



**Sports Field
Rules and Regulations
2019**

FREDERICK COUNTY PARKS AND RECREATION DIVISION
2019 RULES AND REGULATIONS

By requesting and accepting a reservation for use of a FCDPR sports field, groups agree to the following:

1. The President and/or Designated Representative for each organization are responsible for knowing FCDPR Rules and ensuring all Regulations are followed.
2. A responsible adult must be present at all times. That individual is responsible for damage to property, as well as the supervision and control of all group participants, officials and spectators during use of the facility.
3. Adequate chaperons and supervision must be provided for children and youth activities at a ratio of **no less** than one adult per twenty-five children and/or youths.
4. Good judgment must be used when assessing field conditions: fields are NOT to be used when conditions are such that said use is likely to cause injury to participants or result in damages to the playing surface.
5. Alteration or installation of equipment (basketball hoops, fences, moving soccer goals, bases, mounds, , etc.) is prohibited. (A Special Request Permit must be submitted for approval by the Division Director if an exception is requested; requires ten business days from submission date for approval process to be completed.)
6. Field use is restricted to during allocated time ONLY, and to only those areas to which the group has been assigned.
7. Organizations should have written confirmation of their reservation available at all times.
8. Field use is restricted to the purpose the field is designed for (see Page #22). Exception: submission of a Special Request Permit approved by the Division Director
9. Reserved field time must be relinquished for any times that will not be used; a Field Relinquishment Form must be submitted to FCDPR immediately upon determining a field(s) is not needed.
10. Interference with employee and/or volunteer duties is prohibited by law.
11. Inappropriate or indecent conduct, intoxicants, harassment and/or language are strictly prohibited.
12. NO use of illegal drugs or weapons is permitted at any activity or on any park property at any time.
13. Alcohol is LIMITED TO DESIGNATED AREAS ONLY, and requires the purchase of an Alcohol Permit (see Page 22).
14. **Parking in unauthorized areas is prohibited; driving or parking on grassy areas is prohibited.**

The Frederick County Parks and Recreation Division (FCDPR) Director has the authority to make changes to the rules and regulations, and fees, as usage and field availability change, and to interpret and determine appropriate procedures for implementation of this policy. Additionally, the Frederick County Parks and Recreation Division Director has the authority to restrict or terminate permits when violation occurs that warrants termination, or when it is deemed in the best interest of the facility or County.

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By requesting and accepting a reservation for use of a FCDPR sports field, groups agree to the following (continued):

15. Defacing of property is prohibited.
16. Soliciting or loitering is prohibited.
17. Violent or threatening behavior of participants, officials, spectators or any other person(s) participating in or attending the permitted activity that may jeopardize the safety of others is prohibited and must be prevented, controlled and/or addressed immediately.
18. Activities shall be orderly and lawful, and not of a nature to incite others to disorder.
19. **Full compliance** with concession rules and regulations is required.
20. **Full compliance** with banner/sign/display rules and regulations is required.
21. **Full compliance** with Rules and Regulations of the Frederick County Parks and Recreation Division is required.
22. **Full compliance** with all federal state and local laws, regulations and licensing requirements is required.

The Frederick County Parks and Recreation Division (FCDPR) Director has the authority to make changes to the rules and regulations, and fees changes, as usage and field availability change, and to interpret and determine appropriate procedures for implementation of this policy. Additionally, the Frederick County Parks and Recreation Division Director has the authority to restrict or terminate permits when violation occurs that warrants termination, or when it is deemed in the best interest of the facility or County.

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GENERAL INFORMATION

REQUESTING FIELD TIME

- Sports fields are available for reservation from March 15th thru November 14th each year; sports fields are NOT available for reservation from November 15th thru March 14th **except** by approved Special Request permit (requires ten business days for approval).
- Frederick County Division of Parks and Recreation (FCDPR) will begin accepting next season's field requests on December 1st of each year.
- Contact person (official representative) will be limited to the President
 - Exception: the President of an organization may designate another individual as the sole contact by submitting the Designated Representative Form.
 - FCDPR will accept only **one contact per sport** per organization
 - By submitting the signed Designated Representative Form, the president is allocating responsibility to another person to conduct ALL field responsibilities between FCDPR and the organization.
 - Designated Representative Form must be submitted, signed by the president, before the representative may conduct business with the Frederick County Division of Parks and Recreation Office.
 - Only the President OR Designated Representative may request fields for that organization.
 - Applications will NOT be accepted unless signed by either the President OR the assigned Designated Representative.
 - Official representatives must be at least eighteen (18) years of age.
- It is extremely important to request **ONLY** the field time actually needed and that will actually be used. Blanket requests **should not** be submitted, and may delay processing of your application.
 - **Start and end dates should accurately reflect the actual start and end to each season being played (including practices)**
 - **Field Relinquishments.**
 - Since field requests are often made before actual needs are known, a Field Relinquishment Form must be submitted as soon as any excess time is identified (i.e., once signups and/or schedules are completed)
 - Relinquishments that cover field time not used due to "Away" games must be sent with game schedules, and subsequent updated game schedules.
 - Season end dates should be updated as soon as they are known, to allow the Parks Crews to schedule field maintenance.
 - Repeated failure to use reserved field time without proper notification is reason for loss of "Good Standing" status or termination of reservation and may affect ability of organization to reserve County sports fields.

DUE DATES - 2019

- Seasonal Requests for the upcoming Spring/Summer Season are due from groups, **including Rec Councils**, by January 1st (June 1st for Fall requests).
 - Seasonal Requests require a Full Application (see definition on Page #27) in order to maintain priority of use consideration.
- Only Full Applications will be used to officially allocate field use. All forms as listed in the definition of a Full Application (page 27) must be signed by either the President or Designated Representative or they will not be accepted.

The Seasonal/Tournament Request Form with Contact Sheet and Designated Rep Form (if applicable) will be accepted at the Annual Scheduling Meeting.

However, all remaining documents that constitute a Full Application must be submitted by January 1, 2019 (June 1, 2019 for Fall) for Priority Use Consideration, and by February 1, 2019 (July 1, 2019 for Fall) for New Use Consideration.

- Grace period of seven (7) days will be allowed to complete the Full Application for **Priority Use Consideration**, during which time you will be notified of missing forms and/or fees.
 - If at the end of the business day (4:00 pm) on January 7, 2019 (June 7, 2019 for Fall), the completed Full Application is not received by FCDPR, your application will be returned; your reservation removed from the Preliminary Field Schedule and prior use consideration will be lost.
 - There is **no** Grace Period for New Use Consideration
 - **See chart on Page 29 for complete list of due dates.**

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Rules are subject to change by FCDPR at any time

“GOOD STANDING” STATUS

- Required status of organizations, groups and/or individuals in order to reserve FCDPR sports fields
- Considered in this status until infractions or violations of rules and regulations cause removal of same
- To maintain “Good Standing” status, field users must:
 - Make timely submission of a Full Application
 - Submit required schedules and rosters for all seasonal play on due dates
 - Submit timely Relinquishment Forms for dates and times not needed
 - Make payments in full on or before due date
 - Adhere to all rules and regulations
 - Properly maintain fields (except for normal wear and tear)
 - Clean up reserved area after use
 - Monitor actions of group members, coaches, officials, parents and spectators

REMOVAL FROM “GOOD STANDING” STATUS

- Written notice of removal from “Good Standing” status will be sent to group
- Removal may be due to a violation of one or more rules, regulations and/or other requirements, including but not restricted to,
 - Failure to submit a Full Application **and/or all paperwork by due date**
 - Failure to submit complete and legible paperwork
 - Failure to submit payment of any/all fees/deposits/damages by due date
 - Violation of one or more Parks Sports Field Rules or Regulations
 - Violation of one or more Frederick County Ordinances
 - Failure to maintain fields (except for normal wear and tear)
 - Failure to prevent damage to County property
 - Poor judgment in assessing field conditions and allowing play that damages fields
 - Allowing play when conditions are too wet, and damage results
 - Use of unauthorized ATVs, tractors, etc. to prepare infields for play
 - Failure to monitor group members, coaches, officials, parents or spectators
 - Failure to provide adult supervision for youth activities
 - Failure to ensure that activities are orderly and lawful
 - Failure to control violent or threatening behavior of participants, spectators or officials
 - Failure to secure permission for:
 - Signs/banners/displays
 - Advertising
 - Concessions and sales
 - Allowing alcohol to be possessed or consumed without valid alcohol permit or in area not designated for alcohol use
 - Failure to police grounds and remove litter/trash
 - Failure to park only in designated parking spaces
 - Failure to submit required schedules and rosters for all seasonal play on due dates
 - Failure to relinquish fields as required, or to follow relinquishment procedure
 - Attempting to purchase a reservation granted to a member of the public, or to intimidate said user into vacating the field
 - Penalty is automatic disqualification from tournament consideration for following season
 - Brokering, permitting use of, or transferring your reserved time with others without the approval of FCDPR
- Groups may appeal removal from “Good Standing” status through Allocation Review Process (Page 13)
- Groups NOT in “Good Standing” lose the ability to reserve County fields. Violations will be placed on the “Good Standing” Status Log for:
 - A period of one year from date of infraction (if infraction is corrected and not repeated)
 - Indefinitely if infraction is not corrected and/or is repeated

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DENIAL OR TERMINATION OF USE OF FIELDS

May be based on:

- Loss of “Good Standing” status
- Expired Insurance
- A history of field damage, regulation violations or inadequate supervision of attendees
- Discrimination prohibited by state or federal law
- Permit holder violates state or federal law
- Participants or the organization have demonstrated, or now demonstrate, dangerous or violent behavior
- Participants or the organization promote hatred and/or violence
- Progressive disciplinary measures to address spectator, coach, official or athlete behavioral problems are not established and followed

FIELD INFORMATION

- FCDPR makes every effort to have fields ready for play by the beginning of each season; however, no guarantees are made, as this is weather dependent. FCDPR reserves the right to change the starting date for field availability.
 - During March, turf is often wet and not actively growing, and therefore is susceptible to damage from use. It is important that use be called off when fields are too wet and may be damaged by play.
 - Should damage result from use, repair costs will be deducted from the security deposit. If repair costs exceed the security deposit, the organization will be invoiced the difference. The organization will also be required to reinstate the amount necessary to bring the security deposit to the required amount within ten business days. (unless the playing season has ended.)
 - *Severe misuse, or a pattern of misuse, will result in the organization’s loss of field use, and will affect its ability to reserve fields in the future.*
- FCDPR will routinely keep grass cut; the grounds clean, bases and plates in place, and eliminate safety hazards where possible.
 - Field users are responsible for preparing infields for play **the day of the reservation**, including dragging, lining and filling holes.
 - Preparation is NOT to be done prior to game day except by approved special request.
 - **Multipurpose field users are responsible for lining fields and/or securing goals as appropriate (must have approved use of portable goals)**
 - **An approved Special Request Permit is required for dragging fields, the use of trucks, ATV’s and tractors for the purpose of preparing fields for play. Special Permits will be approved after verification of attendance at the Field Maintenance Training.**
 - Material Safety Data Sheets (MSDS) must be submitted with a Special Request Permit form, and approved, before applying field materials not supplied by FCDPR.
 - Sound judgment should be used when deciding whether to drag wet fields
 - A representative from the organization must attend the Annual Field Maintenance Training before approval will be given to perform field preparation.
 - Damage resulting from field preparation during wet conditions, or for any other reasons resulting from the actions of the user, are the responsibility of the user. Groups will be held financially responsible for damage.
 - Damage to facilities will negatively impact your organization’s “Good Standing” status, and may result in loss of ability to reserve County fields for play.
- Moving or alteration of bases, plates, soccer goals or other equipment is **prohibited** except by approved Special Request Permit.
 - Full-size regulation soccer goals are pinned to the ground for safety, **and are required to be pinned at all times during play.**
 - All equipment must be returned to pre-use condition.
 - The cutting of locks and/or chains on soccer goals is considered damage to FCDPR property and groups will be held financially responsible.
 - Failure to meet the requirements for moving equipment may result in loss of “Good Standing” status, and the ability to reserve County fields.
- Construction, modification or physical change to any field or facility requires an approved Special Request Permit (five business days for approval) or Park Improvement Proposal (thirty days for approval), whichever is appropriate for the type of work to be done (see Pages 22, 23 and Appendix).

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- Fields may NOT be used when:
 - Water is standing on the field
 - Soil is frozen
 - Soil is wet and spongy
 - Steady rain is falling
 - A lightning/electrical storm is occurring
 - Play would result in damage to the field
- USERS WILL BE HELD FINANCIALLY RESPONSIBLE FOR DAMAGE**
Damage to facilities may affect your "Good Standing" status
- **The removal of ground litter, and the return of the field and surrounding area to pre-use condition, is the responsibility of those reserving the fields.**
 - Trash is to be placed in appropriate receptacles, and any excess removed from the park by the reserving group.
 - The permit holder assumes personal liability for the cost of excessive cleanup, loss, breakage or removal of County property resulting from the permitted activity.
 - Failure to comply will result in the loss of the security deposit and the permit holder being invoiced for any additional cost
 - Group must replace the security deposit (or portion) that is withheld within ten (10) business days, to retain reservation.
 - Post-tournament inspections will be performed to determine condition of the grounds and what portion, if any, of the security deposit is to be withheld.
 - Additional fees may be charged for damages, including excessive ground litter
 - **FCDPR reserves the right to schedule fields on a limited basis to protect the turf, or to close fields for extended periods of time for renovation.**
 - No tournament use of Pinecliff Field #1 is permitted on Saturdays and Sundays except by Special Request
 - Postponement, cancellation or discontinuation of use of any fields or facilities by the applicant must be reported to FCDPR by email to sriddell1@frederickcountymd.gov at least twenty-four (24) hours in advance, unless the action was due to inclement weather. If email is not available, please call 301-600-2353 or 301-600-6640
 - Seasonal groups requesting rain make up dates
 - Written request must be submitted
 - Dates and times of games that were rained out must be supplied
 - Dates and times requested for rain make-ups must be prioritized (1st choice, 2nd choice etc.)
 - Fields, dates and times for rain make-ups will be assigned on a field available basis

SCHOOL FIELDS

- FCDPR reserves sports fields at Recreation Center locations (Centerville, Deer Crossing, Middletown, Oakdale, Sugarloaf (Spring 2020), Thurmont, Tuscarora and Walkersville.)
 - All Frederick County Public School (FCPS) facility use rules and regulations, as well as FCDPR rules and regulations, apply.
 - FCPS may cancel or postpone any non-school use of a school field reserved through FCDPR when such use is in conflict with a school event, or for any reason whatsoever.
 - FCDPR will make every attempt to notify the affected organizations as soon as the cancellation information is received.
- Any individual or group found guilty of damaging, destroying or defacing school or park property, or other public property, may be excluded from further use of a field or facility, and shall be held responsible for such damage.
 - User shall ensure reimbursement for the cost of damages occurring during use.
 - User group may forfeit some of their assigned fields in order to compensate other groups adversely affected as a result of the damage.

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MISCELLANEOUS

- Play must end no later than 15 minutes before the official park closing time (see Park Hours Chart, Page 30). Players must exit promptly so that the Park may close on time.
- No admission may be charged for any activity held in County Parks. Spectators to any event held in County Parks may **not** be charged an admission fee.
- Shelter reservations are **NOT** included with field reservations. Shelters may be reserved separately (for a fee) by calling 301-600-1646 or visiting the Frederick County Division of Parks and Recreation Office at 355 Montevue Lane, Ste 100, Frederick, MD 21702. Shelters must be yielded to those persons with paid reservations.
- If there is no park representative on site, call Emergency Communications at 301-600-1603 in case of a problem with your reservations, fields or lights. Ask that they contact the Parks Emergency Contact.
- All managers, coaches or persons in charge of a group using the fields are responsible for the conduct of all participants, spectators and others connected with the activity, including visiting teams and opponents. FCDPR reserves the right to suspend or expel any organization, groups of individuals, or individual from use of County athletic facilities if their use of the fields causes, or may cause damage to the facility, or threatens to harm any individual.
- Field use after sunset may not occur on an unlit field.
 - Daylight Savings in 2019
 - **Spring Forward:** The clocks are set ahead one hour during Spring. In 2019, this occurs on **Sunday, March 10th**.
 - **Fall Back:** The clocks are set back one hour during Fall. In 2019, this occurs on **Sunday, November 3rd**.
 - **When scheduling start and end dates and times, daylight savings time should be taken into consideration**

Rules are subject to change by FCDPR at any time

RESERVATION OF FREDERICK COUNTY SPORTS FIELDS

Reservations are required for the formal use of any Frederick County sports field. Formal use is defined as the “recurring and/or organized” use of a field or reservable area and/or the use by groups with any combination of uniforms, officials, spectators, or other evidence of being an organized group playing an organized sport.

RESERVATION PROCEDURE FOR FCDPR FIELDS

- Verbal requests will not be accepted
- A Full Application with security deposit (see definition, Page 27) is required for a reservation to be considered “booked”
- Requests will be awarded based on priority consideration established by Frederick County Government (see chart on Page 12)
- Requests must be **ONLY** for field time actually needed, and that will actually be used - be as accurate as possible
 - Blanket requests will not be accepted and may delay your application from processing
 - A blanket request will not provide us with the details of what your priority choice will be
 - Include start and end dates for both practices and games
 - Unused reserved field time must be “returned” by submitting a Field Relinquishment Form as soon as any excess reserved time is identified
 - Repeated failure to use reserved field time is reason for loss of “Good Standing” status, termination of reservation and/or ability to reserve County sports fields
- All forms must be filled out completely and legibly, or they will not be accepted
 - Incomplete forms will be returned; this delay could negatively impact field use requests
- Forms are to be submitted to the Frederick County Division of Parks and Recreation Office, 355 Montevue Lane, Ste 100, Frederick, MD 21702
 - Some, but not all forms may be faxed (301-600-1664) or emailed if delivery deadline cannot otherwise be met
 - Faxed or emailed application are considered temporary until security deposit is received
 - Emails must be in a file format that can be opened by FCDPR and printed on 8 ½ x 11” paper
 - Organization Profile (if applicable)

To reserve a Frederick County Sports Field:

1. Contact the Frederick County Division of Parks and Recreation Office at 301-600-2353, or
2. Visit the Frederick County Division of Parks and Recreation Office at 355 Montevue Lane, Ste 100, Frederick, MD 21702 (M-F 7:30 am – 4:00 pm), or
3. Attend the Annual Field Scheduling Meeting in December, or
4. Send email to sriddell1@frederickcountymd.gov
5. Electronic Field Reservation Request from the FCPDR website at www.recreator.com (Electronic submission from the website is not an approval. The request will be received, reviewed and our office will contact you for additional information) or
6. Print forms from FCDPR website at www.recreator.com, complete and submit by mail or as an email attachment

ANNUAL FIELD SCHEDULING MEETING

- Held annually on the first Tuesday in December
 - Meeting date (**December 3, 2019**) will be advertised in the local media (For example:: local newspaper, www.recreator.com and Channel 19)
 - Groups who attended the previous year will be notified by mail and/or email of the date/time
 - Interested parties may call FCDPR at 301-600-2353 to be placed on meeting notification list
- The next season’s (Spring/Summer and Fall) **softball** tournament schedule will be set at this meeting
- Seasonal requests are accepted (see box, below)
- All organizations interested in using FCDPR fields the upcoming year are advised to attend in order to receive due consideration.

*At the Field Scheduling Meeting a Partial Application will be accepted:
(Seasonal or Tournament Request Form, Organization Contact Sheet,
Designated Representative Form (if applicable)
Balance of documents will be due as outlined in the chart on page 29*

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ANNUAL FIELD SCHEDULING MEETING TOURNAMENT PROCEDURE:

A tournament is defined as a sporting event consisting of several games being played to determine a winner. Tournaments may include, but are not limited to, softball, baseball, soccer, kickball and lacrosse. ***For the purpose of reserving fields, a scrimmage fest will be considered to be a tournament.***

- Most softball tournament reservations will be scheduled at this meeting; later requests will be processed as received, on an **“as fields are available”** basis
 - Tournament requests received after February 1st will be assigned on an “as available” basis and may include restricted hours
 - Pinecliff Tournament Designated Fields are Fields 2 through #5 (Weekends ONLY)
 - Ballenger Tournament Designated Fields are Fields #1 through #3 (Weekends Only)
 - **Exception:** Field #1 at Pinecliff and Fields #5 and #6 at Ballenger Creek may be used with an approved Special Request permit. Decision will be made by the Division Director seven (7) days prior to tournament and additional field use fees may apply
 - There are no multipurpose fields designated for tournament play only
 - Fields are assigned based on availability and may not interfere with scheduled seasonal play
 - Assignments will be made after February 1st for the Spring/Summer season (July 1st for the Fall season)

A \$100 security deposit is required per park and full payment must be received by FCDPR **no later than 30 calendar days** prior to the beginning of a scheduled tournament.

- All softball tournament requests received at the meeting will be placed on a calendar during the meeting
 - **Free seasonal tournaments are determined first (up to 2 per calendar year, per organization)**
 - Free seasonal tournaments are limited to one park (applicable fees and additional security deposit and fees are required for additional parks)
 - Free seasonal tournaments are limited to a maximum of four (4) free fields (additional fields subject to field use fees and field availability)
 - Free seasonal tournaments are limited to two (2) consecutive days (additional days subject to field use fees and field availability)
 - Applicants may be asked to prioritize tournaments, if requesting more than one tournament
 - Dates for which only one request is made will be awarded to that individual/group
 - For multiple requests, if a compromise cannot be reached by applicants, a drawing will determine the final decision as to the award
 - Applicants not awarded a reserved date will be allowed to request another open date
 - Conflicting date requests will be awarded by a drawing
 - Rain dates will not be reserved unless paid for; cancellation rules will apply
 - Groups may request up to three (3) tournaments per year
 - Additional tournaments, above the maximum of three (3), may be requested through submission of a Special Request Permit, subject to the approval of the Division Director
 - Approval will not be considered before May 1st
 - Tournaments exceeding two (2) consecutive days may be requested through submission of a Special Request Permit, subject to the approval of the Division Director

RESERVATIONS ARE NOT TRANSFERABLE:

- Any change in reservation (date, times, or fields) requires:
 - Field Relinquishment form and
 - Approval by FCDPR **before** date of event
- Giving unauthorized permission for anyone else to use your reserved field time can result in cancellation of your current reservation, loss of “Good Standing” status, and future inability to reserve County fields.
- Request to change submitted schedule must be in writing; verbal requests will not be accepted.

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RELINQUISHING FIELD TIME

- Approved reservation of field use that will not be used must be **reported immediately to FCDPR**
 - Field Relinquishment Form must be submitted to FCDPR **in advance** of date of reserved use
 - Relinquishments should be submitted when field reserved for full day will only be used for a half day
- Relinquishment Forms for fields requested on the Seasonal/Tournament Request forms that will not be used must be:
 - Submitted with practice and/or game schedules by deadline
 - Submitted at any time it is determined reserved field use is no longer needed

Tournament Rainouts and Cancellations

Tournament representatives must notify Parks and Recreation (301-600-2353) the **first business day following the scheduled tournament date** (between the hours of 7:30 am – 4:00 pm) in case of being rained out, in order to receive a refund of field use fees and security deposit.

- Rain date refunds (Field Use Fees and Security Deposits) are given **ONLY** if president or designated representative notifies Parks and Recreation by the end of the first business day following the tournament.
 - Follow-up written request must be submitted for refund email to sriddell1@frederickcountymd.gov or mail to 355 Montevue Lane, Ste 100, Frederick, MD 21702, or a faxed request is acceptable (301-600-1664)
 - If a tournament is held, no refunds will be given for any fields reserved but not used
 - A 20% Administrative fee will be charged per refund transaction. To avoid the administrative fee, a customer may apply the refund credit to their account for future use.
- **Make-up dates for tournament rainouts**
 - Must be scheduled by FCDPR **only**
 - Written request must be received from President or Designated Representative (can be faxed, emailed or hand-delivered)
 - **VERBAL REQUESTS WILL NOT BE ACCEPTED**
- **Cancellations:** Tournament representative must notify FCDPR in writing of their desire to cancel
 - Written notification must be received by FCDPR **no later than 20 calendar days** prior to the beginning of a scheduled tournament
 - With twenty (20) days prior notice, field use fees will be reimbursed in a timely manner
 - Security Deposits **will NOT** be returned

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FIELD ALLOCATION:

- Priority of use will be:

FIELD ALLOCATION CHART

1. Frederick County Government
2. Frederick County Division of Parks and Recreation
3. Frederick County Recreation Councils
4. **Prior Seasonal Use Groups with 66% Frederick County Residency ***
5. **New Seasonal Use Groups with 66% Frederick County Residency ***
6. **Prior Seasonal Use Groups with less than 66% F C Residency ***
7. **New Seasonal Use Groups with less than 66% F C Residency ***

- Frederick County Residency will include
 - Any participant (youth or adult) whose primary residence is within Frederick County, MD, or any youth under eighteen years of age, whose guardian's residence is within Frederick County, MD
 - Organizations must meet this requirement to qualify for a Youth Group exemption
 - All residents within the town limits of the Town of Mount Airy will be considered Frederick County residents for the purpose of reserving Frederick County Sports Fields with respect to field allocation
 - Any corporate or company team where the company or agency is based (or has a branch office therein) in Frederick County, MD. Sixty-six percent (66%) of all players must work for the sponsoring company, corporation or agency, or be residents of Frederick County **and** the fee must be paid with a company check
- Residency will be established as follows:
 - Existing groups with previous use of FCDPR facilities must
 - Final 2018 season's rosters and schedules on file with FCDPR will be used for determination.
 - Must support residency requirement
 - If less than 66% Frederick County residency, proof of residency for 2018 must be submitted with Full Application for Priority Use Consideration
 - Priority is only for exact same days, Park fields and times as previous season (i.e. 2018 reservation of Field #1 at Ballenger for Spring/Summer on Mondays, would allow for prior use consideration for 2019 request for Field #1 at Ballenger for Spring/Summer on Mondays)
 - Existing groups without previous use of FCDPR facilities must
 - Provide last season's roster and schedules (even though from a non-FCDPR facility)
 - FCDPR will review documentation and make a decision of group placement on Field Allocation Chart
 - Actual schedules and rosters from first season of play on County fields will then be used the following season to determine the group's placement on the Field Allocation Chart
 - Newly-formed groups (who did not exist the previous season) must
 - Provide a written description of their group
 - Project or estimate if the number of their group will be at least 66%
 - FCDPR will review the documentation and make a decision where the group should be placed on the Field Allocation Chart
 - Actual schedules and rosters from their first season of existence will then be used the following season to determine the group's placement on the Field Allocation Chart
 - Recreation Councils
 - Full Application must be submitted by the due date and the council is in "Good Standing"
 - All Rosters and Schedules from previous seasons were submitted as required
 - In order to receive Rec Council sanctioned status for the purposes of field allocation, each Council must submit to the FCDPR by November 1st, a list of sanctioned organizations for the upcoming year.
 - Field requests received for programs not on the list of sanctioned organizations will NOT receive Rec Council field allocation consideration
 - Only sanctioned activities or programs of approved FC Rec Councils, or groups officially sanctioned by the approved FCRC will receive Recreation Council status consideration for purposes of field allocation (#3 on the Priorities for Field Allocation Chart).
 - A sanctioned recreation council program is one directly associated with, and under the authority of, a particular recreation council.

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FIELD ALLOCATION (cont'd):

- Recreation Councils (cont'd)
 - Independent organizations affiliated with a member on the council board or simply sponsored by a particular council, are NOT sanctioned organizations.
 - Groups with their own separate decision-making board independent of the council, or not under the authority of the council board, or with an independent bank account for a specific program, and/or with a separate organization title do NOT qualify to be sanctioned.
- Use the previous year does NOT guarantee use in the current year
- Rec Councils are exempt from submitting Roster and Schedules from the previous year (a Residency Summary Verification Form is not required with their Full Application) for the Full Application residency requirement
- Rec Councils are required to submit Rosters and Schedules during the current playing season(s)
- Prior Use Consideration does NOT apply to tournaments
- Other allocation considerations:
 - Sports organizations will be assigned fields within, or close to, their community, when practical
 - Allocation of games will take precedence over allocation of practices, where practical
 - Requests from groups for tournaments with verifiable 66% Frederick County residency will be given priority over requests without residency, where possible
 - All else being equal, complete requests will receive priority based on date received by FCDPR
 - All else being equal, those serving more participants will be favored over those serving fewer participants (except where number exceeds requested field capacity)
 - All else being equal, those with less field resources available to them will be favored over those with more field resources available
 - Requests for use of fields for purpose designed for (baseball requests for baseball fields, etc.) take precedence over request for use of fields not for purpose designed for (soccer requests for baseball fields, etc.)

ALLOCATION REVIEW PROCESS

- Request for re-examination of a decision regarding an individual's or organization's allocation of field time, loss of "Good Standing" status, or to provide a venue whereby usage conflicts may be addressed and resolved. The process is structured to ensure fairness and relies on a committee of the FCDPR staff to make a decision regarding each specific issue.
 - Any applicant or user may file a request for an allocation review providing:
 - Application or field use request was denied, or;
 - Usage conflict cannot be resolved by the affected parties, or;
 - "Good Standing" status was removed
 - To request an Allocation Review:
 - Submit written request to FCDPR Director within fourteen (14) calendar days of notification of denial of field request, notification of loss of "Good Standing" status, release of the field permit or as the conflict arises
 - Request must contain the following:
 - Brief explanation of the situation from viewpoint of sports organization with
 - Relevant information or documentation
 - New information that is appropriate and might clarify issue
 - Suggested alternative solution to decision
 - Review Committee
 - Recreation Staff (2 members)
 - Parks Staff (2 members)
 - Administrative Staff (1 member)
 - Allocation Review Meeting
 - Participants are required to bring actual registrations, schedules and other relevant paperwork to review meeting
 - Other organizations possibly affected by the decision may be asked to attend and provide information
 - Decision will be made and forwarded in fourteen (14) calendar days to involved parties:
 - Organization initiating review
 - FCDPR Director
 - Other organizations affected by the decision
- Request to appeal the review committee decision
 - Written request made by initiating organization to FCDPR Director
 - Within fourteen (14) calendar days of review committee decision date
 - FCDPR Director will make final decision regarding the appeal

FREDERICK COUNTY PARKS AND RECREATION DIVISION
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FEES

- Payment
 - Security deposits will be due upon notice of field availability (five [5] days for payment)
 - Field Use Fee, Light Use Fees and other fees
 - Invoice billed to President or Designated Representative at last documented address
 - Payable by credit card, cash or check/money order made out to:
Frederick County Treasurer
 - Can be mailed to, or hand delivered to:
 - Frederick County Division of Parks and Recreation, 355 Montevue Lane, Ste 100, Frederick, MD 21702
 - Security Deposits
 - Security Deposits will now roll over for groups with ongoing reservations (same use year after year)
 - We recommend deposits come from an organization account; but will accept deposits paid by individuals to be credited to the organization.
 - Security Deposits may be made by credit card, check, money order or cash. However, we strongly recommend using a credit card for the security deposit process.
 - We will contact organizations via email once we have assigned a field for the season. Organizations will have **five (5) business days** to contact the office to process the security deposit. Failure to do so will result in loss of field assignment.
 - Submit to Frederick County Division of Parks and Recreation Office at 355 Montevue Lane, Ste 100, Frederick, MD 21702
 - Field Use Fees
 - Applicants submitting requests at Annual Field Scheduling Meeting in December:
 - Expect an invoice for upcoming season during the month of February
 - Payment in full is due on, or before, the due date indicated on invoice
 - Applicants submitting requests after Annual Field Scheduling Meeting in December:
 - Pay fees at time of application, **or**
 - Expect invoice for requested field use time within approximately two (2) weeks
 - Payment in full is due on, or before, the due date indicated on invoice **or** before first use of fields, whichever comes first
 - Use of fields must **NOT** begin prior to full payment of Field Use Fees
 - Seasonal groups requesting additional field time to finish out their season must submit a Special Request Permit
 - If days of the week and times match those of their seasonal reservation – no charge
 - If days of the week or times do **NOT** match seasonal reservation – fees will be charged at seasonal or daily rate (whichever is lower)
 - Exemptions
 - Frederick County Youth Groups who qualify for Youth Group Exemption – Seasonal
 - Security Deposit is required
 - Approved Youth Group Exemption Form is required
 - Limited to two free tournaments per organization per calendar year, maximum of two consecutive days
 - Limited to one park
 - Limited to maximum of four (4) free fields
 - Additional security deposit and/or fees beyond limits
 - Light Fees
 - **Lights should be used ONLY when necessary for safe play**, and may be operated by the push button on a light pole at each field.
 - No other light controls are accessible to field users.
 - Use of lights requires the reservation of a lighted field **OR** payment of a Light Fee (see chart below), payable in advance of use of lights
 - Field use after sunset may not occur on a field reserved as “unlit”
 - An approved Special Request Permit is required for use of lights before March 15th or after November 14th
 - All groups must pay light fees, **No Exemptions**
- Light Fees (cont.)
- Refund of Light Use Fees for tournament/daily use may be requested by email or regular mail:

FREDERICK COUNTY PARKS AND RECREATION DIVISION
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FEES (cont'd):

- If field reservation is cancelled prior to event (following tournament cancellation rules)
- If field is not used due to rain, must notify Frederick County Division of Parks and Recreation Office by 4:00 pm the following business day
- Damages
 - Should damage result from use, repair costs will be deducted from the security deposit. If repair costs exceed the security deposit, the organization will be invoiced the difference. The organization will also be required to reinstate the amount necessary to bring the security deposit to the required amount (unless the playing season has ended).

PAYMENT FOR LIGHTS REQUIRED

March 1 – 09	6 pm – park closing
March 10 – 31	7 pm – park closing
April	7 pm – park closing
May – August	8 pm – park closing
September	7 pm – park closing
October – November 2	6 pm – park closing
November 3 – December 31	5 pm – park closing

Lights

Lights	In-season	\$20.00 per hour per field for any scheduled or unscheduled light use in addition to field use fees for reservation
	Out-of-season	\$40.00 per hour per field for any scheduled or unscheduled light use in addition to field use fees for reservation

Field Use Fees

In-County Resident

Seasonal	Without Lights	Number of fields x number of days scheduled/week x \$110
	With Lights	Number of fields x number of days scheduled/week X \$240

Daily	Without Lights	Number of fields x number of days used x \$45
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Out-of-County Resident

Seasonal	Without Lights	Number of fields x number of days scheduled/week x \$165
	With Lights	Number of fields x number of days scheduled/week X \$360

Daily	Without Lights	Number of fields x number of days used x \$70
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FREDERICK COUNTY PARKS AND RECREATION DIVISION
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FORM GUIDELINES

Seasonal Request Form

- Practice time **must** be listed separately on request form
 - Is considered part of the seasonal reservation
 - **Cannot** begin before March 15th unless Special Request submitted and approved by Division Director
 - **Cannot** end after November 14th unless Special Request submitted and approved by Division Director

Certificate of Insurance and Endorsement Page

- Minimum of \$2,000,000.00 general aggregate with \$1,000,000.00 per occurrence
- Must name Frederick County Government as additional insured
 - Must use this exact wording (see COI sample page included in Sports Field packet)
 - If the certificate refers to a separate contract, that contract must also contain this exact wording
- Must be current and on file with FCDPR **before** any play begins, and during entire reserved time
 - If insurance is allowed to expire, reservation will be immediately terminated
 - Expired insurance may result in loss of "Good Standing" status and negatively impact future ability to reserve FCDPR fields
- One endorsement page for Additional Insured is required
 - Must be current and on file with FCDPR at all times
- Insurance forms that do not comply with the exact wording and coverage must be corrected **BEFORE** using the fields, and/or before reservation will be approved

Indemnification Agreement

- An Indemnification Agreement assuming responsibility for any liability that might be incurred by the Frederick County Parks and Recreation Division or Frederick County Government arising, or in any way related to, the conducting of recreational sports or athletic activities by the organization on property controlled or utilized by FCDPR must be provided.
 - This will be achieved by the execution of the Indemnification Agreement (see definition on page 27), duly signed by the president (or the designated representative) of the organization.

Rosters and Schedules

Schedules are used frequently to determine park activity; for the purpose of scheduling special events such as charity runs, and large celebrations that are requested. It is imperative that schedules be submitted when due and updated whenever changes are made that may be impacted by other activities.

Schedules must cover **all** practices and games. Schedules with practices only may be sent at the start of the season; but must be updated with all games as soon as the game schedule is set.

Schedules

- Due seven (7) days before the starting date of the reservation (including practices) for each season
 - Updated schedules are required **immediately** upon any change to existing schedules
 - All Schedules must be complete, covering every day and time of the reservation
 - **The most current game schedules must be on file at all times**

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FORM GUIDELINES (cont'd):

Rosters

- Due seven (7) days before the starting date of the reservation (including practices) for each season
 - Updated rosters are required **immediately** upon any change to existing rosters
 - Roster forms can be found at www.recreator.com in either Word or Excel versions
 - All Roster forms **MUST** be complete and legible; full mailing address is required for each participant
 - Rosters for 2018 will be used to determine the residency rule is met for field use in 2019

Youth Group Exemption

- Youth group must certify they are a not-for-profit group
- Programs must be directed toward service to youth under age of 18 years
- Must meet 66% Frederick County residency requirement
- Applies to Seasonal use only
 - Limited to two free tournaments per organization per calendar year, associated with seasonal reservation
 - Limited to one (1) park
 - Limited to a maximum of four (4) free fields
 - Limited to two (2) consecutive days
 - Additional tournaments and/or additional consecutive days of a tournament require
 - Approved Special Request Permit
 - Payment of Field Use Fees for use of more than four (4) fields
 - Special games (i.e. All-Star games) may be included as part of a seasonal reservation:
 - Provided they are scheduled during regular time period of seasonal reservation

Recreation Council Exemption

- FCDPR facilities will be provided free of charge for Frederick County Government approved County Rec Council activities and their sanctioned events and programs
 - Sports field reservation requests to Parks Reservationist (301-600-2353)
 - Due dates for priority use consideration status are same as any other group
 - Other reservation requests to Recreation Reservationist (301-600-1646)
 - Must be approved Recreation Council, meeting all qualifying criteria
 - Must submit list of council sanctioned programs by November 1st each year
 - Must submit Special Request Permit form following same policies set for all other organizations
 - Must submit request for Sales Permit; fee is exempt
 - Must have current Health Department permit for food sales

FREDERICK COUNTY PARKS AND RECREATION DIVISION
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Special Request Permit

- Required to request activities in addition to playing a sport on a County field
 - Requires ten(10) business days for approval; please allow sufficient time when submitting

Special circumstances requiring an approved Special Request Permit include, but are not limited to:

FIELD PREPARATION
Moving of equipment – goals, bases, pitcher’s mound (including placing a temporary raised mound)*
Use of field drying substances (MSDS sheets must be included with request)
Use of motorized equipment (tractors, ATV’s and mowers) for field preparation must include: description of equipment (make, model and color). Approval may be delayed if information is not furnished
Any temporary construction, modification or physical change to any field or facility
FIELD OR SPORTS USE RELATED
Temporarily leaving equipment and/or materials at a field (including, but not limited to, tractors, rakes, shovels, small tools, lining materials, lining equipment, bags of field dry mix). <i>Parks and Recreation is not responsible for items left at a field, with or without an approved Special Request Permit.</i>
Temporarily leaving equipment trailer at field site; <i>Parks and Recreation is not responsible for trailers left at a field, with or without an approved Special Request Permit.</i>
Addition of portable toilet at County Fields (<i>at organization’s expense; must include name of vendor supplying unit and the proposed service schedule, if a seasonal request</i>) (<i>Toilets for Rec Center Fields must be approved by the school</i>)
Addition of portable lights (<i>at organization’s expense; must include details of location and source of power</i>)
Addition of equipment to fields, including but not limited to, all portable goals, rebounders, mounds, pitching safety nets and pitching machines** with source of power
Use of fields out of season, or for use for a different sport than field was designed for
Use of advertising signs and banners (Page 22)
Tournament beyond two (2) consecutive days (Seasonal reservations are limited to two (2) days free; third consecutive day is charged at daily rate). Light fees will apply for all groups
Tournaments above maximum of three (3)
Request to run a camp (must be attached to Camp Request Form)
SHELTER, CONCESSION, SALES RELATED
Tents, awnings, call 301-600-2353 for further details
Propane grills, portable grills (must include details of set up location in relation to field use)
Park electricity for use with, but not limited to, portable electric grills, PA systems, pumps, pitching machines+
Openings before 8:00 am and/or closings after official park hours
All concessions, including trailers, campers, permanent structures, and/or tents with tables outfitted for food and cooking
All concessions, or sales of any kind, require a Sales Permit and must comply with the Revenue Policy (Page 22)
All concessions, or sales of any kind, require a Health Permit and must comply with Frederick County Health Department Policy
All signage for concession or sales of any kind, restricted to immediate area of use
Use of waterslides, sprinklers, dunk tanks, moonbounces etc.
Use of fire and/or fire rings

*Parks staff can NOT move bases or remove soccer goals during the day on fields that would conflict with evening reservation needs

**Must include amp requirements for pitching machines; may require use of a generator in parks where amp requirements cannot be met (repeated tripping of the breaker may cancel approval of Special Request)

- Field Reservations requiring a Special Request Permit will remain tentative pending approval
- Tournament preparation work in advance of tournaments permitted ONLY if:
 - Does not interfere with other organizations’ reservations, and
 - A Special Request Permit has been approved
- Requires ten (10) business days for processing
 - Must be filled out in detail to avoid delays in processing
- Contact the Frederick County Division of Parks and Recreation Office for further clarification of conditions that will require a Special Request Permit
 - 301-600-2353 or 301-600-6640

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Performing Field Work in Lieu of Payment

- Groups may contribute time and materials to improve County sports fields for credit against field use fees
 - Requires prior authorization by FCDPR
- Acceptance or rejection will be advised by letter to president or designated representative
 - **DO NOT** proceed with work until permission is granted in writing
- Eligibility for credit for approved work and capital improvements criteria:
 - Written request to work for credit must be submitted to Parks Superintendent (355 Montevue Lane, Ste 100, Frederick, MD 21702) for approval
 - Written request must include proposal of work to be done, with description of same
 - Parks Improvement Proposal (typed, allow thirty (30) days for approval)
 - Must be signed by president or designated representative
 - If approved, backup documentation must be furnished within twelve (12) months of date of completion
 - Date work was performed
 - Invoices for materials or services
 - List of individuals (names and hours worked)
 - List of equipment used (include engine horsepower) with hours used for each
 - List of specific activities performed
- Credit request and backup documentation will apply to field fees incurred the following season
- Failure to use all credit within twelve (12) months of date of completion of work or purchase will result in loss of those credits
- Tournament field use fees are due within thirty (30) days of the date of invoice
 - Payment must be received by that date, regardless of intent to perform field work in lieu of payment
- Credit may be earned at the following rates (for the current year):
 - \$7.00 per hour of labor
 - \$2.96 - \$15.00 per equipment hour (depending on type of equipment)
 - Cost of capital improvement (not including any taxes)

DO NOT START ANY FIELD MAINTENANCE OR PARK IMPROVEMENTS OF ANY TYPE WITHOUT APPROVAL

ALLOW TEN (10) DAYS FOR SPECIAL REQUEST PERMITS AND THIRTY (30) DAYS FOR PARK IMPROVEMENT PROPOSALS

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SALES/CONCESSIONS

Sales Permits:

- Required to sell any item or service in a County park
 - Application must be for the organization holding the reservation
 - Applicants must be president or designated representative
 - FCDPR, 355 Montevue Lane, Ste 100, Frederick, MD 21702
 - See Revenue Policy on page 22
 - Must be completed and submitted **at least two (2) weeks** prior to the event
 - Must be approved by the Director of Parks and Recreation
 - All applicable County Permits to be obtained by the organization holding the reservation
- Daily Sales Permit
 - For one-day special events
 - Does NOT grant exclusive concession rights
- Seasonal Sales Permit
 - Extends through an entire park season and is specific to one park only (non-transferable)
 - Not exclusive
 - Allows operation **only** during times of permit holder's reserved field use and scheduled play or activity
- Profits from sales to be used to further the organizations operations for the benefit of its members

Concession Stands (Includes Trailers):

- Qualified groups*, including recreation councils officially recognized by Frederick County Government, may operate concession stands in County parks during their special events if:
- Concession Structures
 - Special Request Permit must be approved before placement of any temporary structure (including trailers)
 - FCDPR reserves right to deny permission for safety, aesthetic, or any other reason it deems valid
 - FCDPR reserves the right to order removal for failure to maintain the structure in a satisfactory condition, or as deemed to be in the best interest of the County
 - All structures must meet Health Division requirements
 - Must be kept in a safe and attractive condition at all times
 - FCDPR assumes no responsibility for the safekeeping of any structures left on site at any time
 - FCDPR/Frederick County does NOT provide security protection for privately owned structures

*Groups qualified to operate concessions: an organized **non-profit** group whose purpose is to further local parks and recreation – picnic groups do not qualify. They may, however, charge members within their group for special activities, food, non-alcoholic drink or other items provided they have obtained the proper permits from regulating agencies. The group financing these services assumes all liability in association with their use.

- Organizations **must** provide the power source for operation of electric equipment
 - **Park electricity is not available for use in operating concession stands (including trailers)**
 - Power cords and similar equipment must be secured so as not to cause a safety hazard
- All necessary permits must be obtained with Health Division and other agencies prior to event
- All concession profits are used in the direct furtherance of local recreation or parks
- Group agrees not to discriminate, and, in fact, does NOT discriminate, because of race, color, creed, sex, age, handicap or national origin against any person by refusing any service or privilege offered to or enjoyed by the general public in the operation of the concession stand
- May operate only during normal park hours, including set up and clean up
- Packaging and/or trash generated by concession stand use **must be removed from site by operator**
 - Special Request Permit may be submitted to request permission to place a dumpster on site for their own use, at their own expense
 - Concession stand generated cooking grease must be removed from site by operator
- Failure to comply with any of the conditions and/or requirements of this permit will result in any combination of the following:
 - Loss of security deposit
 -

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Concession Stands (Includes Trailers) (cont'd)

- Considered just cause for termination, restriction or prevention of future use of County Parks concession operation by the offending group
- Signage is limited to area of concession (see also Special Requests, Page 18)
 - No signage is allowed at park entrance or outside park entrance directing general public into the park for concession
 - No signage is allowed to be placed throughout the park; restricted to the concession site only
 - Signage may not be attached to any park structures, poles, bulletin boards, etc.

Revenue Policy

- “Non-Profit or Community Organizations” must
 - Complete Special Request Permit form (allow -ten (10) days for processing)
 - Obtain all necessary permits
 - Use must not conflict with FCDPR use of facilities or programs
 - Use must not conflict with public access to FCDPR facilities or programs
 - Complete Organization Profile form
 - Proof of insurance coverage must be verified by staff
 - Pay user fees (except where Frederick County Government exemptions apply)
- “Individuals or a Business for monetary gain that are offering classes or activities and working in cooperation with the FCDPR”
 - Complete Special Request Permit form (allow ten (10) days for processing)
 - Obtain all necessary permits
 - Complete Organization Profile form
 - Use must not conflict with FCDPR use of facilities or programs
 - Use must not conflict with public access to FCDPR facilities or programs
 - Proof of insurance coverage must be verified by staff
 - Pay user fees
- If approved, standard rental fees will be charged and, in addition, a written agreement will be established between FCDPR and the facility user regarding distribution of revenue.

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MISCELLANEOUS

- Alcohol possession and/or consumption is allowed by permit only in designated areas of County property
 - Effective April 4, 2009 by the decision of Frederick County Government
 - Designated areas: Ballenger Creek Park, Kemptown Park, Middletown Community Park, Old National Park, Pinecliff Park, Urbana District Park and Utica District Park
 - With permit, restricted to designated areas that are clearly marked and/or in rented shelters
 - Permits in conjunction with sports field use may be obtained at the Frederick County Division of Parks and Recreation Office (355 Montevue Lane, Ste 100, Frederick, MD 21702)
 - Call 301-600-2353 for further details
 - **At NO TIME is alcohol to be consumed on any Frederick County sports field**
 - Advertising Displays
 - Requires submission of Special Request Permit for approval by Division Director
 - Advertising described in detail
 - Include exact wording, locations and number of signs/banners/posters, etc.
 - Must be clean and neat in appearance and in good state of repair
 - Material with profane or obscene content is NOT permitted
 - Alcohol, tobacco or similar products (or names of sponsors of these products) are not appropriate
 - Must be put up at beginning of the reservation period and promptly removed at end of same
 - FCDPR reserves the right to approve or deny the display of advertising at the discretion of the Division Director
 - Posters, flyers, signs
 - Not permitted to be attached to park structures, poles/posts, fences, exteriors of bulletin boards etc.
 - Requires submission of Special Request Permit for approval and placement in park bulletin boards by FCDPR staff
 - Park Hours – see Park Hours Chart in Appendix, Page 30
 - Use of parks outside normal hours (before or after opening times) requires approved Special Request Permit
 - Detailed explanation of need and description required
 - Request for field time two (2) hours or more after the standard closing time requires a special exception approval by the Park and Recreation Commission
 - Requires longer than ten (10) business days for consideration
 - Requests for sports fields to be used for a purpose other than designed use require an approved Special Request Permit
 - If use is approved, it will be assessed the following year to determine if out-of-sport use may be repeated. Determination will be at the discretion of the Division Director
 - For the purposes of this rule the following definitions apply:
 - Multi-purpose, soccer and football fields will be considered designed for lacrosse, football, soccer, rugby and low-impact* activities
 - Softball fields are designed for softball; baseball fields are designed for baseball. Both will be considered designed for kickball and low-impact* activities
 - Approved alterations to a softball field, which make them usable for baseball, will mean that the designed use is now both softball and baseball. Approved alterations to baseball fields, which make them usable for softball, mean that the designed use is now both baseball and softball.
- *Low-impact activities do **not** include lacrosse, football, soccer, rugby, baseball or softball, cricket, or kickball. Requests that wish to be considered “low-impact” must indicate this, and present a justification on (or with) their Special Request application. The low-impact designation will be decided on a case-by-case basis
- Use of lighted softball/baseball outfields by other sports requires approved Special Request Permit
 - Requests by football, lacrosse or soccer to use lighted outfields **after** softball/baseball season ends
 - Will be considered by Division Director, if fields are available
 - All criteria for using fields for purpose other than for which designed will apply
 - Light Use Fees will apply for all groups
 - Lacrosse at Old National District Park
 - Field #1 has no age restrictions
 - Field #2 is restricted to U16 and under
 - Lacrosse at Ballenger Creek Park
 - Field # 9 is restricted to U10 and under
 - Field #4, #7, #10

FREDERICK COUNTY PARKS AND RECREATION DIVISION
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- Lacrosse at all other FCDPR field Locations will be reviewed on a case by case basis

MISCELLANEOUS (cont'd)

- **Storage Buildings and Equipment Boxes of Park User Groups:**

Nonprofit groups with seasonal field reservations may request permission to maintain one small single level storage building (removable/portable) up to 288 square feet (or 12' x 24') - for the purpose of storing field maintenance equipment and supplies in support of the group's respective programs or use of athletic fields in that location, as long as a suitable site can be found and the building's appearance and safety have been approved by the FCDPR. Storage Buildings greater than 150 square feet in size will be required to obtain a building permit through the Frederick County Division of Permitting and Development Review. Groups installing a storage building will be responsible for obtaining any and all required permits for installation.

Nonprofit groups with seasonal field reservations may also request permission to maintain one small equipment box (maximum size 4' deep x 4' wide x 10' long) for the storage of field equipment (rakes, shovels, lime, etc.) near the sports field.

A ***Park Improvement Proposal Form*** must be submitted by the organization and approved by FCDPR before placement of any storage building and/or equipment box.

Storage buildings/equipment boxes must be maintained in a safe and attractive condition at all times. FCDPR reserves the right to deny permission for safety, aesthetic or any other reason it deems valid. Approval, if granted, may be revoked at any time at the sole discretion of the FCDPR. If a group's permission/approval is revoked, any storage building or equipment box used by that group must be removed from FCDPR property within sixty (60) days. Likewise, should the group no longer need a storage building or equipment box for their use; they must be removed from park property within sixty (60) days. Any safety concerns identified by FCDPR staff, related to the maintenance and/or condition of a group's storage building and/or equipment box, must be addressed immediately. Storage buildings and/or equipment boxes that have any unresolved safety issues must be removed from park property immediately or placement of structure will be terminated. Determination of what constitutes "safe", "aesthetic", "attractive" and size/height is solely at the discretion of FCDPR. FCDPR reserves the right to limit size of storage building or deny the placement of any storage building and equipment box if staff determines that it is in the best interest of Frederick County.

DO NOT START ANY FIELD MAINTENANCE OR PARK IMPROVEMENTS OF ANY TYPE WITHOUT APPROVAL

ALLOW TEN (10) DAYS FOR SPECIAL REQUEST PERMITS AND THIRTY (30) DAYS FOR PARK IMPROVEMENT PROPOSALS

Organizations are required to keep all materials and equipment inside their respective storage building and/or equipment box. No material will be permitted outside of an approved storage building or equipment box. Equipment and/or materials left out will be removed by FCDPR Staff. An appointment will be required to recover equipment and materials removed.. All organizations are asked to work with FCDPR staff to ensure the safety of all Park Patrons.

FCDPR staff may require that a shed or equipment box be moved or relocated, at no cost to the County. Because of this, storage buildings will not be a permanent structure (i.e. no slabs, footers, or electrical/plumbing used in the construction of storage building).

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Frederick County assumes no responsibility for the safety or security of said structures/equipment boxes at any time.

DAY CAMP REQUIREMENTS

- Sports Field Reservation Requirements:
 - Security Deposit of \$100 (for each park)
 - Submission of a Special Request Permit form and a Camp Field Request form
 - Field Use Fees of \$45 In-County Resident, \$70 Out-of-County Resident, per day, per field (Youth Group Exemption does not apply)
 - Applicable Light Use Fees will be charged

- Rainouts: Event representatives must notify Parks and Recreation (301-600-2353) the first business day following the scheduled camp date (between the hours of 7:30 am – 4:00 pm) in case of being rained out, in order to receive a refund of Field Use Fees.
 - Rain date refunds (Field Use Fees and Security Deposits):
 - Given ONLY if president or designated representative notifies Parks and Recreation by the end of the first business day following the event.
 - Follow-up written request must be submitted for refund (email to sriddell1@frederickcountymd.gov or mail to 355 Montevue Lane, Ste 100, Frederick, MD 21702)
 - A faxed refund request is acceptable (301-600-1664)
 - If a camp is held, no refunds will be given for any fields reserved but not used.
 - Rain date make-up dates
 - Must be scheduled by FCDPR only.
 - The camp representative must submit an email, or deliver to the Frederick County Division of Parks and Recreation Office a new Day Camp Request form for the rain date
 - A faxed request is acceptable (301-600-1664)

VERBAL RESCHEDULING WILL NOT BE ACCEPTED.

- Cancellations: Camp representative must notify FCDPR in writing of their desire to cancel.
 - Field Use Fees:
 - Written notification must be received by FCDPR at least twenty (20) calendar days prior to the beginning of a scheduled Camp
 - With twenty (20) days prior notice, field use fees will be reimbursed in a timely manner
 - Security Deposits **Will NOT** be returned

The following forms must be completed:

- Camp Request Form
- Special Request Permit
- Organization Profile
- Field Use Agreement
- A fully executed **Indemnification Agreement** must be submitted by the organization
- Certificate of Insurance plus endorsement page for Additional Insured:
 - (See template for required amounts; must list Frederick County Government as additional insured –this exact wording must be on the certificate.) (See Page 16)
 - One endorsement page required
 - Additional Insured

The following information must be furnished on the Camp Request Form:

- Are there age limits?
- Is the camp open to anyone?
- Are there any special qualifications?
- What do you charge participants?
- What is your organization's profit?
- What costs are involved with this camp?
- Are the coaches paid?
- What are their qualifications?
- All requested financial information **must** be included on the Camp Request Form

FREDERICK COUNTY PARKS AND RECREATION DIVISION
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To obtain Frederick County Division of Parks & Recreation forms online:

For paper forms go to www.recreator.com

1. On the list at the top, select "Facility Reservations"
2. On the Sports Fields section, select "Sports Field Rental"
3. Scroll down for a list of forms

Forms can be printed from this source, or saved to a computer for future use

Field reservation requests can be filled out and submitted online. Please note this is a field request **ONLY** and is **NOT** a confirmation of reservation.

For electronic Field Reservation Request go to www.recreator.com

- a. On the list at the top, select "Facility Reservations"
- b. On the Sports Field section, select "Sports Field Rental"
- c. Click on "Sports Field Online Request" and select appropriate form (Seasonal, Tournament, Camp or Daily)

If you choose to use the form option, save the form to Word, you can then complete the form on your computer, save it again, and email it to sriddell1@frederickcountymd.gov. If you choose this option, SAVE THE FORM TO YOUR COMPUTER FIRST – do not attempt to complete the form at the website!

APPENDIX

FREDERICK COUNTY PARKS AND RECREATION DIVISION
2019 RULES AND REGULATIONS

DEFINITIONS:

Application - Full: A Full Application consists of a **Seasonal or Tournament Request form, Field Use Agreement, Indemnification Agreement and Organization Contact Form**, The **final** (most accurate) schedule and roster from the previous season for each season that fields were reserved must be on file with FCDPR or supplied with application (i.e., if fields were reserved for the spring/summer season, the final schedule/roster for the spring/summer season), **Residency Verification form**, (must support the rosters on file or submitted), The combined **Youth Group Exemption/Heads Up-Concussion form**, (if applicable – youth groups ONLY), **Designated Representative form** (if applicable and must be fully completed and properly signed before representative may conduct business with FCDPR.)

Certificate of Insurance with one endorsement page: Proof of insurance is required for use of Frederick County fields. This consists of the Certificate of Insurance (COI), the endorsement page for the Additional Insured, All of these documents must be current and on file in the Frederick County Division of Parks and Recreation Office at all times. Field use will be suspended if the forms have not been submitted or have expired.

County of Residency Verification Forms: Used to determine if an organization meets Frederick County residency requirements (66%). Complete based on previous year's rosters for same field request. An organization newly requesting FCDPR fields, can use roster information from previous year at previous field (even if non-FCDPR). A new organization that has not previously played on a field anywhere, use registration or other criteria used to determine approximate number of players/teams and use that approximate amount for first year submission of this form.

Daily Rate (In-County): The Field Use Fee for use of FCDPR fields on a daily basis, for tournaments, camps, clinics, tryouts, and other non-seasonal use including field use with shelter rentals for In-County residents.

Daily Rate (Out-of-County): The Field Use Fee for use of FCDPR fields on a daily basis, for tournaments, camps, clinics, tryouts, and other non-seasonal use including field use with shelter rentals for Out-of-County residents.

“Good Standing”: In order to reserve FCDPR sports fields, organizations; groups and/or individuals must be in “Good Standing” status. “Good Standing” ensures right to priority consideration for field use. Organizations, groups and individuals will be considered in “Good Standing” until such time they are removed from “Good Standing” status for infractions or violations of rules and regulations. “Good Standing” status requires groups to meet all rules, regulations and/or other requirements.

Heads Up-Concussion form: The form indicates youth organizations intent to comply with House Bill 858/Senate Bill 771 passed by the Maryland Legislature in 2011. This form has been combined with the **Youth Group Exemption** form.

Indemnification Agreement: Organizations must submit a fully executed Indemnification Agreement. By signing the Indemnification Agreement, the organization will assume all responsibility for any liability that might be incurred by the Frederick County Parks and Recreation Division, or Frederick County Government arising, or in any way related to the conducting of recreational, sports or athletic activities by the organization on property controlled or utilized by FCDPR. The Indemnification Agreement, (original) duly signed by the president (or Designated Representative) of the organization, will be due to FCDPR with the Full Application.

Light Fees: Field lights should be used only when necessary for safe play and may be operated by the push button on a light pole at each field. No other light controls are accessible to field users. Use of lights requires the reservation of a lighted field, or payment of a Light Fee (\$20/hour/field/day in-season and \$40/hour/field/day out-of-season). Light Fees apply to all groups. (See Page 14, 15)

“Not in Good Standing”: Groups who have lost “Good Standing” status due to a violation of one or more rules, regulations and/or other requirements. Groups “NOT in Good Standing” lose right to priority consideration for field use, and will be notified of their removal from “Good Standing” status.

Organization Contact Form: Provides contact information for the President and the Designated Representative (if applicable) for the organization and is submitted with the Full Application. This form must also be updated when changes in organization leadership occur

FREDERICK COUNTY PARKS AND RECREATION DIVISION
2019 RULES AND REGULATIONS

during the year. In addition, provides permission to make known contact information when requests are made to FCDPR about sports organizations available in Frederick County.

Organization Profile Form: Submitted as proof of non-profit status. Must be submitted with Youth Group Exemption form by new groups not already established with FCDPR, when requesting waiver for field use fees. Must be submitted with all Special Request Permit forms when seeking sales permits for concession sales, use of fields for camps/clinics.

Prior Use Consideration: Use of FCDPR fields the previous year qualifies the user to receive prior use consideration with regard to field allocation the following year as long as the user is in "Good Standing" and meets the deadlines for fees and required paperwork. (See the Field Allocation Chart on Page 12, 13) All previous year's field monitor reports and actual field use will also be used in determining field assignments.

Resident:

1. Any participant, youth or adult whose primary residence is within Frederick County, MD, or any youth under eighteen (18) years of
2. All residents within the town limits of the Town of Mount Airy will be considered Frederick County residents for the purpose of reserving Frederick County Sports Fields with respect to field allocation.
3. Any corporate or company team where the company or agency is based (or has a branch office therein) in Frederick County Maryland. Sixty-six percent (66%) of all players must work for the sponsoring company, corporation or agency, or be residents of Frederick County *and* the fee must be paid with a company check.

Season:

- Spring/Summer Youth Sports start as early as March 15th and generally end by June 30th (not including playoffs and tournaments)
- Spring/Summer Adult Leagues may start as early as March 15th, and end by August 31st
- Fall Youth Sports may begin as early as July 15th (i.e. Youth Football)^t and ends by the field closing date of November 14th
- Fall Adult Sports may begin as early as August 1st and ends by the field closing date of November 14th
- A season can be as short as six (6) weeks and as long as twenty four (24) weeks
- There is no minimum number of days per week requirement
- Any start date prior to March 15th, or end date after November 14th; requires an approved Special Request Permit.

Seasonal Field Use Fees: Fees are based on seasonal use and are not defined by any specific time limit. Cost is not broken down by number of hours allocated.

Seasonal Reservations:

- Use of FCDPR sports fields by organizations participating in organized league play leading to a conclusion at season's end (playoffs, tournaments etc.)
- Use of FCDPR sports fields by organizations for the purpose of practicing for tournament play
- Use of FCDPR sports fields by organizations for the purpose of physical fitness and training

Start Date: First day the team is on the field. This includes, but is not limited to, practice, team meetings, picture taking, games, etc.

Tournament: A tournament is defined as any sporting event requiring more than a single game be played in order to arrive at a resolution of the competition. Tournaments are considered to be two consecutive days. Extending a tournament beyond two (2) days requires an approved Special Request Permit and may require additional fees.

Youth Group Exemption: FCDPR fields will be made available for seasonal use free of charge to approved Frederick County youth groups meeting the 66% residency requirement. No seasonal field use fees will be charged; however, a \$100 security deposit will be required and Light Use Fees will be applicable. Fees are not waived for camps/clinics/special events or extra fields in excess of four that apply to free tournaments. To qualify, groups must complete a Youth Group Exemption form to certify they are not-for-profit, meet the 66% residency requirement and their programs are directed toward service to youth under the age of eighteen (18). New groups applying for this status will be asked to submit an Organization Profile form.

FREDERICK COUNTY PARKS AND RECREATION DIVISION
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FORMS AND DUE DATES

The accompanying list of required forms must be completed and received by the Frederick County Division of Parks and Recreation on or before the due date shown, in order to maintain priority of previous season use consideration.

Required Forms and Due Dates				
Forms:	Spring/Summer Season		Fall Season	
	Due date to maintain prior use consideration and Rec Councils	Due date if <u>not</u> maintaining prior use consideration	Due date to maintain prior use consideration and Rec Councils	Due date if <u>not</u> maintaining prior use consideration
Field Use Agreement	January 1, 2019	February 1, 2019	June 1, 2019	July 1, 2019
Organization Profile	January 1, 2019	February 1, 2019	June 1, 2019	July 1, 2019
2018 Rosters (if applicable)	January 1, 2019	February 1, 2019	June 1, 2019	July 1, 2019
2018 Rosters	7 Days prior to start date	7 Days prior to start date	7 Days prior to start date	7 Days prior to start date
Seasonal Request	January 1, 2019	February 1, 2019	June 1, 2019	July 1, 2019
Tournament Request	January 1, 2019	February 1, 2019	June 1, 2019	July 1, 2019
2018 Schedules (if applicable)	January 1, 2019	February 1, 2019	June 1, 2019	July 1, 2019
2018 Schedules	7 Days prior to start date	7 Days prior to start date	7 Days prior to start date	7 Days prior to start date
Youth Group Exemption	January 1, 2019	February 1, 2019	June 1, 2019	July 1, 2019
Field Relinquishment	Whenever applicable			
Special Request Permit	Whenever applicable on an ongoing basis			
Residency Verification	January 1, 2019	February 1, 2019	June 1, 2019	July 1, 2019
Certificate of Insurance	March 1, 2019	March 1, 2019	June 1, 2019	July 1, 2019
One Insurance Endorsement Page (see Page 16)	March 1, 2019	March 1, 2019	June 1, 2019	July 1, 2019

A grace period of SEVEN (7) days will be allowed for the submission of a Full Application

For the 2019 Spring/Summer Season, if the due date of January 1st cannot be met, FCDPR will allow until close of business (4:00 pm) on January 7th for submission of a Full Application in order to maintain prior use consideration. For the 2019 Fall Season, if the due date of June 1st cannot be met, FCDPR will allow until close of business (4:00 pm) on June 7th for submission of a Full Application in order to maintain prior use consideration. You will be notified of missing forms and fees. The grace period applies to prior use applications only. There is no additional grace period for new use applications.

FREDERICK COUNTY PARKS AND RECREATION DIVISION
2019 RULES AND REGULATIONS

SPORTS FIELD PARK HOURS

BALLENGER	APRIL 1 – NOVEMBER 14	8:00 am – 10:30 pm
	<i>(All field play should end at 10:15 pm and lights out at 10:25 pm)</i>	
	NOVEMBER 15 – MARCH 31	8:00 am – Sunset
<i>(Except nights of Community Building and Foreman Field Reservations; then closes at 10:00 pm)</i>		
FOUNTAINDALE	YEAR ROUND	Sunrise – Sunset
GREEN HILL	YEAR ROUND	8:00 am – Sunset
KEMPTOWN	APRIL 1 – OCTOBER 31	8:00 am – 10:00 pm
	NOVEMBER 1 – MARCH 31	8:00 am – Sunset
LIBERTYTOWN	APRIL 1 – OCTOBER 31	8:00 am – 10:00 pm
	NOVEMBER 1 – MARCH 31	8:00 am – Sunset
MIDDLETOWN	APRIL 1 – OCTOBER 31	8:00 am – 10:00 pm
	NOVEMBER 1 – MARCH 31	8:00 am – Sunset
OLD NATIONAL	YEAR ROUND	8:00 am – Sunset
PINECLIFF	APRIL 1 – NOVEMBER 14	8:00 am – 11:30 pm
	<i>(All field play must end at 11:15 pm and lights out at 11:25 pm)</i>	
	NOVEMBER 15 – MARCH 31	8:00 am – Sunset
<i>(Except nights of A-Frame Reservations or when Sled Run – Skating Pond is open; then closes at 10:00 pm)</i>		
POINT OF ROCKS	APRIL 1 – OCTOBER 31	8:00 am – 10:00 pm
	NOVEMBER 1 – MARCH 31	8:00 am – Sunset
URBANA COMMUNITY	APRIL 1 – OCTOBER 31	8:00 am – 10:00 pm
	NOVEMBER 1 – MARCH 31	8:00 am – Sunset
URBANA DISTRICT PARK	YEAR ROUND	8:00 am – Sunset
UTICA	YEAR ROUND	8:00 am – Sunset

**FREDERICK COUNTY PARKS AND RECREATION DIVISION
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Location	Type	Field #	Dimensions	Base Line	Formal	Informal	Infield Dirt	Total Square Feet
Ballenger	Softball (Lighted)	F1	285'	60', 65', 70"	1		1	63,762
	Softball (Lighted)	F2	285'	60', 65', 70"	1		1	63,762
	Softball (Lighted)	F3	285'	60', 65', 70"	1		1	63,762
	Soccer – Permanent Goals	F4	210 x 315'		1			63,434
	Youth Baseball/Softball (No Pitcher's Mound)	F5	300'	50', 60', 70'	1		1	70,686
	Youth Baseball	F6	250'	50', 60', 70'	1		1	49,062
	Soccer – Permanent Goals	F7	240' x 370'		1			64,350
	Informal Soccer – Movable Goals	F8	90' x 225'			1		20,250
	Multipurpose – Movable Goals	F9	210' x 350'			1		64,350
	Multipurpose	F10	200' x 400'			1		
Fountaindale	Multipurpose	F1	200' x 400'			1		80,000
Green Hill	U14/U16 Soccer Field – Permanent Goals	F1	180' x 300'		1			54,000
	U4/U6 Soccer Field	F2, F3, F6	51' x 75'			3		3,825
	U8 Double Nickel (DNL) Soccer Field	F4, F5, F7, F8	75' x 105'			4		7,875
Kemptown	Baseball	F1	300'	90'	1		1	70,650
	Youth Baseball	F2	150'	60'	1		1	17,662
Libertytown	Youth Baseball (Lighted)	F1	200'	60'	1		1	31,400
	Baseball	F2	300'	60', 90'	1		1	70,650
	Soccer/Football - Permanent Combo Goals	F3	225' x 360'		1			81,000
Middletown	Softball/Baseball (No Pitcher's Mound)	F1	285'	60', 65'	1		1	63,762
	Softball	F2	285'	60', 65'	1		1	63,762
	Baseball	F3	360'	90'	1		1	104,736
	Soccer/Football – Permanent Combo Goals	F4	200' x 360'		1			72,000
	Youth Baseball	F5	200'	60', 70'	1		1	31,100
	Informal Soccer (Coblentz) – Movable Goals	F6	200' x 360'			1		72,000
	Informal Soccer	F7	100' x 200'			1		20,000
Old National	Multipurpose – Permanent Goals	F1	210' x 360'		1			75,600
	Multipurpose – Permanent Goals	F2	210' x 360'		1			75,600
	Baseball	F3	350'	90'	1		1	92,990
	Soccer – Permanent Goals	F4	210' x 360'		1			75,600
	Soccer/Football – Permanent Combo Goals	F5	210' x 360'		1			75,600
Pinecliff	Softball (Lighted)	F1	270'	60', 65', 70"	1		1	57,227
	Softball (Lighted)	F2	295'	60', 65', 70"	1		1	69,315
	Softball (Lighted)	F3	300'	60', 65', 70"	1		1	70,650
	Softball (Lighted)	F4	270'	60', 65', 70"	1		1	57,227
	Softball (Lighted)	F5	310'	60', 65', 70"	1		1	75,439
Pt. Of Rocks	Soccer/Softball Combo – Movable Goals	F1	300' x 300'	60'	1			90,000
Urbana Community (w/Overlapping Fields)	Youth Baseball w/overlap	F1	200'	60'	1		1	24,750
	Youth Baseball w/overlap	F2	200'	60', 65"	1		1	16,000
	Youth Baseball	F3	200'	60', 70'	1		1	31,400
	Soccer w/overlap	Upper	220' x 330'		1			72,600
	Informal Soccer	Lower	190' x 250'			1		47,500
Urbana District Field Availability for 2012 To Be Determined	Multipurpose W/Football Uprights & Movable	F1	210' x 360'		1			86,400
	Soccer Goals							
	Multipurpose	F2	240' x 360'		1			43,200
	Multipurpose	F3	180' x 240'		1			86,400
	Youth Baseball	F4	225'		1		1	TBD
	Baseball	F5	325'	60', 70'	1		1	TBD
Softball	F6	300'	70', 90'	1		1	TBD	
Utica	Multipurpose – Anchored, moved by Parks crew	F1	210' x 360'		1			75,600
	Multipurpose – Anchored, moved by Parks crew	F2	210' x 360'		1			75,600
	Softball	F3	325'	65'	1		1	82,916
	Youth Baseball	F4	225'	60' 70'	1		1	39,741
	Youth Baseball/12U Restriction	F5	225'	60' 70'	1		1	39,741
Totals								

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2019 Frederick County Sports Field Data

Rec Center Fields

Location	Type	Field #	Dimensions	Base Line	Formal	Informal	Infield Dirt	Total Square Feet
Centerville Rec Center	Youth Baseball Field	F1	201'			1		69,792
	Soccer Practice Field	F2	188' x 334'			1		
Deer Crossing (Overlapping Fields)	Youth Baseball/Multipurpose	F1/F2				1		
	Youth Baseball/Multipurpose	F3/F4				1		
Middletown Rec Center	Multipurpose	F1	352' x 437'			1		153,824
Oakdale Rec Center	Youth Baseball/Multipurpose	F1				1		36,000
	Multipurpose	F2	240' x 150'			1		
Sugarloaf Rec Center (Available 2020)	Multipurpose Field	F1				1		
Thurmont Rec Center	Multipurpose Field	F1 F2				1		143,900
Tuscarora Rec Center	Baseball/Multipurpose	F1	215' x 325'			1		69,875
Walkersville Rec Center	Baseball/Multipurpose	F1	215' x 325'			1		69,875

Frederick County Division of Parks and Recreation 2019 Contact List

For field information, park maintenance, rule enforcement issues

Daytime (Monday – Friday) 7:30 am – 4:00 pm

Frederick County Division of Parks and Recreation Office: 301-600-2353 or 301-600-6640

Evenings, Weekends and Holidays

**Rangers 301-748-5657
301-748-6987**

After Hours contact Emergency Communications at 301-600-1603

(Note: Phone numbers are listed in priority of call order)

For Notarization

**Call Mary Domer: 301-600-6640 for appointment
Monday through Friday 7:30 am to 4:00 pm**

**For Shelter information and reservations
301-600-1646**

Monday through Friday 7:30 am to 4:30 pm

**For all Law Enforcement Situations
Sheriff's Department (Dispatch) 301-600-2071**

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