



Fair Hill NRMA

Reservation Packet

300 Tawes Drive
Elkton, Maryland 21921
Office #: 410-398-1246
Duty Ranger #: 410-218-1698
After Hours Emergency #: 410-260-8888
Email: fairhill.dnr@maryland.gov

REVISED 6.2023



Maryland Park Service
580 Taylor Avenue, E-3
Annapolis, MD 21401
HEADQUARTERS 800-830-3974
dnr.maryland.gov/publiclands
customerservice.dnr@maryland.gov

Welcome to Fair Hill NRMA

Fair Hill is a 5,600-acre Natural Resources Management Area located in Maryland's rural Cecil County. The scenic property - which is easily accessible from Interstate 95 and MD Rt. 273 and Rt. 213 - shares a border with Pennsylvania's Big Elk Creek State Park to the north and is located less than 1-mile west of Delaware. Fair Hill NRMA is a stream valley park known for its rolling fields, hardwood forests, abundant wildlife communities, and expansive trail system that navigates the property's natural beauty. During the early-to-mid 20th century, the property was systematically purchased by William duPont Jr., an avid equestrian rider, who eventually amassed one of the largest private land holdings in the Mid-Atlantic region. The individual vision, passion, and subsequent infrastructure constructed by Mr. duPont laid the foundation for Fair Hill NRMA to develop into a world class park property with the capacity to host numerous and varied special events. Please come and explore Fair Hill, learn about its pre-duPont history, and become a part of the property's rich, layered, and multi-disciplined future.

-Fair Hill NRMA Management



Photo Credit: Ad Crable

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Photo Credit: RunningMadPhoto

General Maryland State Park Policies

1. **Alcohol Consumption:** To maintain and ensure a safe, family-oriented outdoor recreation experience for all park guests, the Maryland Park Service regulates and generally prohibits the consumption of alcohol within State Parks. This policy has been adopted in the interest of all park patrons while still allowing for the consumption of alcoholic beverages through a special permit process. Alcohol Permits may be issued, upon the request of an Event Coordinator, by Park Management for special events operating under the terms of a formal Use Agreement. Alcohol Permits cost a non-refundable \$35.00 and may be revoked for cause by Park Management, their designee, or the Natural Resources Police.

- Additionally, Event Coordinators who plan to sell alcoholic beverages at their special event will be required to obtain a Temporary Liquor License from the [Cecil County Liquor Board](#). For more information call 410-996-5215.

- Similarly, Event Coordinators who plan to prepare, serve, and / or sell food at their special event must contact the [Cecil County Health Department](#) to obtain a Food Service Permit, if necessary. For more information call 410-996-5550.

2. **Trash Free Parks:** All Maryland State Parks are Trash Free, which means that all park visitors, Event Coordinators, and their invitees must make necessary arrangements to remove their personal trash and any waste produced after their visit and / or special event has concluded. However, there are certain locations within the park, such as the Race Barn Equestrian Camping Facility, the Fair Hill Fairgrounds, and the Walls Activity Hall where reasonable dumpster access is provided as part of the reservation process. Please remember to sort all recyclable materials when possible. Large scale events and those staged from one of Fair Hill's *Field and Trail Event Zones* must independently contract for trash and recycling removal as part of their internal event planning process.

- Event planners who reserve the Walls Activity Hall and / or the Fair Hill Fairgrounds are responsible for maintaining clean and functional restroom facilities throughout the event's operation, and must restore them to their pre-event condition.


3. **Motorized Vehicle Use:** The operation of motorized vehicles, including electric bicycles, is permitted in all State Park areas where motorized vehicles are allowed, including interior public-access roads, parking lots, etc. However, motorized vehicles, including electric bicycles, are prohibited on State Park trails and other areas not designated for motorized vehicles, regardless of trail width or trail surface (paved, gravel, natural surface). Upon written request from an Event Coordinator, Park Management may issue Authorized Vehicle Permits for special events operating under the terms of a formal Use Agreement to utilize motorized vehicles along Fair Hill's internal network of gravel trails and natural surface carriage trails to assist with event set-up and clean-up tasks and to facilitate efficient event operation. Authorized Vehicle Permits may be revoked for just cause by Park Management, their designee, or the Natural Resources Police.

4. **Statewide Firewood Policy:** Due to the potential threat of the spotted lantern fly, emerald ash borer, and other invasive insects, the Maryland Department of Natural Resources has prohibited the importation of personal firewood into all department owned and managed properties. Please do not bring firewood with you when visiting a Department of Natural Resources Property Park. [Click here for the complete policy.](#)

- Fair Hill NRMA maintains a well stocked supply of seasoned hardwood, harvested on-site during storm clean-up and hazardous tree removal operations. Firewood is available for sale at the Race Barn Equestrian Camping Facility, can be requested for purchase during the reservation process by groups utilizing the Youth Group Sites, and can be requested for approved uses by Event Coordinators conducting *Field and Trail* based events.

5. **Pets in Parks:** Maryland State Parks welcome you and your pet to enjoy the great outdoors together! Please adhere to the following guidelines in order to ensure a safe and enjoyable experience, and to protect park

resources, wildlife, and other visitors. In order to help keep our parks available to pets, responsible pet ownership is essential.

-  [Maryland Park Service Pet Policy for all State Parks.](#)
- [Click here for the complete policy.](#)

6. **Photography and Filmography in Parks:** Maryland Park Service-managed facilities may be used for commercial photography and filming purposes if such use does not (1) significantly interfere with public use of the requested facility or land or (2) damage the natural, cultural, or historical features of the facility or land. Commercial photographers with a high impact on park resources must obtain a permit or use agreement through the relevant Park Manager, as well as pay any applicable service charges. Maryland Park Service permits / Use Agreements are not required for:

- Private, non-commercial filming or photography conducted on park property; or
- Low-impact commercial photography and filming, which is defined as filming and photography activities in park areas open to the public, involving five people or fewer, and using minimal equipment that can be carried.
- [Click here for the complete policy.](#)

7. **Operation of Drones in Parks:** Unmanned aircraft systems, commonly referred to as unmanned aerial vehicles or drones, operated by persons on lands owned and managed by the Department of Natural Resources must be in compliance with all Federal Aviation Administration (FAA) regulations, as well as all State and Federal laws, including all Use of State Parks regulations. To ensure compliance with those regulations, and that the operation of the drone does not jeopardize public safety or the protection of park resources, all drone operators must contact Park Management prior to flying a drone in a State Park. Drone pilots are responsible for knowing and complying with all FAA regulations.

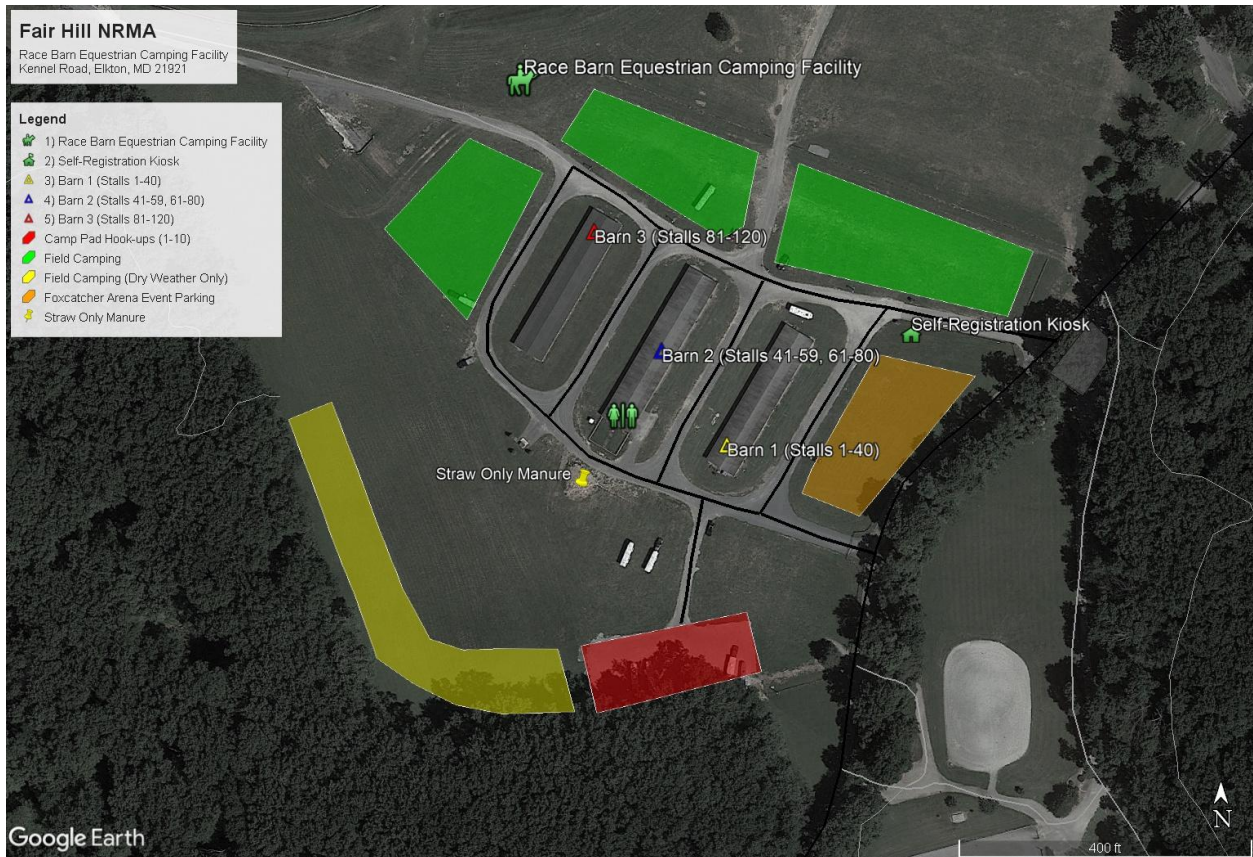


Photo Credit: Amy Dragoo

Race Barn Equestrian Camping Reservations

Located on the perimeter of Fair Hill NRMA's developed zone sits the quintessential Race Barn Equestrian Camping Facility. The facility is comprised of 10 Camp Pads equipped with water and 30-amp electric hook-up pedestals, ample field camping locations for full-service trailers and car campers alike, and 119 box stalls to securely bed your equine companion after a rewarding day at the park. The Race Barn Equestrian Camping Facility can serve as an access point to Fair Hill for a weekend trail ride with friends and family on the park's expansive network of trails, while also functioning as a Headquarters Location for an Equestrian focused special event.

Visit Fair Hill NRMA's [Website](#) to submit your reservation request today!



Equestrian Camping Rules and Regulations

1. Equestrian Camping reservations requests must be made online by completing the [Google Form](#) located on Fair Hill NRMA's [Web Page](#). **PLEASE NOTE** that submitting the online form constitutes a request only and does not guarantee your reservation. Fair Hill NRMA Administrative staff will review and process the request, generate a reservation form, and send an email confirming the reservation. Visa or Mastercard payment, including a \$10 Reservation Fee, will then be processed over the phone. Equestrian campers are required to pay in full at the time the reservation is processed. If you would like to check availability before making a request, please email fairhill.dnr@maryland.gov with your options and we will respond to your inquiry.
2. **By accepting the Reservation Confirmation form, the equestrian camper agrees to comply with all of the Maryland Park Service: Fair Hill NRMA rules and regulations.** It is the equestrian camper's responsibility to read, understand, and comply with the terms and conditions listed within this Reservation Packet.
3. Weekend reservations, which include Friday and / or Saturday nights, made between April 1 and October 31 require a two night minimum stay. Single-night, weekend reservations are acceptable during the "off-season" months of November through March.
4. Changes or cancellations made within 24 hours of the date the reservation was initially confirmed are allowed without an additional fee. Changes or cancellations made beyond the first 24 hours will result in a \$5.00 Change Fee per occurrence up until one week prior to arrival date. Equestrian campers who cancel within a one week window prior to arrival date will be charged 25% of total reservation fees in addition to the non-refundable \$10.00 reservation service charge. **REFUNDS WILL NOT BE PROCESSED FOR SAME DAY CANCELLATIONS, NO-SHOWS, OR EARLY DEPARTURES.**
5. Per Maryland State Regulation, equines stabling at Fair Hill NRMA's Race Barn Equestrian Camping facility or participating in an equestrian event anywhere on Fair Hill NRMA property are required to have evidence of a negative Coggins test, taken sometime within the previous twelve months.
6. Check-in/Check-out time at the Race Barn Equestrian Camping Facility is 3 p.m. Early arriving guests must access the park and trail ride from one of Fair Hill's [five day use parking areas](#). Link to Information Tab on FH Website to show Day Use Lot addresses? If campers wish to set-up before the 3 p.m. Check-in time, they must contact the Fair Hill Duty Ranger (410-218-1698) to ensure their site and stall are clean and available. Early arriving guests will incur an additional day's cost. Guests who are not reasonably packed-up by the 3 p.m. Check-out time may also incur an additional cost.
7. All Equestrian Camping guests must STOP and check-in at the self-registration kiosk located along the entrance road leading into the Race Barn Equestrian Camping Facility. Additionally, all campers must fill out the Stall ID Cards attached to the Registration Box and must affix the completed card to the door of your stall. The Stall ID Cards must be displayed for the entirety of the camping reservation.
8. Horses must be secured in assigned stalls, with only one horse per stall. Portable paddocks and / or corrals are NOT permitted. Please do NOT tie horses to posts or stall doors.
9. Equestrian campers and event participants stabling within the Race Barn Equestrian Camping Facility are required to use STRAW ONLY for bedding. UNDER NO CIRCUMSTANCES SHALL CHIPS, PAPER, OR AN ALTERNATIVE MATERIAL BE USED. All straw bedding and manure must be removed by the occupant and placed in the designated area near the south end of Barn 2. Stalls must also be swept clean by the occupant before departure. For stalls not properly cleaned, campers will be charged a cleaning fee of \$25 per stall.
10. Quiet hours must be respected between 10 p.m. and 7 a.m.

11. The use of quiet generators is permitted within the Race Barn Equestrian Camping Facility. However, generators may not be used during established quiet hours. Fair Hill Park Management may make limited exceptions based on medical necessity.
12. Campfires are **ONLY** permitted in designated fire rings, located at each Equestrian Camp Pad. Raised metal bowls **MUST** be utilized by campers occupying a Field Camping site, which **MUST BE OUTSIDE** the Race Barn perimeter roadway. If using a raised metal bowl, please allow the coals to cool before discarding into the yellow metal drum labeled "Ash". Do not discard coals directly into the dumpster. Due to concerns associated with several invasive insects - including the spotted lanternfly, emerald ash borer, and walnut twig beetle – Fair Hill NRMA does not allow outside sources of firewood to be brought onto the property. All firewood **MUST** be purchased from the rack located at the south end of Barn 2. The cost is \$5 per bundle. Additionally, firewood cannot be removed from the Fair Hill NRMA property.
13. Pets are welcome to visit the Race Barn Equestrian Camping Facility, though they must be leashed and / or secured by their owners at **ALL TIMES**.
14. Vehicles and / or trailers **MAY NOT** be parked on the perimeter roadways OR along the access roadways between the Race Barns, as these roads serve as FIRE LANES and AVENUES FOR EMERGENCY VEHICLES. Parking and camping on the natural surface areas between the Race Barns and inside the access road loop is prohibited as it creates ruts, inhibits grass growth, and inhibits emergency response.
15. Washing of vehicles and trailers at the camping facility is prohibited.
16. The consumption and / or possession of an open container of alcohol at the Race Barn Equestrian Camping Facility is prohibited and is a direct violation of Park Service policy. Similarly, smoking is prohibited in all buildings including stalls, barns, and restrooms.
17. Any wood or blocks used for chocking tires or leveling trailers **MUST** be removed from the camping facility by the site occupant. Discarded objects left within field camping locations may cause significant damage to mowing equipment.
18. Lights, light fixtures, and panel boxes are not to be altered. Additionally, plugging camping units or other electrical devices into outlets within the Race Barn Buildings is not permitted. Electrical outlets at the barns are for horse fans/clippers **ONLY**.
19. All park users are requested to stay on designated trails that navigate through the hayfields during the hay growing and harvesting season.

PLEASE NOTE: THE BATHHOUSE IS WINTERIZED FROM EARLY NOVEMBER TO EARLY APRIL AND WILL NOT BE AVAILABLE TO CAMPERS DURING THAT WINDOW OF TIME



Photo Credit: Louisa Emerick

When engaging in equestrian activity on property of the State (including, but not limited to: stabling, equine camping, transporting, feeding, walking, grooming, mounting, exercising, riding, or otherwise handling a horse), you accept the inherent risks involved, you expressly assume all responsibility for the horse's care and expenses during and as a result of the activity, and you expressly assume all risks of harm, including without limitation all costs of medical care, treatment, and diminution of value resulting from any harm, injury, or even mortality of yourself and / or horse(s) arising from participation in the equestrian activity.

Further, you voluntarily agree and warrant to Release and Holding Harmless the State of Maryland, the Department of Natural Resources, and any affiliates, divisions, agents, employees, or contractors from any liability, action, causes of action, losses, damages, debts, claims, incidents, and demands of any and every kind which may occur or you may suffer either during, after, or as a result of participation in the equestrian activity or as a result of the acts of omission, including negligent acts or omissions, of any employee, agent, contractor, or staff. *It is mandatory to immediately report all injuries, accidents, damages and sensitive incidents to Fair Hill NRMA Management at 410-398-1246 (Mon.-Fri. 8 a.m. - 4 p.m.) or to the Duty Ranger at 410-218-1698. FOR PARK EMERGENCIES CALL 410-260-8888 or 911.*

Special Event Reservation Requests

Fair Hill Natural Resources Management Area schedules and hosts a wide variety of special events throughout the year, ranging from equestrian shows and competitions based out of the Fair Hill Fairgrounds and Foxcatcher Arena, to community and agricultural fundraisers, workshops, and festivals centered around the Walls Activity Hall and surrounding fairgrounds facilities. Additionally, field and trail based events such as mountain bike races, trail running races and 5K fundraisers, equestrian endurance rides, paperchases, and carriage driving clinics and competitions, as well as dog tracking competitions, SAR trainings, land navigation drills, and orienteering competitions have all been able to find a place within Fair Hill NRMA's 5,600-acre landscape of rolling hills and woodlands. We invite you to explore Fair Hill NRMA as a potential venue to host your special event.

Special Event Reservation Requests must be submitted online by completing the [Google Form](#) located on Fair Hill NRMA's [Web Page](#).



Photo Credit: Aaron Puttcamp Photography

Special Event Reservation Policies



Photo Credit: Cecil County Fair

1. Individual event requests will only be considered and processed up to one-year in advance of the requested date(s). Tentative reservation dates will not be held.
2. Special Event Reservation Requests must be submitted online by completing the [Google Form](#) located on Fair Hill NRMA's [Web Page](#). **PLEASE NOTE** that submitting the online form constitutes a request only and does not guarantee a reservation. Upon receipt, Park Management and Administrative staff will review and process the request based on existing reservations, generate a formal Reservation Form, and send a corresponding email to confirm the reservation. Visa or Mastercard payment for the requisite \$10 reservation service charge, and any other applicable facility charges, will be collected over the phone in order to finalize the reservation request.
3. "New-to-Fair Hill" Event Coordinators must conduct an initial meeting with Fair Hill NRMA Management to review the feasibility of the event request. This necessary step **MUST** take place before the special event reservation can officially be processed. After completing the online Google Form reservation request, please send a follow-up email to schedule a meeting with Fair Hill NRMA Management: christopher.grieco@maryland.gov.
4. **By accepting the Reservation Confirmation form, the Event Coordinator agrees to comply with all of the Maryland Park Service: Fair Hill NRMA rules and regulations and existing fee structure.** It is the Event Coordinator's responsibility to read, understand, and comply with the terms and conditions listed within this Reservation Packet.
5. **ALL** Event Coordinators must enter into and comply with the terms and conditions outlined in a formal Use Agreement contract. After issuing the confirmed Reservation Form, Fair Hill Management will draft and send the contract document to the Event Coordinator. **At least 30-days prior** to the scheduled event, the Event Coordinator is responsible for providing a finalized Event Planning Packet as well as a Certificate of Insurance that covers the *State of Maryland: Department of Natural Resources, Fair Hill NRMA, 300 Tawes Drive, Elkton, MD 21921* as an additional insured on the policy in an amount not less than a combined single limit of \$1,000,000.00 and with a \$2,000,000.00 limit for bodily injury and damage to park property.

6. Event Coordinators or individuals renting the Edward L. Walls Activity Hall or the Tea Barn for their scheduled activities must make payment in full at the time the reservation is processed. Additionally, a \$300 security deposit is required and is due **at least 30-days prior** to the scheduled event date. Fair Hill Administrative staff will not issue the keys or combinations to either facility without the required deposit. Remittance of the security deposit is the sole responsibility of the Event Coordinator. Fair Hill Administrative staff will not issue a reminder. Event Coordinators or individuals renting these facilities must conduct a final walk-through with a member of the Fair Hill NRMA Park Staff following the scheduled event. Deposits will only be returned provided the facility is left in satisfactory, pre-event condition.
7. Event Coordinators utilizing Fair Hill NRMA's Trail System, including posting trail markers, to host their special are required to submit a \$300 security deposit **at least 30-days prior** to the scheduled event date. Trail markers may not be placed any earlier than five days prior to the scheduled event and must be removed within three days following the event. Event Coordinators must submit sample trail markers and a finalized course map to Fair Hill Management as a supporting document per the terms and conditions of their formal Use Agreement. Deposits will only be returned provided the trails used by the event are left in satisfactory, pre-event condition including the removal of all trail markers.
8. Event Coordinators must secure a bridge banner permit from the [Maryland State Highway Administration](#) in order to hang an event advertisement banner on any of Fair Hill NRMA's Rt. 273 overpass bridges. An approved copy of the permit must be provided to the park office prior to hanging the banner. Banners may only be displayed one week prior to the scheduled event. Due to limited space, requests to hang bridge banners will be considered on a first come, first served basis.
9. Event Coordinators are responsible for procuring, setting-up, securing throughout the duration of the event, and removing all supplemental support services and structures (tents, port-a-potties, dumpsters, etc.) required for their event operation. Additionally, it is the sole responsibility of the Event Planner to ensure that their proposed event layout does not negatively impact or damage any existing park infrastructure, including underground utilities. It is the responsibility of each Event Coordinator who has reserved any of Fair Hill's show arenas to tailor and prepare the rings and arena footing for their own use. Additionally, the arenas must be cleaned to their pre-event condition following the event's conclusion.

Special Event Cancellation and Payment Policies

Event Coordinators are responsible to remit payment for all facilities and areas included in the original, finalized Reservation Form. Payment, in full, is due within one week of receiving an email containing the finalized invoice from fairhill.dnr@maryland.gov following the scheduled event. Visa or Mastercard payment may be made over the phone during regular business hours: Monday through Friday from 8 a.m. to 4 p.m. Event Coordinators looking to make payment by Cash or Check must schedule a time to meet with Fair Hill NRMA Administrative staff during regular business hours. Future Reservation Requests will not be accepted if an Event Coordinator has an overdue balance.

To change or cancel a reservation, please contact the Fair Hill NRMA Park Office at 410-398-1246 or email fairhill.dnr@maryland.gov. Changes or cancellations made within 24 hours of the date the reservation was initially confirmed are allowed without an additional fee. Changes or cancellations made beyond the first 24 hours will result in a \$5.00 Change Fee per occurrence. Event Coordinators who cancel within a one week window prior to the event's start date will be charged 25% of the total reservation fees in addition to the \$10.00 non-refundable \$10.00 reservation service charge. Refunds **WILL NOT** be processed for same day cancellations.

Rentals at the Edward L. Walls Activity Hall and the Tea Barn are subject to a 90-30-0 cancellation policy. If canceling outside of 90-days, a full refund will be issued except for the non-refundable \$10.00 reservation service charge. If canceling within 90-days, but more than 30-days prior to the event's start date, the Event Coordinator will be refunded 75% of the total reservation cost, not including the non-refundable \$10.00 reservation service charge. Event Coordinators who cancel within 30-days of the event's start date will not receive a refund.

Fair Hill NRMA Management Reserves the right to cancel an event due to severe and / or inclement weather conditions, where there is the increased chance for significant and / or irreparable damage to the park's facility and grounds. Event Coordinators are strongly encouraged to secure a rain date for an additional 50% reservation charge.

*As as a **Special Event Coordinator**, it is **MANDATORY** to immediately report all injuries, accidents, damages and sensitive incidents to:
Fair Hill NRMA Management at 410-398-1246 (Mon. - Fri. 8 a.m. - 4 p.m.);
Fair Hill Duty Ranger at 410-218-1698 (Mon. - Sun. 7 a.m. to Sunset);
FOR PARK EMERGENCIES CALL 410-260-8888 (24/7).*

Fair Hill NRMA Rental Facilities/Reservation Service Charges

All Special Events, commercial or non-charitable, that charge a gate admission or a participant registration fee may be subject to pay a certain percentage of said charge as a component of their overall reservation charge. Details will be discussed during the Use Agreement negotiation process.

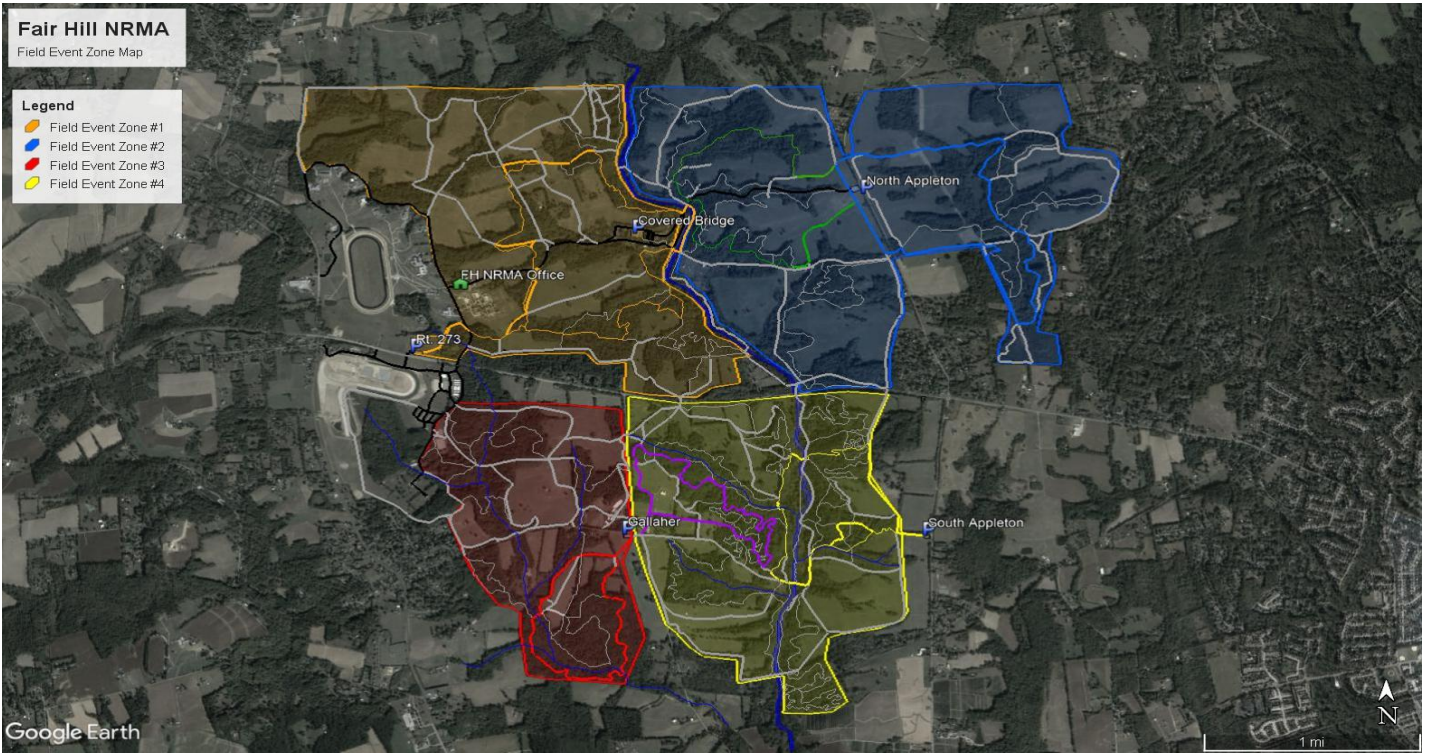
PLEASE NOTE: Service charges are subject to change at any time and without formal notice.

<u>Reservable Facilities</u>	<u>Standard Rates</u>
<u>Race Barn Equestrian Camping Area:</u>	
Camp Pad (Water and 30-amp electric hook-up)-----	\$35.00 per night
Field Camping Site-----	\$20.00 per night
Horse Stall-----	\$15.00 per night
<u>Fair Hill Fairgrounds Area:</u>	
Edward L. Walls Activity Hall (3-day, weekend rental)----- Maximum Capacity of 350 people (closes at 11 p.m.) Additional day added to the standard rental-----	\$700.00 per weekend \$250.00 per day
Fair Hill Fairgrounds (3-day, weekend rental is encouraged)----- Includes Concession Building, Stafford Pavilion, and Lower Field	\$250.00 per day
Concession Stand (without Fairgrounds Rental)-----	\$150.00 per day
Lower Field (without Fairgrounds Rental)-----	\$50.00 per day
Foxcatcher Arena (3-day, weekend rental is encouraged)-----	\$150.00 per day
Public Address System-----	\$50.00 per event
<u>Special Events Zone (SEZ):</u>	
Tea Barn (3-day, weekend rental)----- Maximum Capacity of 125 people (closes at 11 p.m.) Additional day added to the standard rental-----	\$400.00 per weekend \$150.00 per day
Tea Barn Paddock Area-----	\$150.00 per event
<u>Field and Trail Event Zones:</u>	
Field and Trail Event Zone 1----- Telegraph Road or Covered Bridge Parking	\$125.00 per day
Field and Trail Event Zone 2----- North Appleton Parking	\$125.00 per day
Field and Trail Event Zone 3----- Fairgrounds (additional cost) or Gallaher Road Parking	\$125.00 per day
Field and Trail Event Zone 4----- Gallaher Road or South Appleton Parking	\$125.00 per day
Day Use Service Charge-----	\$3.00 per person / day

Fair Hill NRMA

Field Event Zone Map

- Legend**
- Field Event Zone #1
 - Field Event Zone #2
 - Field Event Zone #3
 - Field Event Zone #4



Other Special Event Service Charges:

Non-Refundable Reservation Processing Fee-----	\$10.00 per reservation
Reservation Change Fee-----	\$5.00 per change
Youth Group Camping Sites -----	\$2.00 per person / night
Alcohol Permit-----	\$35.00 per event
Firewood-----	\$25.00 per Gator load
Firewood bins at each YG Site hold two Gator Loads	
"Rain Date" Reservation Charge-----	50% total reservation cost

Security Deposits Required:

Edward L. Walls Activity Hall-----	\$300.00 per event
Tea Barn-----	\$300.00 per event
Trail Usage / Trail Markers-----	\$300.00 per event

FOR ADDITIONAL INFORMATION, PLEASE CONTACT THE FAIR HILL NRMA OFFICE AT 410-398-1246 OR EMAIL FAIRHILL.DNR@MARYLAND.GOV

Building Rules and Regulations

PLEASE NOTE: The Edward L. Walls Activity Hall is only available to reserve for local community events and functions, not-for-profit fundraisers and banquets, and events that further the overall mission of the Department of Natural Resources and the Maryland Park Service. All requests are subject to the Fair Hill NRMA Management's discretion.

PLEASE NOTE: The Tea Barn is available, by reservation, for small-scale special events with a maximum capacity of 125 people. Due to the evolving schedule of activities in the surrounding Racetrack / Special Event Zone, we can presently consider reservation requests for the Tea Barn **no more than six months ahead**. As we work to redevelop the grounds to support an array of activities and special events in the future, use of the barn could be impacted by construction activities and / or larger events occurring in staff adjacent spaces. In order to accommodate the fluctuating schedule needs of the Fair Hill Special Event Zone project, we may take the Tea Barn off-line for reservations from time to time, and will refrain from processing any reservations during these periods. If you have additional questions regarding the Tea Barn or the Racetrack Grounds, please reach out by phone (410-398-1246) or email (fairhill.dnr@maryland.gov) anytime. Additionally, the Tea Barn does not have a heating source or air conditioning. Any supplemental heating source or air conditioning to be used inside the building **MUST** be approved by the manufacturer for indoor use and **MUST** be reviewed and approved by Fair Hill NRMA Management.

1. The Event Coordinator is solely responsible for all set-up and clean-up tasks associated with their scheduled event, which **MUST** be completed within the reserved time frame. Upon arrival to the rented building, please call the Duty Ranger at 410-218-1698 to check in.
2. Interior and exterior walls **MUST NOT** be permanently altered in any way. (No nails, screws, tacks, staples, etc.). Temporary decorations, signs, etc. may be posted with wire, non-marking sticky tack, etc. Please call the park office (410-398-1246) with any questions.
3. **SMOKING IS STRICTLY PROHIBITED** in all park owned buildings.
4. Open flames are not permitted within any park owned buildings. If candles are used, they **MUST** be battery operated and flameless.
5. Motorized vehicles are not permitted to drive into the Edward L. Walls Activity Hall.
6. Animals, with the exception of licensed service dogs, are not permitted inside park owned buildings, including the Edward L. Walls Activity Hall, the Tea Barn, and the Concession Stand.
7. All tables and chairs **MUST** be wiped clean, folded, stacked, and returned to their designated storage area immediately following usage. All items **MUST** be removed from refrigerators, freezers, stoves, and sinks upon departure. All sinks, stoves, grills, freezers, refrigerators, cooking hood, and other kitchen equipment **MUST** be cleaned immediately following usage by the Event Coordinator. All cooking grease is to be placed in a sealed container and disposed of properly. Floors **MUST** be swept and spills **MUST** be mopped up by the Event Coordinator immediately following usage. All trash **MUST** be removed and disposed of properly, and the bathrooms are to be restored to pre-event condition. Finally, upon departure, the Event Coordinator shall ensure that any gas fixtures and light fixtures are turned off, thermostats restored to their posted temperatures, and all doors are to be locked. Event Coordinators **MUST** conduct a final facility walk-through with a member of the Fair Hill NRMA staff following the scheduled event. Deposits will only be returned provided the facility is left in satisfactory, pre-event condition.

Failure to follow any of the aforementioned requirements and standards may result in a forfeiture of the security deposit.

Special Event Trail Marking Policies

Over 750,000 people enjoy Fair Hill Natural Resources Management Area each year. One of the primary attractions that draw visitors to the park is the 90+ mile trail network that includes double track gravel trails, natural surface field trails, and natural surface, wooded single-track trails. With more events and groups temporarily marking the park's trails, it is necessary to establish guidelines and protocols to ensure that each special event is safe and enjoyable for the participants. Additionally, it is crucial that Fair Hill NRMA's natural landscape be maintained in an attractive and litter-free manner while minimizing any negative impact on the environment.

GUIDELINES:

- Each Special Event group wishing to mark Fair Hill NRMA's trails must:
 - ~ Submit a course map to Fair Hill Management as part of their finalized event packet.
 - ~ Submit a sample and / or photograph of the specific markers to be used.
 - ~ Pay a \$300.00 trail usage / trail marking security deposit.
- The course map, sample and / or photograph of the markers, and the security deposit must be submitted **at least 30-days prior** to the event date.
- Course markers may not be placed out on the trails prior to five days before the scheduled event and they must be removed within three days following the event. Deposits will only be returned to the Event Coordinator provided the trails used by the event are left in satisfactory, pre-event condition including the removal of all trail markers.

In an effort to minimize the impact on our natural resources through the process of marking trails, the following **MUST** be adhered to:

Environmentally Friendly Marking Supplies:

- 1) Biodegradable marking tape (different colors are readily available);
- 2) Reusable pin flags, stakes, and / or "yard sale" sign;
- 3) Cotton, wool, yarn, or cloth;
- 4) Paper products
- 5) Flour or cornstarch
- 6) Aerosol Marking Chalk (NOT PAINT)
- 7) Lime

USING PAINT OF ANY KIND, STAPLING AND / OR NAILING TRAIL MARKERS INTO TREES IS NOT PERMITTED. TEMPORARY TRAIL MARKERS SHOULD NOT OBSTRUCT THE EXISTING TRAILS, EXISTING TRAIL MARKINGS, OR BLAZES. EXISTING TRAILS MUST REMAIN ACCESSIBLE TO THE GENERAL PUBLIC AT ALL TIMES.