special details to be considered and resolved before the event. Details may include, but are not limited to equipment usage and set-up, parking, participant safety, use of private property, trail markers, and time and duration of the event.

Once the application is approved, a signed copy will be mailed back to the SEO.

If this event is approved, the Superintendent, the Department of Recreation and Parks, and Anne Arundel County reserve 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 Anne Arundel County. This is in compliance with Anne Arundel County Code Article 19, 1-102.

- **Please print the entire form and keep pages 1 – 7; they are for your information.**
- **Fill out pages 8-13 and return to this office, along with application fee.**
- **Within 5 days after your event, complete page 14 and return to this office, along with participation fee.**

ANNE ARUNDEL COUNTY TRAILS
TRAIL ETIQUETTE & SAFETY GUIDELINES

- 1) Cyclists yield to all other trail users and pedestrians yield to equestrians, equestrians yield to no one.
- 2) Cyclists should always yield, pass with care and keep your speed to a slow, safe pace. Children under 16 are required by law to wear a bike helmet. We recommend all cyclists wear a bike helmet.
- 3) Keep to 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 control signs and posted speed limits (15 mph on the trail).
- 9) Please respect the right and privacy of adjacent property owners.
- 10) To report a fire, crime, or accident requiring medical attention, call 911.



PARK REGULATIONS/COUNTY CODES

- 1) Pets must be on a Leash and Under Control at all Times. County Code Requires Pet owners to clean up after their pet and dispose of the waste properly.
- 2) Sound Amplification and Generators are prohibited.
- 3) Remote Control Cars/Planes/Drones (UAV's), Launching Model Rockets, Fireworks and Firearms are prohibited.
- 4) Alcohol is prohibited.
- 5) Parking is allowed only in Designated Parking Spaces.
- 6) Park Hours are Sunrise to Sunset. Parking Lot Closing Times are posted.
- 7) Destruction of Park Property including Natural Resources is prohibited.

Special Events Recycling Program

Background

In 2014 the Maryland General Assembly passed Senate Bill 781, Environmental – *Recycling Special Events*. The law requires organizers of special events meeting certain criteria to provide a recycling receptacle adjacent to each trash receptacle, ensure recycling receptacles are clearly distinguished from trash receptacles, and ensure that recyclable materials are collected for recycling. Special event organizers must conduct recycling in accordance with the County’s Solid Waste Management Plan (SWAMP). The law also requires each county to update its plan by October, 2015 to address the collection and recycling of recyclable materials from special events.

Special Events Subject to the Recycling Program

The Environment Article, 9-1712, of the State Code, requires Special Event Organizers (SEO) to provide for recycling at events that meet the following criteria:

1. Include temporary or periodic use of a public street, publicly owned site of facility, or public park;
2. Serve food or drink; and
3. Are expected to have 200 or more persons in attendance.

Projected attendance may be estimated based on passed attendance, number registered to attend, the venues seating capacity, or other similar methods.

The County has identified public sites within the County that host or may host Special Events meeting the above criteria. In addition to the sites listed individually in the charts contained in Exhibit 1 to this Special Events Recycling Program (SERP), Special Events taking place on any other Municipal, State, or Federally owned property are also included in the SERP.

Material and Obligations

SOE’s are responsible for;

1. Providing and placing recycling receptacles adjacent to each trash receptacle at the event;
2. Ensuring that recycling receptacles are clearly distinguished from trash receptacles by color or signage;
3. Provide any other labor and equipment necessary to carry out recycling at the event;
4. Ensure that materials placed in recycling receptacles are collected and transported for recycling; and
5. Paying any cost associated with recycling at the special event.

SEO’s may fulfill the requirement to ensure materials are collected and transported for recycling through one or more of the following methods;

1. Transporting collected materials to one of the County’s recycling drop-off sites;
2. Contracting with a recycling hauler to collect the materials and transport them to a recycling processor; or
3. Receiving prior agreement from the site owner to use exiting recycling collection system available at the site.

The SERP must include collection of at least plastic containers, metal containers, glass containers and paper. The SEO may assess the availability of food scrapes recycling services for the event though as of October 2014, there are no commercial scale food scrape composting facilities within Anne Arundel County or the Baltimore Metropolitan area. If such services become available, the SEO may provide for food scraps recycling, including provision of separate containers for organic and non-organic recyclables.

Recycling at a State-owned site must follow the State agency's recycling plan, if available. Recycling at a federally-owned site must follow any applicable federal recycling plan. If no State or federal recycling program is available for the site, the SEO may develop a recycling program in accordance with the SERP. Recycling at municipally-owned must follow any applicable regulations established by the municipality.

SPECIAL EVENTS APPLICATION

Events Coordinator
Anne Arundel County Trails
51 W. EARLEIGH HEIGHTS RD.
SEVERNA PARK, MD 21146
410-222-6244

This form must be completed and returned to the Events Coordinator at the above address with Special Event fee.
Event dates assigned on a first-come first-served basis as applications are approved.
Dates may not be requested more than 1-year advance.
Incomplete applications will be returned.

Requested Event Date:

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

Event Times:

Start: _____

Finish: _____

Name of contact person: _____

Phone Number (Day) _____ **(Mobile)** _____

E-mail Address: _____

Mailing Address: _____

Name of Event: _____

Type of Event: _____ **Number of Participants (Expected):** _____

Fundraiser: No or Yes If yes, name of organization benefiting: _____

What Trail or Park will be used(check all that apply)? **B&A Trail**, **BWI Trail**, **WB&A Trail**,
 Broadneck Trail, **Other County Trail Park**

Anne Arundel County requires a parade permit for an event that takes place on or crosses a street. The SEO is responsible for obtaining a Parade Permit from the Department of Inspections and Permits. They may be reached at 410-222-7788.

Have you applied for a Parade Permit? Yes **Date Applied:** _____

No & **Not required per:** _____

Name of Person on-site and in charge the day of the Event: _____

On-site Person's mobile phone number: _____

Enter Trail at:

Route: _____

Exit Trail at: _____

Plan for Handling Trail Etiquette Education of Participants (required see page 4). _____

Will there be any marking of the Trail or Trail property and if so how? _____

Restrooms and Port-a-Pots: Restrooms provided at the Earleigh Heights Ranger Station and Jonas Green Park. Placement of port-a-pots along the trail for your event is permitted. They must not be placed on the paved trail surface, must be a minimum of 1ft away from the trail and the door does not open onto the trail. If using port-a-pots please indicate the locations below:

Location of rest-stops and tables: _____

Equipment to be used(vehicles, mile markers, tables, safety cones, signs, etc.): _____

Arrangements to provide recycling and trash clean up: _____

Traffic Control Arrangements (if needed): _____

Registration Procedures and Logistical Set-up: _____

Notes/Requests/Special Details: _____

I have read and understand the SERP requirements as out lined in The Environmental Article 9-1712 of the State Code provided on pages 6 and 7 of this application.

Signature: _____ Date_____

I have read the Special Events and Charitable Fund-Raising Activities Guidelines on pages 1 thru 4 (enclosed) and agree with same.

Signature: _____ Date_____

I as the SEO; have read and understand both the Trail Etiquette and Safety Guidelines and the Park Regulations/County Codes pertaining to my event as listed and will ensure that this event and its participants will conform to them.

Signature: _____ Date_____

FEE PAYMENT COUPON

See fee schedule

Special Event Fee

\$ _____

**PLEASE MAKE CHECK PAYABLE TO ANNE ARUNDEL COUNTY
AND RETURN WITH EVENT APPLICATION TO:**

**EVENTS COORDINATOR
ANNE ARUNDEL COUNTY TRAILS
51 W. EARLEIGH HEIGHTS RD.
SEVERNA PARK, MD 2114
410-222-2644**

Name of Event: _____

Comments _____

POST EVENT INVOICE

Please fill out and return to:

**EVENTS COORDINATOR
ANNE ARUNDEL COUNTY TRAILS
51 W. EARLEIGH HEIGHTS RD.
SEVERNA PARK, MD 21146
410-222-6244**

Within 5 business days after your event

Actual # of Participants: _____ x \$2.00 = \$ _____

Cost of Damage to Park property if any \$ _____

Balance Due \$ _____

Name of Event: _____ Date of Event: _____

Comments: _____
