

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.

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.