

**SPONSOR RESPONSIBILITY LIST FOR PICNIC AREAS**  
**For use of this form, see FGGM 215-1; the proponent agency is DFMWR**  
**(Community Recreation Division)**

1. As the sponsor, I understand that I must:
  - Meet the caretaker for check in at the main office, at 2300 Wilson Street and checkout at the picnic area. Times are listed on the receipt. I have the choice of being present for the checkout inspection.
  - Provide a credit card number that will be on HOLD in case there are damages to the area.
  - Check in and Checkout times can **ONLY** be changed two (2) weeks prior to the event.
  - An alternate eligible patron must be named before the event, if the sponsor cannot arrive in time for check in or check out.
  - Be continuously present and responsible for the proper conduct of the group.
  - Dispose of all trash and debris within the reserved area upon completion of the function. No cigarette butts or foreign debris on the ground.
  - Place all trash in one of the dumpsters located throughout the park.
  - Remove excess ashes from the grills and place in designated ash collection cans. Leaving ashes and/or coals on the ground presents a safety hazard. Improper disposal will result in forfeiting the cleaning deposit.
  - Remove and dispose of all decorations and foreign materials before leaving the picnic area, to include tape on picnic tables.
2. Absolutely **NO** parking on grass or the seeded areas. Approval for any excepted vehicle (i.e catering trucks) must be obtained from Outdoor Recreation in advance of the event.
3. Use of audio equipment is authorized, but patrons must use discretion when establishing volume levels, particularly during duty or late evening hours. Failure to maintain a reasonable volume level may result in termination of the function. DJs may play outside on weekdays, Monday- Friday from 1100-1600 only. DJs may not play outside on weekends or federal holidays.
4. No glass or Styrofoam containers are permitted.
5. The consumption of alcoholic beverages is permitted in the picnic areas by persons 21 or older.
6. Reservations are not to be made on behalf of a non- Fort George G Meade (FGGM) group in an attempt to avoid paying the appropriate fee.
7. *All guest lists are due 2 weeks before the event. Lists sent less than 2 weeks will not be accepted.*
8. Failure to abide by the above rules may result in loss of privilege to use any Burba Park facility and loss of the deposit.
9. By signing below, I acknowledge I have read and have understood and will abide by the above rules.

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SPONSOR SIGNATURE

DFMWR Form 18A (July 2012)

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DATE