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**City Of Baltimore**

**DEPARTMENT OF RECREATION AND PARKS**

Permit Office, 3001 East Drive

Baltimore, Maryland 21217

Permits Office 410.396.7070

City Hall Operator 410.396.3100

parkpermits@baltimorecity.gov

**APPLICATION FOR ATHLETIC FIELD USE**

***Please be sure to read the Field Use Policy attached prior to completing this application.***

**Must be submitted at least fourteen (14) days prior to the proposed field use*.***

Only one park location per application. Game & Practice Schedule required prior to permit being issued, as well as a Certificate of Liability Insurance in the amount of $1,000,00.00 naming the City of Baltimore, Department of Recreation and Parks as additional insured is required.

**League Play Field Requests must adhere to provided permit timeline:**

**Spring Sports Permitted for March 1 through May 31**

**Summer Sports Permitted for June 1 through August 31**

Baltimore City Recreation and Parks (BCRP) and Partnered Programs

Spring Sports: First full calendar week December

Summer Sports: First full calendar week March

Baltimore City Public Schools (BCPS)

Spring Sports: First full calendar week January

Summer Sports: First full calendar week April

Youth Organizations

Spring Sports: Second full calendar week January

Summer Sports: Second full calendar week April

Adult Leagues

Spring Sports: Third full calendar week January

Summer Sports: Third full calendar week April

1. Organization (if applicable) applying for Permit:

ORGANIZATION:

TELEPHONE: ( ) FAX ( )

ADDRESS:

Street City State Zip Code

E-Mail Address: \_\_\_\_

Website: \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Coordinator/Person responsible for conducting this private activity:

NAME:

TELEPHONE: ( ) E-mail Address:

ADDRESS: Street City State Zip Code

3. Type of Athletic Activity (Check one):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Baseball (60’)  Kickball  Tennis |  | Baseball (90’)  Lacrosse  Bubble Ball |  | Basketball  Softball  Pickle ball |  | Football  Soccer  Bocce |

Other (Please describe):

4. Type of League: 🞏 Adult League 🞏 Youth League 🞏 Youth League Request to Line for Games

**\*\*Please note: BCRP will only line for BCRP Programs, BCPS & Youth Leagues. If you are a Youth League who would like fields to be lined for your games only, please check box above and provide game schedule. \*\***

5. Type of Play: 🞏 League Permit 🞏 Single Game Permit 🞏 Tournament

If Tournament Play: Number of Players \_\_\_\_\_\_\_ Number of Spectators\_\_\_\_\_\_\_\_\_\_\_\_

6. 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 name of the second choice park and field number(s) requested:

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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 |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
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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?

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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):**

1. 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 devises 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. Area cleanup is required during and immediately following the event.
8. False statements on this application could result in the cancellation of the rental agreement, and pavilion use for up to five years.
9. 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](mailto:parkpermits@baltimorecity.gov). For after hour requests, please contact the City Hall Operator at 410-398-3100.

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**Applicant's Signature (Date)**

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**(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

Revised December 2016