CITY OF BALTIMORE
STEPHANIE RAWLINGS-BLAKE, Mayor

DEPARTMENT OF RECREATION AND PARKS
ERNEST W. BURKEEN JR., Director
DR. RALPH W. E. JONES, JR. BUILDING
3001 East Drive - Druid Hill Park
Baltimore, Maryland 21217
410-396-6132

January 30, 2013

Dear Athletic Field Permit Applicant:

Attached you will find the new Baltimore City Department of Recreation and Parks Athletic Field Use Permit Policy and field reservation application. We have implemented this new policy to help our Park maintenance staff better plan and manage the required daily, weekly and annual maintenance to our inventory of athletic fields. In addition, we have updated our Athletic Field Use Permit application to provide our Permits Office and Program staff with all of the necessary information to process your request.

Please take a few moments to review the enclosed documents (Athletic Field Use Permit Policy and Application). If you have any questions or need clarification about the policy, please feel free to contact me at 410-396-7012 or fran.spero@baltimorecity.gov.

We appreciate your cooperation as we implement this policy and your continued assistance as we work together to make our Baltimore City athletic fields the finest in the area. We look forward to another exciting year for sports in our City parks.

Sincerely,

Francesca Spero

Francesca Spero
Division Chief, Park Programming & Events

Enclosure (2)

Printed on recycled paper with environmentally friendly soy based ink.

BALTIMORE CITY DEPARTMENT OF RECREATION AND PARKS

ATHLETIC FIELD USE PERMITS

Policy & Procedures

Baltimore City has a multitude of athletic fields, tennis courts, basketball courts and other athletic areas for public use. A Permit is required for any organized sporting activity (league play, practices, clinics, tournaments) or to reserve a sports field for other use. See Ball field, Tennis Court, Basketball Court maps for locations. Area Use Fees are assessed to reserve sports areas and for any organized sporting activity. See Athletic Use Permit Fee Schedule for your requested use fee. **FEES MUST BE PAID IN FULL TO RECEIVE YOUR PERMIT. NO REFUNDS FOR INCLEMENT WEATHER DATES. THE PERMITS OFFICE WILL RESCHEDULE GAMES CANCELLED DUE TO INCLEMENT WEATHER, BASED UPON FIELD AVAILABILITY.**

SEASONAL LEAGUE ATHLETIC FIELD USE PERMIT APPLICATION SCHEDULE:

SPRING SPORTS: Applications will be accepted from **December 15 – February 12**, for field use beginning March 1 through May 31.

SUMMER SPORTS: Applications will be accepted from **March 15 – May 12** for field use beginning June 1 through August 31.

FALL SPORTS: Applications will be accepted from **June 15 – August 12** for field use beginning September 1 through November 30.

WINTER SPORTS: Applications will be accepted from **September 15 – November 12** for field use beginning December 1 through February 28.

Submitting a late application will reduce the number of possible fields available for your league play.

LEAGUE & INDIVIDUAL USE OF ATHLETIC FIELDS REQUIRES A MINIMUM TWO WEEKS NOTICE TO PROCESS A FIELD USE APPLICATION.

Reservations can be made by completing an Athletic Field Use Permit Application and either mailing, e-mailing or delivering your **application** within the appropriate seasonal timeline to: Department of Recreation and Parks, Permits Office, Druid Hill Park, 3001 East Drive, Baltimore, MD 21217. E-mails requesting field use without a completed Athletic Field Use Application will not be processed.

Insurance certificate in the amount of $1,000,000 naming the City of Baltimore and Department of Recreation and Parks, as additional insured is required for all league play.

The Permits Office is open to accept applications on Mondays, Tuesdays, Wednesdays, and Fridays from 9 am to 4 pm. The office is closed on Thursdays to process applications. From April 1 through Sept. 30, the Permits Office has evening hours on Wednesday and is open 11 am to 7 pm. Questions can be e-mailed to parkpermits@baltimorecity.gov.

Revised 2012

League Play Applications will be reviewed and fields will be allocated as follows: Recreation and Parks leagues, Recreation and Parks field maintenance needs, non-profit youth leagues; for-profit youth leagues; non-profit adult leagues; for-profit adult leagues.

The Permits Office will issue an invoice for field use fees within three (3) business days of sports field allocation. You will receive your permit once all fees have been paid. **No refunds for inclement weather. Games will be rescheduled, based upon field availability.**

A game and practice schedule is required so that field maintenance can be scheduled. If the game schedule is NOT provided prior to the start of play, no permit will be issued. This is required so our maintenance staff can plan for and schedule field maintenance.

- Applicants must be 21 yrs. or older with current MD State ID or Driver's License.
- **No collection of admission fees or other monetary exchange, sale of food or merchandise, amplified sound, alcohol are permitted during a Sports Use Permit activity. If your reservation will include any of these activities than you MUST apply using a Special Event application or apply for concession, grilling or alcohol permission. Permits Office staff can assist with this determination.**
- **NO GLASS CONTAINERS ARE ALLOWED ON ATHLETIC/SPORTS FIELDS OR COURTS.**
- In the event of inclement weather, the department reserves the right to restrict use of all athletic fields to prevent damage from use. Permit holders will be notified when these conditions exist by e-mail or text messages. If any organization is found to be using the fields after the notifications have been issued, that organization may be fined and/or required to pay for repairs.
- Athletic Field Use Permits are non-transferrable.
- The permit holder is responsible for cleaning the sports area after use and is responsible for any supplies needed to clean the area (brooms, trash bags, etc.) If you do not clean the area after your use, (this includes removal of all food, trash, litter and other athletic items), you may receive a $250 citation and lose your field use privilege.
- There is limited parking at some park locations. Please abide by the parking rules established for the park area you are reserving. Carpool when possible.
- All decorations or directional signs posted in the park for your activity must be removed immediately after the activity is over. A $250 fine will be assessed to any group who does not remove their decorations or directional signage after their activity. No signs or other items may be attached to trees or lamp posts.
- Other permits may be required according to the type of event you are planning. Our permits office staff can assist you in this area.
- Our Park Rangers patrol our parks to provide information and to ensure that everyone using our parks has a safe and enjoyable experience. The Rangers also have enforcement authority of our Park Rules. The minimum fine for a violation of the Park Rules is $250.

Sports Use Permits may be revoked for any violation of the Park Rules, including but not limited to: 1) Unauthorized alcohol or grill use; 2) Leaving trash, debris or equipment on site after use; 3) Complaints of loud music/amplified sound; 4) Parking on grass or in illegal parking areas 5) Vending without a Permit; 6) Transferring Permit to Another League/Group.

Any group who has had a Sports Use Permit revoked within the last five (5) years will not be issued another permit.

Revised 2012

City of Baltimore

DEPARTMENT OF RECREATION AND PARKS

Permits Office – 3001 East Drive
Baltimore, MD 21217
Permits Office Phone: 410-396-7070

ATHLETIC FIELD USE APPLICATION & AGREEMENT

(Please be sure to read the Field Use Policy attached before completing this application)
Only one park location per application – Game & Practice Schedule is required.

League Play Field Requests Must Be Received Within The Timeline For Seasonal Sports.

Spring Sports (March 1 through May 31): Applications Accepted December 15 through February 12
Summer Sports (June 1 through August 31): Applications Accepted March 15 – May 12
Fall Sports (Sept. 1 through November 30): Applications Accepted June 15 – August 12
Winter Sports (December 1 through February 28): Applications will be accepted Sept. 15 – Nov. 12

Individual or Single Use Field Requests Must Be Received At Least Two (2) Weeks Prior to Date(s) Requested.

Field Use Fees Must Be Paid In Full To Receive Permit.

Certificate of Liability Insurance in the amount of $1,000,000 Naming the City of Baltimore, Department of Recreation & Parks as additional insured is required for league or tournament play

Organization: _____ Web Site Address: _____

Athletic Activity: (circle one) Baseball (60') Baseball (90') Basketball Football Kickball Lacrosse Softball Soccer Tennis Other _____

Type of League: Adult League_____ Youth League_____

Permit Type: League Permit _____ Single Game Permit____ Tournament_____

***Additional information may be required.**

Contact Person Name: _____ E-mail Address: _____

Address: _____

Phones: Home: _____ Cell: _____ Work: _____

Best Way to contact: (circle one) e-mail home phone cell phone work phone

Park Location Requested: (include Field name/number) _____

2nd Choice Park Location Requested: (include Field name/number)_____

Scheduling Request:

DATES		DAY(S) OF THE WEEK: check all that apply							HOURS AM/PM	
FROM	TO	MON	TUES	WED	THURS	FRI	SAT	SUN		

1. Are you a non-profit organization? Yes ____ No ____
   If yes, please provide your Federal I.D. # _____

2. Returning Team/League _____yes _____ no. If yes, has League/Team name changed from previous year? _____yes _____ no. If yes, what was previous name _____
   _____.

3. Will admission be charged? Yes____ No_____
   ***Hourly field rates may vary**

By signing and submitting this application, you and/or the sponsoring organization(s) agree to abide by the rules and regulations of the Department of Recreation and Parks, especially those rules and regulations pertaining to permits. Also, your signature confirms that you have received and read the Athletic Field Use Policy.

Permits will only be issued to persons 21 years of age or older with a photo ID, and permits are non-transferable. **Please sign and date below before returning this application.**

The permit applicant hereby agrees to indemnify and hold harmless the Mayor and City Council of Baltimore ("City") and the Department of Recreation and Parks ("Department") from any or all claims or judgments for damages and from all costs and expenses to which the City and the Department may be subjected or which they may suffer or incur by reason of any action by permit applicant or its guests, agents, servants or employees during its use of the park areas reserved as part of this permit application.

_____ _____
Signature date

_____
PRINT NAME

No Refunds Are Given For Inclement Weather. We will reschedule games cancelled due to inclement weather, based upon field availability.

(FOR OFFICE USE ONLY)

Field Use Fee Amount:_____ Other Fees Amount:_____ Total Due: _____

EXPLANATION OF OTHER FEES: _____

Amount Paid: _____ Date Pd: ___ ____ Check # _____ MO# _____Receipt # _____

Amount Paid: _____ Date Pd: ___ ____ Check # _____ MO# _____Receipt # _____

NOTIFICATION AND/OR CONTACT WITH APPLICANT

List dates/time, reason, how contacted (phone/mail), and name of person initiating contact. If the contact was made by telephone and a message was left for the applicant, list the name of the person the message was left with. If notification was sent by mail, attach a copy of the correspondence

_____

_____

_____