

5. Type of Play: League Single Game(s) Practice *Tournament

*If Tournament Play: Number of Players _____ Number of Spectators _____

*****All requests with amplified sound, must be submitted with the Department of Transportation (DOT) Special Events. Please contact DOT Special Events at 410-396-1916*****

*****For Concessions a separate application/permit is required through the BCRP Permits Office. Applications can be requested by contacting the Permits Office at 410-396-7070*****

6. Please list the expected number of participants each day: _____

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

8. 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.

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

***Requested dates/times are to include the time of breaking down. All parties and equipment should be removed from the permitted area during the requested ending time, as to not affect the next scheduled event.**

10. **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	FROM	TO

11. **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	FROM	TO

A Certificate of Insurance in the amount of \$1,000,000.00 naming the City of Baltimore and BCRP as the additional insured is required for all athletic permits and must be submitted two weeks before scheduled field time. Permits will not be issued without first receiving the required Certificate of Insurance.

A COPY OF THIS CERTIFICATE MUST BE SUBMITTED TO THE PERMIT OFFICE BEFORE YOUR PERMIT IS ISSUED. IN ADDITION, THE CERTIFICATE OF INSURANCE MUST HAVE THE FOLLOWING WORDING IN THE "DESCRIPTION BOX":

"The Mayor and City Council of Baltimore, the Department of Recreation & Parks and employees of the City of Baltimore are named as additional insured for (ORGANIZATION/LEAGUE NAME) on (LIST EVENT DATE) to be held at **all Baltimore City Parks.**"

A PERMIT CANNOT BE ISSUED WITHOUT THE PROPER PAPERWORK

12. 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.

13. 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.

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

Park Use Terms and Conditions

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.**

Initials are required for numbers 1-21, or your request will be deemed as incomplete and returned.

- _____ 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). For cancellations made by the Permits Office, a credit will be applied to the Organizer/Leagues account for future use.
- _____ 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, including 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. **Applications and reservations are processed on a first come, first paid basis. All remaining balances and necessary documentation must be received two weeks prior to your event date, or your reservation will be lost.** 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. **The Department of Recreation and Parks will NOT be held responsible for items/merchandise left on Park property.**
- _____ 9. **Changes to this event must be made in writing or email to park.permits@baltimorecity.gov, by the applicant ONLY.**
- _____ 10. **Cancellations made by the Organizer due to inclement weather and/or the ending of a season must be made within 48 hours.** This request must be made in writing to the Permits Office, 3201 Boston Street, Baltimore, MD 21224 or via email to park.permits@baltimorecity.gov.
- _____ 11. Incomplete applications cannot be processed and will be returned.

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

- _____ 12. **NO AMPLIFIED SOUNDS/DJ's**, unless authorized in Park Permit. The only approved equipment allowed during permitted events are small personal radios, cassette tapes, 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 sound policy). In addition, it's agreed that all sound/music will end at 9 p.m.
- _____ 13. 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.
- _____ 14. 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.
- _____ 15. Parking or driving on grass, sidewalk/pavement, 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, sidewalk/pavement, service roads, or athletic fields. Failure to comply automatically revokes the permit and forfeits all fees/security deposits for up to five years.
- _____ 16. 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.
- _____ 17. 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.
- _____ 18. Area cleanup is required during and immediately following the event.
- _____ 19. Charcoal grills are only permitted where charcoal disposal bins are provided. Used charcoal must be disposed of in provided bins.
- _____ 20. False statements on this application could result in the cancellation of the rental agreement, and pavilion use for up to five years.
- _____ 21. 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.

The client and the client's guests or vendors are responsible for the removal of all personal property at the end of the event. Please check restrooms, port-a-johns and other areas, both indoors and outdoors, for

personal belongings and decorations. The City is NOT responsible for items left behind and the client may be charged a cleanup fee if necessary. The City is NOT responsible for items left behind and the client may be charged a cleanup fee if necessary. The City reserves the right to charge the client, at an hourly fee, for cleanup/ removal of any tobacco products or trash left on grounds or in the buildings.

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

Applicant's Signature _____
(Date)

(PLEASE PRINT NAME CLEAR)

(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

Revised December 2021