

Olney Days Request for Partnership  
**Tent Management for Olney Days 2025**

**Issue to Address**

Olney Days Party in the Park will be held in Olney Manor Park on Saturday, May 2, 2025 and there are 13 tents that are needed to be picked up from storage in Olney, delivered to Olney Manor Park, set up, take down, and returned after the event. Tents range from 13x13 feet pop up tents to one 18x40 feet pole tent. The organization will need to provide a pickup/moving truck to move the tent collection and the weights.

**OCF's Vision**

Olney Civic Fund (OCF) envisions that an organization from the Olney area with ample membership learn how to set up the tents before the event. On the day of the event, the organization will have the leadership structure and sufficient youth and adults to execute tent set up and take down with no additional support from OCF except direction on where the tents are to be placed.

**Requirements**

Tents must be set up and ready to use by 1:00 on event day. This requires knowledge of how to set them up and take them down. This requires two practice sessions (approximately 3 hours each) with the volunteers prior to the event directed by an Olney Days Committee member. During the practice events, your organization will take inventory of the parts and organize them so they can be picked up readily on the day of the event.

Tent collection includes:

- 1 - 18X40 pole canopy tent
- 7 - 10X20 pole canopy tents
- 4 – 13X13 popup tents
- 1 – 10X20 popup tent

Once set up, all tents must be tied down with weights provided by OCF, for example, large cinderblocks and concrete bucket weights. Weights and tents must be picked up from their storage locations at 4200 Olney-Laytonsville Road, Olney MD and delivered to Olney Manor Park the morning of the event. Tent set up can begin at 9:00 am at Olney Manor Park and must be completed by 1:00 pm. As a reference, with one team of 3-4 people working it should take approximately 30 minutes to set up and/or take down a single 10x20 tent. We envision two teams to set up the 10x20 tents and another team to set up the 18x40 pole tent.

After fireworks end at approximately 9:00 pm, tents can be taken down and prepared for storage. If they are not returned to storage that night, they can be stored in a locked vehicle (such as a 10 ft moving van) and returned to storage the next morning. If returned at night, battery operated work lights and/or bright flashlights will be needed as the storage shed does not have lights.

Tent canopies may not be stored wet. In case of rain or dew, the organization must come back within 2-3 days to open canopies to dry under the sun, then fold and return them dry to the shed.

**Donation**

A donation of \$2000 will be made from Olney Civic Fund to the recipient organization for successfully meeting the terms of this MOU.

**Application**

Return the attached application form by January 17, 2025 to [OlneyDays@OlneyCivicFund.org](mailto:OlneyDays@OlneyCivicFund.org) or by mail to Olney Civic Fund, PO Box 661, Olney, MD 20830. A decision will be made by the end of January 2025.

## **Application for Tent Management at Olney Days Party in the Park 2024**

Name of Organization:

Mission of Organization and its impact on the greater Olney Community:

Name of contact person:

Email of contact person:

Cell phone number of contact person:

Is the organization a 501c3 non-profit (this is not required)?

Number of adult volunteers in the organization:

Number of youth volunteers in the organization:

How will your organization assure that you will have sufficient participation during Olney Days weekend?

Attach a list of the names of volunteers who will work the event on May 3, 2025. Indicate which will be on hand at the 2 practice sessions. (May attach a separate document if you wish.)

Adult volunteers:

Youth volunteers:

Describe events this organization has done in the past that have mobilized your membership. We want to understand how this organization has been able to successfully complete tasks overseeing a similar number of volunteers and people.

Propose weekend dates between January 31 and April 20 for the two 3-hour practice sessions. Sessions must be attended by the volunteers who will serve as team leads on May 3, 2025 and may include others who will participate on May 3.

OCF's criteria for evaluating the proposal:

- Number of volunteers you commit to the event.
- Availability of team leaders to participate in the practice set up.
- Any prior experience fulfilling similar types of duties.
- Impact of your organization in or around Olney.

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