Catoctin Creek Nature Center
Building Rental Application
Applicant must be at least 21 years of age to rent the building.

Name of Group:_____   Today's Date:_____

Name of Applicant:_____   # People Expected:_____

Street Address:_____ City:_____ State:_____ Zip:_____

Home Phone Number:_____ E-Mail Address:_____

Date of rental:_____ Alternative Date:_____ Start time:_____ End Time:_____

Rentals must fall outside normal operating hours, expect by special request

Any rental requests within normal operating hours must be made 30 days in advance

Please select all that apply:

Non Profit:

☐ $35 (R)/$52 (NR) per room per hour*; Program
  Room 1 or 2

Private:

☐ $55(R)/$85(NR) per room per hour*; Program
  Room 1 or 2

Non Profit: (Patio Space)

☐ $80(R)/$120(NR) for entire rental (Patio Space);
  Rental of Indoor space is required for all patio
  reservations.

Private: (Patio Space)

☐ $100(R)/$150 (NR) for entire rental time (Patio Space);
  Rental of indoor is required for all patio reservations.

*All rentals must pay for a minimum of 2 hours per reservation. Any portion of an additional hour will automatically incur another 1 hour charge.

Capacity of Catoctin Creek Nature Center

Nature Center   340

Program Room #1   93

Program Room #2   68

Definitions and or General Description of Rates:
Non Profit: Proof of 501c3 status is required to qualify for this rate.

Private: Wedding's or Individual Event rate. Use of rental space for financial gain is prohibited.

All fees including a $400 security deposit must be submitted with this application.

☐ Check here if you would like access to the Kitchen

Processing fees (See Rules and procedures for details): Refunds: $4.00, Transfers: $10.00, Returned Checks: $25.00

Applicant Signature:_____ Date:_____

A signed and dated Catoctin Creek Nature Center agreement must also be submitted with this application.

OFFICE USE ONLY:

Date received:_____ Rules Sheet Signed:_____ ID received:_____

Method of payment: Amount Paid: $_____   Key Number:_____

☐ Cash

☐ Check #_____ (Checks made payable to "*Frederick County Treasurer*")

☐ Credit Card (Card Type: ☐ Visa ☐ Master Card ☐ Discover)

Credit Card #:   •   •   •   Expiration Date:

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