

6. Please list the name of the park and field number (s) requested (please note, application will not be accepted without specific information):

7. Please list the number of activities per field (i.e. 2 kickball games on Field 1 and 2 kickball games on Field 2 at same time):
Additional Field Fees per activity may apply.

8. Please list the name of the second choice park and field number(s) requested:

9. **Game Scheduling Request** (Game Schedule is required in addition to this application):

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

10. **Practice Scheduling Request** (Practice Schedule is required in addition to this application):

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

19. Are you providing port-a-johns for your guests during this event, and if so, where will they be set up? Yes No
 (PLEASE PROVIDE SITE PLAN SHOWING SET UP).

If yes, Name of Company: _____ Phone: _____

Number of Units: _____ Site location of units: _____

Drop Off Date: _____ Pickup Date: _____

NOTICE: The City of Baltimore does not provide portable toilets for private events and your rental fee does not include a unit for your activity. A \$250 park fine per day will be imposed for any units left on site 2 days post event. Portable Units may be present at various park locations but are not guaranteed during the date of your event. Additionally, the condition of any portable units on park property is the responsibility of the company, not of Recreation and Parks Department. No refunds will be given for conditions of portable units placed at various locations. All comfort stations may be open upon availability and at the request of permit holders.

NOTICE: Except for equipment which is already in place at various locations in parks, the Department of Recreation and Parks does not supply additional equipment.

20. Please describe how you plan to remove the refuse and garbage from the activity site, and list the Clean-up Committee Chairperson's contact information: **NAME:** _____ **DAYTIME PHONE:** (____) _____

NOTICE: Cleaning will consist of securing all trash in trash bags and removing offsite. Please remove all litter, tape, thumbtacks, decorations, trash, and debris. Failure to properly clean your site after your event will result in a Park Rule Violation Fine of at least \$250.

21. Are there any special provisions or concerns pertaining to your activity which have not been addressed on this application?

Submitting this application is not a confirmation to conduct your planned event. If the date and/or location requested is not available or if the location requested is not an approved site to conduct your type of activity, you will be contacted by the Permit Office, and alternate arrangements will be suggested or made. Your confirmation will be in the form of a PERMIT, issued to the Organization and/or person responsible for conducting the event. **Please DO NOT SEND OUT NOTICES, PUBLICITY, FLYERS,**

ETC., prior to receiving this confirmation. Park Rule Violations carry a fine of \$250 per offense.

- _____ 1. No organization or person receiving a permit for the use of City property may discriminate on the basis of sex, sexual orientation, gender, identity, religion, color, race age, ancestry or national origin. This Permit is applicable only for the areas and time duration designated on your permit.
- _____ 2. Permits may be terminated by the Director of the Baltimore City Department of Recreation and Parks, or their designee.
- _____ 3. Permits may be revoked without prior notice for public safety, violation of rules and/or laws, or damage to property.
- _____ 4. This permit must be on site for the duration of the event. The permit must be available for inspection at any time by the Baltimore City Police, Fire Department and/or the Department of Recreation and Parks Personnel.
- _____ 5. Recreation & Parks Permit's Office does not issue refunds for inclement weather unless the Permits office cancels all reservations in the event of severe weather. (Hurricane, Tornado)
- _____ 6. Refunds are granted on a limited basis under extreme conditions and circumstances. All refund requests must be submitted to the permits office in writing, to include photos within five business days of permitted event.
- _____ 7. The responsible person and/or organization must provide (at their expense) all equipment, including extra tables, portable restrooms.
- _____ 8. Reservations will only be accepted for clients with a zero balance on their account. **All remaining balances and necessary documentation must be received two weeks prior to your event date, or your reservation will be lost. No cash will be accepted.** We accept Certified Cashier's Check, Money Order, and Credit/Debit Card. Please make Money Orders payable to the Director of Finance, Baltimore City. Permits will only be issued to persons 21 years of age or older with a valid State photo ID. Failure to clear an outstanding balance will not only result with no future permits being issued, but the outstanding balance will be forwarded to the City of Baltimore Department of Finance Accounts Receivable Division who will handle the collection process.

Park Rule Violations (which carry a fine of \$250 per offense):

- _____ 9. NO AMPLIFIED SOUNDS, unless authorized in Park Permit. The only approved equipment allowed during permitted events are small personal radios, tape or CD players, or iPod. These devices must be kept at a level of sound that cannot be heard from more than 50 feet from permitted area and cannot exceed maximum sound levels specified under the Baltimore City Code- Noise Ordinance Title 9 (Riverside Park has a strict no amplified sound policy which does not include ANY previously mentioned sound equipment for general park use events). In addition, it's agreed that all sound/music will end at 9 p.m.
- _____ 10. Permits are non-transferable and cannot be sold or transferred. Any violation of this provision will result in revocation of all permits issued to the Permittee and/or Club for up to five years.
- _____ 11. The Permittee, the Club, and/or its Members, agree to reimburse the City of Baltimore Department of Recreation and Parks for costs of clean-up and/or restoration of the site upon conclusion of the event. No person shall throw or leave any rubbish or litter of any kind including paper, glass and/or cans, at any playing field, picnic area, stadium enclosure, playing court, or elsewhere in any park or other location under the jurisdiction of the Department of Recreation and Parks.
- _____ 12. Parking or driving on grass, service roads, or athletic fields is strictly prohibited unless specifically authorized in Park Permit. The Permittee, Club and Members, shall insure that all involved, shall not park or drive their vehicles on grass, service roads, or athletic fields. Failure to comply automatically revokes the permit and forfeits all fees/security deposits for up to five years.
- _____ 13. The Permittee, the Club, and/or its Members, are responsible for the conduct of anyone in attendance at the permitted event and will be liable for damages to persons or property, arising from any disorderly behavior. The Permittee, the Club, and/or its Members, agree, to indemnify and hold harmless the Mayor and City Council, the Department of Recreation and Parks, and their employees, from any liability to any person or group resulting from any property damage or personal injury occurring in connection with the event, caused by the Permittee, Club, and/or its members, or any person under its control. The City of Baltimore through the Department of Recreation and Parks assumes no responsibility for medical treatment of any participant or for payment of any medical bills.
- _____ 14. It is agreed that this application is submitted under the condition that this is a private event for invited guests only, and at no time will the public be invited to participate, nor will selling, vending, fund raising take place or become part of the event activities, unless otherwise approved and included in the issued permit.
- _____ 15. Area cleanup is required during and immediately following the event.
- _____ 16. False statements on this application could result in the cancellation of the rental agreement, and pavilion use for up to five years.
- _____ 17. The Permittee, the Club, and/or its Members, are responsible for following the laws, ordinances, and rules, of the City of Baltimore, as well as the guidelines concerning their specific permit. Failure to comply with the above may result in revocation of the permit and/or a \$250 fine per Park Rule Violation.

For Additional Information, contact the Permit Office (410) 396-7070 or email at parkpermits@baltimorecity.gov. For after hour requests, please contact the City Hall Operator at 410-396-3100.

Applicant's Signature

(Date)

(PLEASE PRINT NAME CLEARLY)

(FOR OFFICE USE ONLY)

Application Fee ___ Yes ___ No Check # _____ MO# _____ Receipt # _____
Pavilion/Area Fee ___ Yes ___ No Check # _____ MO# _____ Receipt # _____
Other Fees ___ Yes ___ No Check # _____ MO# _____ Receipt # _____

EXPLANATION OF OTHER FEES: _____

Date: _____ Amount: _____

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

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