PROCEDURE TITLE: Storage and Placement of Equipment, Tools, Materials, and Supplies		
Procedure Number:	**Review Cycle: One year**	**Effective Date: 1/2/2025**
Reviewer: Chief of Parks	**Approval Authority: Director**	

SCOPE:

This procedure applies to anyone seeking to store or place equipment, tools, materials, or supplies at Recreation and Parks Sites.

PROCEDURE:

The Department of Recreation and Parks recognizes that there are instances where equipment, tools, materials, vehicles, machinery and supplies belonging to external organizations or individuals will be stored at Recreation and Parks Sites. Such items may be property of Recreation or Nature Councils, other volunteer or partner organizations, or private individuals.

These non-County owned items include athletic equipment, motorized and electric power tools, utility and other vehicles, tractors, IT equipment, machinery and other items. Site Supervisors must approve the storage of these items and the Equipment, Tools, Materials, and Supplies Storage and Placement Waiver (the "Storage Waiver") must be completed for each item or category of items. An inventory of these items must be maintained by those storing or placing the items by completing the BCRP Equipment, Tools, Materials, and Supplies Storage and Placement Inventory worksheet made available via Excel.

Equipment, tools, materials, and supplies that are left at Baltimore County Recreation and Parks Sites beyond one year after the end date of the Storage Waiver will be considered abandoned and become property of Baltimore County to be utilized or disposed of at the sole discretion of the Baltimore County Department of Recreation and Parks. Storage agreements and inventories must be renewed and approved on an annual basis.

Baltimore County Department of Recreation and Parks
Equipment, Tools, Materials, and Supplies Storage and Placement Waiver
Storage agreements and inventories must be renewed and approved on an annual basis.

This Waiver is made by _____ [Council/Owner] for the benefit of Baltimore County, Maryland and is dated _____, 20__.

Start Date: _____End Date: _____

An inventory of items associated with this agreement must be maintained by those storing or placing the items by completing the BCRP Equipment, Tools, Materials, and Supplies Storage and Placement Inventory Worksheet (Excel).

One Worksheet is appropriate for each Facility/Site/Park. Multiple locations at that Facility/Site/Park can be indicated on the Worksheet.

Equipment Owner Information:

Contact Name:_____

Organization Name:_____

Phone: _____ Email: _____

Organization Location (Address):_____

Waiver and Acknowledgement Statement: I acknowledge, on behalf of _____ Organization that Baltimore County, Maryland, its appointed or elected officials, employees, agents, volunteers, members, and any other participant, entity, party or person involved in any regard with the storage of equipment or the storage premises and their respective agents, personal representatives, heirs, employees, contractors, successors and assigns (each a site representative and collectively the "site representatives") shall not be responsible or liable in any regard or manner for any and all property damage or bodily injury (including serious physical injury or even death) incurred by the storage of equipment or any party related thereto, as a result of he/she/their equipment storage, except to the extent the damage or injury is caused by the County's gross negligence or intentional misconduct.

I have read, fully understand, and hereby freely sign, approve of, and agree to the terms of this waiver. I hereby expressly and forever unconditionally release, discharge, covenant not to sue, waive my rights and remedies, and agree to hold harmless and indemnify the site representatives from any and all claims, costs, demands, losses, damages, or expenses, and from all acts of active or passive negligence or other fault on the part of the site representatives associated with, in whole or in part, participant's involvement with the equipment storage, except to the extent the damage or injury is caused by the County's gross negligence or intentional misconduct.

I further acknowledge that equipment, tools, materials, and supplies that are left at Baltimore County Recreation and Parks Sites beyond one year after the end date of the BCRP Equipment, Tools, Materials, and Supplies Storage and Placement Agreement will be considered abandoned and become property of Baltimore County to be utilized or disposed of at the sole discretion of the Baltimore County Department of Recreation and Parks.

Signature of Equipment Owner (or Representative) _____

Recreation and Parks Staff Receipt of Equipment

Storage/Placement Beginning Date: _____ Storage/Placement Ending Date: _____

Staff Signature: _____ Date: ___/___/_____

REFERENCES:

Council Inventory Worksheet

REVISIONS:

Policy Created 12/2/24