



“Chuck Foreman” Synthetic Turf Policies and Guidelines for Reservation and Use

Synthetic Turf Facility Policies and Guidelines

Thank you for your interest in reserving outdoors facilities managed by the Frederick County Division of Parks and Recreation. Please read and review these procedures with your group. If you have any questions or concerns, please contact our main office at 301-600-1646.

Definitions

- **Adult:** Applicants who represent adult organizations and have been granted nonprofit status.
- **Applicant:** all individuals, and individuals representing groups or organizations, requesting athletic facilities.
- **FCDPR:** Frederick County Division of Parks and Recreation.
- **Nonprofit status:** Applicants who have submitted nonprofit status documentation from the IRS to the FCDPR.
- **One-Time User Applicant:** all Applicants, excluding Seasonal Applicants, who are requesting athletic facilities for one-day events, tournaments, special events, or who have not been granted nonprofit status.
- **Seasonal Applicant:** Applicants who are requesting long-term or seasonal use of athletic facilities, e.g. youth sports leagues, adult leagues, or sports organizations.
- **Youth:** Applicants who represent youth organizations
- **Out of County based organizations:** Out of County based organizations are determined as such by the address of the organization found on their Certificate of Insurance.

User Requirements

1. All Applicants must be at least 21 years of age.
2. The FCDPR complies with Americans with Disabilities Act (ADA) regulations and requires that all facility users comply with ADA regulations.
3. Applicants agree to comply with and enforce the policies included in this document. Applicant's responsibility extends to participants, officials and spectators. Please see the Frederick County Code for penalties for violations of these sections.
4. All applicants must have a current Certificate of Insurance Certificate with our Division based on the requirements found within this document.

Facility Rules

All permit holders, facility users and individuals must abide by the following:

Synthetic Turf Rules:

1. Chewing gum and food on the synthetic turf field is prohibited.
2. No league or tournament play may start before 8 AM or after 10:30 PM.
3. No metal cleats are allowed on the facility turf. The traditional molded plastic cleats are recommended for the best performance. The cleat length MUST NEVER exceed 2 inches. All players must clean their cleats from dirt before walking on the field.
4. Alteration, defacement or installation of equipment and property is prohibited (e.g. lining fields, etc.)
5. No flavored drinks (soda, juice, Gatorade, etc.) are allowed. Only water is permitted.

Entire Facility (including bleacher area) Rules:

1. Use of fireworks is strictly prohibited.
2. A responsible adult must be present at all times. The permit holder is responsible for supervision and control of all participants, officials and spectators, and for any property damage during facility use.
3. Glass containers are prohibited.
4. Use of personal charcoal or propane grills is prohibited.
5. Use of Tobacco and smoking is prohibited.
6. Soliciting or loitering is prohibited.
7. Inappropriate or indecent language, conduct and/or harassment or offensive behavior is strictly prohibited.
8. Alcoholic beverages are prohibited; use of illegal drugs, intoxicants and weapons are prohibited by law.
9. Parking in unauthorized areas, and driving or parking on field areas are prohibited.
10. Any conduct that may jeopardize the safety of others, or of the individual or group in question, is prohibited.
11. Full compliance with the Rules and Regulations for Frederick County Parks is required.
12. Pets are not permitted (excluding service dogs).

Synthetic Turf Facility Reservation Procedures

The demand for Frederick County fields is great and is growing every year. It is imperative that each Applicant request fields that they need to accommodate their programs. After reviewing the initial permit, applicants may return fields, dates, and/or times that will not be used. Once the final permit is issued, the permit holder will be required to pay the required \$100 deposit to hold the reservation and the remaining balance of the request must be paid 30 days prior to the first date listed on the application. When selecting dates and times there is a minimum 2 hour rental for use of the turf field, it is important to include warm-up times because no team will be allowed onto the turf unless all times are so noted on the permit form. Time constraints will be strictly enforced so that all customers get on the field at the specified times.

Synthetic Turf Facility Availability

The Synthetic Turf fields are considered a year-round facility (weather permitting). The FCDPR reserves the right to adjust field opening and closure for renovation or repair. This includes seasonal field closures. Preference is given to FCDPR-sponsored programs and other recreational community programs that provide services to Frederick County residents.

Applicants

- Submit the *Facility Reservation Application Form* to the main office (*at least 5 business days before the first date of your request*).

- The Applicant will receive the approved permit for approved dates from the *Recreation front office Reservationist*.
- Upon receiving the approved permit the applicant must pay the required \$100 deposit to hold the reservation. This fee will be deducted from the final amount due.
- The Applicant must then submit payment by the *Payment Deadline (30 days prior to first date on reservation)* or the Applicant forfeits the rights to the fields.
- After the final permit has been issued, additional field, dates and/or times may be added upon completion of an additional application.

Application Deadlines

Applicants must submit the *Application Form* by mail, email, fax, or in person. All requests will be prioritized based on their priority of use designation during the application deadline below. All other requests for field use within these “seasons” will be reviewed on a first come first served basis regardless of priority listing.

Deadline for Applicant Requests

To be considered based on our Consideration of Use Policy below, all rental requests must be submitted between September 1st and September 30th for reservations occurring between January 1st and December 31st of the following year. Applications not received by September 30th will be considered on a 1st come, 1st serve basis.

Consideration of Use Policy

First-	The Frederick County Division of Parks & Recreation (<i>FCDP&R</i>)
Second-	Prior Use by Seasonal Applicants requesting long term seasonal use of the facility (Based on previous calendar year approved requests)
Third-	Official County Volunteer Recreation Councils in designated area and Frederick County Government Agencies
Fourth-	Any public non-profit recreation provider (<i>a letter from the IRS which states non-profit award is required.</i>)
Fifth-	Non Resident/Commercial: Out of County based Organizations. Private education agencies, other users such as, private, service, religious, social, civic, and Farm Bureau associations or organizations. Out of County based organizations are determined by the address on the Certificate of Insurance submitted

**Out of County based organizations are determined by the address on the organizations address located on their Certificate of Insurance.*

Deposit

Upon receiving approval for a reservation the applicant must pay a \$100 deposit or entire balance 30 days prior to the first reservation date. The deposit is *non-refundable* and will be deducted from the total cost of the reservation.

Fee Schedule

All fees must be paid 30 business days prior to first reservation date of an approved final permit. Frederick County Division of Parks and Recreation will cancel a field request if payments are not received by the payment due date. Confirmations will be sent via the mail or an email. If fees are not paid in advance, the reservation may be pre-empted by other requests.

<i>Hourly Rental Rates</i>	<i>Youth</i>	<i>Adult</i>	<i>Non Resident/Commercial</i>
Synthetic Turf	\$60	\$80	\$120
Hourly Light Fee	\$30	\$30	\$30
Deposit (per approved permit)	\$100	\$100	\$100

Note: Any spectator Event (Over 250 in attendance) must complete a Special Request form in addition to the application. *Further, when selecting dates and times there is a minimum 2 hour rental for use of the turf field, it is important to include warm-up times because no team will be allowed onto the turf unless all times are so noted on the permit form. Time constraints will be strictly enforced so that all customers get on the field at the specified times.*

Additional Fees

Additional fees may apply for extra services provided by the FCDPR.

<i>Additional Fee</i>	
Press Box & Scoreboard-(Per Request)*	\$100
Field Lining-(Per Request)**	\$100

***Note:** A maximum of six individuals is permitted in the Press Box area at one time. Use of the “crows nest” viewing area is only permitted by Special Request and only accessible for those 18 years and older.

***Note:** Any user group wishing for the field to be lined must complete a special request form. FCPR would line the field using their own supplies and man power.

Light Regulations

Lights must be turned off by 10:30 pm. *The FCDPR reserves the right to adjust the light schedule as necessary to cover unusual circumstances.*

Light Schedule

If your approved request includes usage after these hours then an additional Field Use plus a Light fee of \$30 per hour must be included. Utilize the schedule below to assist you in determining your reservation needs. Lights will be programmed with these times in mind.

Estimated Sunset Schedule

Jan. (4:30 pm)	Feb. (5 pm)	March (5:30 pm)	April (7 pm)	May (7:30 pm)	June (8 pm)
July (8 pm)	Aug. (7:30 pm)	Sept. (6:30 pm)	Oct. (5:30 pm)	Nov. (4:30 pm)	Dec. (4 pm)

Refund Policy

Refunds will be granted for reservation dates that are not used by the applicant when a refund request is made at least 20 business days prior to the date(s) in question. A minimal 20% processing fee will be charged for refunds. Any refund requests for a reservation that are received less than 20 days prior to the event will not be honored. Reservation dates cancelled by the Division of Parks and Recreation are automatically issued full refunds if make-up date cannot be arranged. Please allow at least 3 weeks for refunds to be processed.

Trash Regulations

A trash pick-up/removal fee will be charged to the permit holder for excessive trash removal after facility use.

Recycling Regulations

Events at this facility serving food or drink AND expecting 200 or more persons in attendance must comply with State of Maryland Special Event Recycling legislation. For more information, please visit www.FrederickCountyMD.gov/EventRecycling.

Restrooms

Exterior Restroom facilities are located on the northern corner of the Ballenger Creek Community Building. Access to restrooms on the inside of the building through the front entrance is prohibited without reserving the community building. Portable toilets are also located near the entrance to the Synthetic Turf facility. Users must submit a *special request* for the approval of additional portable toilets for special events/tournaments. Users are responsible for any fees associated with placement and maintenance of extra portable toilets.

Attendance

Any group anticipating over 250 in attendance at any event must submit a Special Request. All spectators must remain in the bleacher area or outside of the fence perimeter surrounding the field.

Charging Admission (Prior approval required)

Applicants must submit a *special request* and complete an Organizational Profile to be considered for approval to charge admission during rental time(s). Call 301-600-1646 for more information.

Concessions

To operate concessions, a *Special Request* must be submitted to the FCDPR. Provide a complete description; including setup requirements and items for sale (some special food items require additional permits from the Frederick County Health Department). If the request is approved, a specific space for the concessions will be assigned; running concessions from any other space is prohibited, unless approved by the Recreation Specialist. Permit holders must have an approved *Special Request* and *Sales Permit* from the FCDPR to operate concessions.

Weather Cancellations

FCDPR reserves the right to cancel a reservation when the safety of the participants or staff is in question. Every effort will be made to give all rental applicants/program participants' prior notice before canceling. When the determination is made to cancel a specific program, Parks & Recreation will inform the public of all cancellations by updating the Program Cancellation Line: 301-600-6291.

Lightning and Thunder Events

"When Thunder Roars, Go Indoors" FCDPR activities and reservations on the synthetic turf field will be suspended if a thunderstorm appears imminent before or during outdoor activities. If thunder can be heard, lightning is close enough to be a hazard and everyone should head to a safe location immediately. All activities will be suspended until 30 minutes after the last sound of thunder is heard. This 30-minute clock restarts each time thunder is heard. Participants and spectators should only make their way back to a venue after an "all-clear" from the FCDPR staff. Rental groups who have delays and or cancellations due to thunder/lightning events will be credited for the makeup rental time and rescheduled at the earliest available time.

Concussion Policy

Renters are required to comply with State law on concussions under **HEALTH - GENERAL TITLE 14. GENERAL DAY CARE SUBTITLE 5. YOUTH SPORTS PROGRAMS:**

- (1) A youth sports program shall make available information on concussions and head injuries developed by the State Department of Education under § 7-433 of the Education Article to coaches, youth athletes, and the parents or guardians of youth athletes.
- (2) A coach of a youth sports program shall review the information provided in paragraph (1) of this subsection.
- (3) A youth athlete who is suspected of sustaining a concussion or other head injury in a practice or game shall be removed from play at that time.
- (4) A youth athlete who has been removed from play may not return to play until the youth athlete has obtained written clearance from a licensed health care provider trained in the evaluation and management of concussions.

Permit Cancellation

Any permit holders reported to the FCDPR for improper facility use, inconsistent with the policies listed herein, will have their permits suspended indefinitely. The FCDPR reserves the right to deny, place on probation, or cancel any permit for any reasonable cause or violation of the policies and procedures listed herein. Every attempt will be made to communicate any action and provide sufficient notice of any suspension or cancellation to the permit holder.

Insurance Requirement checklist for Synthetic Turf Rental

1. The Certificate must read, **Frederick County, Maryland**, 12 East Church Street, Frederick, Maryland 21701
2. The Certificate of Insurance must meet these minimum requirements. General Liability must cover Premises/Operations; Products/Completed Operations; Contractual Liability; Independent Contractors; Broad Form Property Damage and Personal/Advertising Injury. General Liability coverage with minimum limits of \$1,000,000 per Occurrence; \$2,000,000 General Aggregate; \$2,000,000 Prod/CO Aggregate; \$1,000,000 Personal/Advertising Injury; \$50,000 Fire Damage Legal Liability and \$5,000 Medical Expense. All certificates must include an authorized signature and provide for at least 30 days notice of cancellation. Any deductibles or self-insured retentions should be noted on the certificate.
3. All of the above coverage's must be written by a carrier with a minimum A.M. Best rating of A- or better AND a financial size classification of VI or higher.
4. Proof of non-profit status from IRS.
5. One endorsement pages is required; the Additional Insured Endorsement Page
 - a. Must be current and on file with FCPRD at all times
6. Address of Applicant on the Certificate of Insurance must correspond with the address of the applicant.

Code of Conduct

It is rental organizations/individual renter's responsibility to make certain that all coaches, parents, and participants are aware and comply with this Code of Conduct.

1. Cooperate with all participants involved with the activity. This includes officials, other coaches, participants, parents and spectators.
2. Never physically, verbally or emotionally harm, hurt, humiliate or intimidate another participant, coach, parent or official. Never show frustration in the presence of players, parents, spectators, etc.
3. Never use profanity or language that is in bad taste.
4. Listen to and follow all direction from program directors, FCPR staff and officials.
5. Communicate to all participants, players, parents, spectators and officials in a friendly and reasonable manner.
6. Respect facility amenities, field and equipment.
7. Participate to the best of my ability and in a safe and professional manner at all times.
8. Demonstrate and require fair play and sportsmanship from your players at all times. Lead by example by demonstrating respect and class toward your opponent at all times.
9. Place all trash in appropriate trash receptacles.

Any violation or infraction of these codes could result in a suspension from this facility. Discipline problems will be monitored and managed by FCPR staff. Physical violence could result in indefinite suspension.

Contact Information

All *Facility Reservation Application Request* must be submitted to the Recreation Supervisor (via email, fax, mail, or in-person):

Frederick County Division of Parks and Recreation
355 Montevue Lane, Ste. 100
Frederick, MD 21702-8213
Office: 301-600-1646
Fax: 301-600-2595
Email: parksandrecreation@frederickcountymd.gov