

General Park Information

1. The City of Frederick reserves first rights of use of any park and/or facility for its programs, events, etc. Next, fields are assigned by historic users per season/field/days of the week/timeslot. New requests are then assigned. Thus, there is no need to rush to submit (incomplete) applications as fields are not assigned in order of date received. Incomplete applications result in a delay of processing requests. We make every effort to accommodate requests for playing time. Sometimes this means changing fields, days, or timeslots. There are times when we are unable to accommodate requests.
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. Per Agreement with FCPS, The City also reserves FCPS elementary and middle school fields (no courts) within City limits. Application is online at: www.cityoffrederickmd.gov on the Parks & Recreation Department page. Permits are 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. If insurance has not yet renewed, obtain from your insurance provider a letter of good faith/intent to submit along with a copy of the expired coverage. Private groups for personal games, family events, etc., are exempt from providing insurance. Applications will be held and will not be processed and fields cannot be utilized until a valid Certificate of Insurance or Letter of Good Faith has been submitted.
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. 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. If it is a trash free park, trash must be carried off property by applicant.
7. If restrooms are available at field, the applicant is to ensure toilets are flushed, faucets and lights are turned off and the restroom(s) are closed and locked at the end of their rental time or 10:00 p.m., whichever comes first.
8. **THERE WILL BE NO ALCOHOL IN ANY CITY PARK.**
9. The City cannot provide sports equipment, sound systems, tables, goals, nets, and/or chairs for private rentals in the parks.
10. 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).
11. Field User Fees are due by end of season or August 15 / December 15, whichever comes first for that season. Payment must be remitted before the next season reservations are processed.
12. Reservations dates and/or times are non-transferable. Any changes in dates and/or times of field use require written notification to ssstamper@cityoffrederickmd.gov at least three full business days 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 it 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 & COURT RENTAL REGULATIONS



FREDERICK

PARKS & RECREATION

For information regarding Sport Field / Court reservations, email ssstamper@cityoffrederickmd.gov or check the City’s website at www.cityoffrederickmd.gov and go to the Parks & Recreation Department page.

HOW TO RENT A FIELD OR COURT 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. Per agreement with FCPS, elementary and middle school fields within the City are also reserved thru this department. Courts on FCPS property are NOT reserved thru this department.

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.

Registration for Spring is opened mid February. Registration for Fall is opened 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. Fields/courts are assigned to City of Frederick programming first, then by historic users per season/field/day/s of week/timeslot.

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 (same day or next morning for inclement weather and 3 business days prior for other changes) 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 online at the Parks & Recreation Department webpage at: www.cityoffrederickmd.gov. Please complete, attach, and submit all requested information in their entirety. Incomplete application submission results in delayed processing. There is a separate online application for tennis courts.

Non-Transferable: Reservations dates and/or times are non-transferable. Any changes in dates and/or times of field use require request in writing to sstamper@cityoffrederickmd.gov at least three full business days prior.

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.cityoffrederickmd.gov); the Cancellation / Information Phone Line (301-600-6970), and sent via the alert system. You may go to the website and signup for text/email alerts for field closures and other City news topics. Unless otherwise notified, the fields will open the next day. Please be responsible when using wet fields.

Should a sport facility become unplayable due to weather AFTER the posting of field closures, email sstamper@cityoffrederickmd.gov the same day or next morning, in order to have the fee for the reservation removed from your invoice.

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. We request that you abide by resting and repair times and do 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:**
Visit our website at:
www.cityoffrederickmd.gov and submit
an online application. For assistance,
email sstamper@cityoffrederickmd.gov.

