

General Park Information

1. The City of Frederick reserved first rights of use of any park and/or facility for its programs, events, etc.
2. Any individual or organization wishing to reserve a part or portion of a park property owned by The City of Frederick first must apply for and receive a permit from the City for exclusive use. Any individual or organization wanting to ensure use of park restroom facilities for a specific date and time also must apply for and obtain a permit from the City. Permit applications may be obtained by emailing registrationdesk@cityoffrederickmd.gov. Such permits are required in order to coordinate multiple uses of limited space, to assure preservation of the park facilities, to prevent uses that are dangerous or unlawful and to assure financial accountability for damages.
3. All established organizations (YMCA, FBA, churches, etc.) must complete the application and include a certificate of insurance in the amount of one million dollars, two million dollars aggregate, naming The City of Frederick/101 N Court St/Frederick/MD/21701 as additionally insured. Private groups for personal games, family events, etc., are exempt from providing insurance.
4. Staff will be required to monitor any music and/or sound levels to make certain the decibels do not exceed 60 (Sec. 15-21).
5. Park all motor vehicles in designated parking areas **ONLY**. **Sec. 6-10. - Vehicles on City lands.**
 - (a) An individual may not ride an animal or operate a motor vehicle or animal-drawn vehicle in or upon the public parks or grounds of the City except in areas designated by signs or unless written permission has been granted by the City. Violation of this section is declared to be a municipal infraction punishable by a fine of twenty-five dollars (\$25.00).
 - (b) Subsection (a) does not apply to employees of The City of Frederick engaged in the performance of their duties.

(Ord. No. G-12-06, § VIII, 3-15-12)

6. All trash must be placed in the appropriate receptacles at the parks, unless using a trash-free park, in which case, the user group must remove all trash.
7. Please clean off tables and pick up all trash, making sure any full bags are tied to prevent trash blowing in nearby neighborhoods each night.
8. The last user is to make sure all restroom(s) are closed and locked at the end of their rental time or 10:00 p.m., whichever comes first.
9. ***THERE WILL BE NO ALCOHOL IN ANY CITY PARK.***
10. The City cannot provide sports equipment, sound systems, tables, and/or chairs for private rentals in the parks.
11. Please abide by the times approved on your application, making sure you allow for set-up and clean-up time. Official park closing time for ALL City parks is 10:00 p.m. (Sec. 6-7).
12. Field User Fees are due by end of season or August 15 / December 15, whichever comes first for that season.
13. Reservations dates and/or times are non-transferable. Any changes in dates and/or times of field use require a Field Relinquishment Form AND must be approved by the City's Parks & Recreation Department prior to the date of the event. Giving permission for anyone else to use your reserved field time without prior approval of this Department can result in the cancellation of your current reservation(s), loss of "good standing" status and/or inability to reserve City fields.

The City of Frederick's Department of Parks & Recreation reserves the right to revoke a user's permit and/or refuse rental for any or all of the following:

- *Failure to pay the rental fee when due;
- *Damage is done to the area;
- *Users / Patrons repeatedly do not adhere to users' responsibilities;
- *Playing on a field when Department has closed due to inclement weather conditions is a violation.
- *Failure to adhere to all State, County, and City Covid-10 requirements.

THE CITY OF FREDERICK, MARYLAND

DEPARTMENT OF PARKS & RECREATION

SPORT FIELD RENTAL REGULATIONS



FREDERICK

PARKS & RECREATION

(Effective August 2016)

HOW TO RENT A FIELD FOR LEAGUE PLAY

The City of Frederick's Department of Parks & Recreation has approximately 57 athletic fields ranging from t-ball, coach pitch, little league & adult baseball, Babe Ruth, softball, football, lacrosse, soccer, rugby and various size multi-purpose fields available for use. There are two (2) "seasons" of Field Users for League Play. They consist of the following:

Spring Field Users – from March 1 – July 31 annually.

Fall Field Users – from August 1 – November 30 annually.

An emailing list is maintained by the Office Manager for leagues that use City fields repeatedly. All Field Users on the emailing list are sent the annual notices of the procedure to apply for those seasons fields. For the Spring, notification is sent by mid-February. For the Fall, notification is sent by mid-July. All applications are due by the opening of the season as listed above. At that time, all applications are reviewed and if there are conflicts with scheduling, all parties will be contacted and alternate arrangements made if possible.

Within fifteen (15) days from the opening day of the season, permits and/or invoices will be sent to the leagues letting them know they are approved and what the current payment will be. Fees can be adjusted based on changes in schedules and/or rainouts as long as the Office Manager is notified in a timely manner to make the field available to other users (*restrictions apply*).

Payments: Field User Fees balance due by end of season or August 15 / December 15, whichever comes first for that season.

Applications: Available through the Fitness Center Desk, Office Manager or on our website. Please complete in their entirety prior to submission.

Non-Transferable: Reservations dates and/or times are non-transferable. Any changes in dates and/or times of field use require a Field Relinquishment Form AND approval by the City's Parks & Recreation Department prior to the date of the event(s).

Giving permission for anyone else to use your reserved field time without prior approval of this Department can result in the cancellation of your current reservation(s), loss of "good standing" status and/or inability to reserve City fields.

Field Closures: There will be times during each season that the City's Department of Parks & Recreation will close fields due to inclement weather and/or field condition issues. Notifications are posted on the City's website (www.cityoffrederick.com); the Cancellation / Information Phone Line (301-600-6970). Unless otherwise notified, the fields will open the next day. Please be responsible when using wet fields.

Fields At "Rest": Typically we try to "rest" our fields in December, January and February. There will be times during the season(s) that fields will be closed for repairs. All Field Users on our emailing list will be notified of which fields will be closed and when. We ask that you abide by the resting and repair times and not utilize the fields so that we can give you a good playing surface.

Fees: Please see current fee schedule. McCurdy & Loats fields both have fee schedules specific to each field. Some fields also have additional fees for lights.

For Assistance with Any Issues during your event/game during nonbusiness office hours, holidays, and/or weekends, please contact the DPW Switchboard at 301-600-1440.

**FOR SPORT FACILITY
RESERVATIONS, PLEASE CALL**
email sstamper@cityoffrederickmd.gov
or phone 301-600-1173
Visit our website at:
www.cityoffrederick.com

