

City of Gaithersburg
Department of Parks, Recreation and Culture

POLICIES FOR USE OF ATHLETIC FIELDS

A. ATHLETIC FIELD PERMITTING POLICIES

The City of Gaithersburg maintains athletic fields for use by the City's Sports Programs. These facilities may be permitted to individuals or organizations during those times when the Sports Program does not have a need for the facility. **Rental of City sports facilities to organizations or individuals conducting youth sports programs is restricted to activities or programs not in conflict with programs currently being offered by the City.** Fields may be permitted from April 1 through November 15 within the guidelines that are specified below.

B. FIELD USE APPLICATIONS

All individuals or groups wishing to use an athletic field must apply by completing a Field Use Application. This is an application, not a binding agreement requesting a permit for use of the field. Applications are available at the Activity Center or by calling 301.258.6350. They can be mailed, faxed or e-mailed. PLEASE UNDERSTAND THAT YOUR REQUEST IS NOT OFFICIALLY CONFIRMED OR BOOKED UNTIL A DEPOSIT HAS BEEN ACCEPTED AND YOU RECEIVE YOUR COPY OF THE APPROVED FIELD USE PERMIT. You must be at least 21 years of age to sign an application, and the person signing the permit must be in attendance for the duration of the permitted event. If two or more groups wish to rent a field on the same day and have the same priority status, the applications will be processed and reservations confirmed on a first-come, first-served basis.

C. PERMITTED TIMES

Fields may be permitted from 9 a.m. until "lights out" time which varies per the individual parks. Noise abatement policies/laws must be adhered to for early morning and late evening activities.

D. APPLICANT DESIGNATIONS

To obtain a resident fee, the applicant's home address must be within the corporate limits of the City of Gaithersburg, or the address of an organization or business must be within the corporate limits. **Organizations may not use the address of a member who is a City resident.** A driver's license or company stationery will be required as verification of residence. For non-commercial events such as family reunions, birthday parties, weddings, scout troops, or family picnics, the person hosting the event must complete the application and his/her address is used to determine the appropriate fee. If you are a non-profit organization, a tax exemption certificate is necessary.

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1. **Non – commercial** – Rental is by individuals or representatives of a non-profit group. Examples include family reunions, birthday parties, scout troops, church groups, school groups, or civic organizations.
2. **Commercial** – Rental is by a business, corporation, or a profit-making enterprise.
3. **Resident** – The individual (non-commercial) or the business (commercial) that resides in the corporate City limits of Gaithersburg. Individuals who reside within the corporate City limits of Gaithersburg may not use their resident status to rent fields on behalf of businesses which are outside the City limits.
4. **Nonresident** – The individual (non-commercial) or the business (commercial) that does not reside in the corporate City limits of Gaithersburg.

E. USER’S RESPONSIBILITIES

1. Consumption or possession of alcoholic beverages is strictly prohibited.
2. Must complete all paperwork and pick up their signed permit prior to use of a City field. User must also retain permit while on site.
3. Leave the field(s) and premises in the same condition in which it was found.
4. Must anticipate the amount of time necessary for set-up and clean up and include this time in the rental request.
5. At the conclusion of the event, pick up equipment and trash. Trash cans are available on site. If you use additional trash bags they must be tied and placed near a trash can ready for pick-up. Glass containers are NOT permitted in the park area due to safety considerations.
6. Park all motor vehicles in designated parking areas. Vehicles are not permitted on fields without prior permission from the City.
7. Do not block or rope off any area at the site without prior permission from the City.
8. The throwing of rice or confetti or the release of helium balloons in a City Facility is prohibited.
9. Picnic Grills are available at some sites. If used the renter must insure that fires are completely extinguished before leaving the premises.
10. Accept responsibility for all persons associated with function. If you are hosting an event that is open to the general public, you are still responsible for any/all damages or problems associated with your guests.
11. Any organization or commercial business conducting officiated games on a City of Gaithersburg field must provide proof of liability insurance at a minimum of \$1,000,000. This must include the listing of the City of Gaithersburg as an additional insured.

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12. **Any organization that conducts youth sports programs and desires to rent a City of Gaithersburg facility, must adhere to the guidelines and polices as set out by the National Standards for Youth Sports. These guidelines may be found online at the website for the National Alliance for Youth Sports: www.nays.org. Rental of City sports facilities to organizations or individuals conducting youth sports programs is restricted to activities or programs not in conflict with programs currently being offered by the City.**
13. Failure to adhere to any or all of the above policies may result in the rental group being asked to leave the facility, forfeiture of deposit, and loss of future renting privileges.

F. REVOKING OF PERMITS, CANCELLATION OF EVENT AND REFUSAL OF FUTURE RENTAL

The City of Gaithersburg reserves the right to revoke a user's permit and/or refuse rental for any or all of the following:

1. Failure to pay rental fee when due.
2. Rental patrons are not conducting an event in an orderly manner.
3. Damage is done to the fields and/or park amenities.
4. The rental patrons repeatedly do not adhere to users' responsibilities.
5. If the City feels that a group's event is detrimental to the well being of other park users or staff.
6. The City reserves the right to cancel or postpone an event at any time due to unforeseen circumstances.
7. Consumption or use of alcohol or drugs.

G. RESERVATION / SECURITY DEPOSIT

Unless another procedure is arranged through City staff, all estimated fees are collected prior to the approval of a field permit. Fees may be by personal check, money order, cash, certified check or credit card payment (Visa/MasterCard/Discover).

Security Deposits may be required at the discretion of the City. Reasons for deposit forfeiture includes: group goes past their scheduled time; damages to the field or park structure; violation of alcohol laws; violation of adult supervision for a youth event; insufficient clean up. Damages and/or early arrival costs will be subtracted from the security deposit. If damage or overages in time are determined to be more than the security deposit, the rental patron will be invoiced for the difference. **Note: Money received for Security Deposit is not applied to rental fees. Security Deposit payments will be processed (i.e. checks will be cashed and credit cards will be charged).**

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H. PAYMENTS

Rental fees are due prior to receipt of a permit for field use. **Rental payments are forfeited if event is cancelled less than 30 days prior to event.** Cancellation notices should be made in writing. A \$35 collection fee will be assessed for any check returned by the bank. If your fees remain unpaid after 30 days notice, you may be prosecuted in District Court under the Maryland Criminal Code, Article 27, Section 140-144.

I. REFUNDS

Please allow thirty (30) days following the date of the event for return of security deposit. Rain dates are not available; therefore, provisions should be made for inclement weather. In case of severe inclement weather, a mutual decision will be made on the day in question. There will be a nominal administrative fee charged for all cancellations requested by the renter.

J. ALCOHOLIC BEVERAGES

Alcoholic Beverages are strictly prohibited at the sites.

K. CHAPERONES / SECURITY

Any group that has the majority of patrons under the age of 21 is required to provide chaperones at the ratio of one adult per 10 underage participants. Additionally, an event with a majority of patrons under the age of 21 may be required to pay for staff person(s) who will provide additional security for the event.

L. CHARGES FOR ADMISSION

Admission or cover charges for rental events are prohibited.

M. SPONSORSHIP

All sponsors must be listed on the application and are subject to approval by the City.

N. SIGNAGE

Signage is permitted to be displayed at the facility during the specified times of the rental. All signage must be approved by the City prior to the event.

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O. ELECTRICITY, MUSIC, FOOD, WATER & SIGNAGE

1. Food sales are not permitted without prior written approval. Food sales or food served to the general public require a Montgomery County Health Department permit that must be obtained by the user.
2. Music is permitted but **must be included on the Field Use Application** as part of the event description. Live bands are not allowed. Volume of music must be kept at a level that will not interfere with other rental patrons using the park or nearby residents and music must be family-friendly.
3. Basic electricity is available at all ballparks locations. Electrical service will support limited use of items such as radios, CD players.
4. Signage is permitted in accordance with City regulations and permit requirements. Patrons must remove signage at conclusion of event.
5. Weapons are strictly prohibited on park grounds.

P. NEIGHBORHOOD LIABILITY

Renters agree to reimburse homeowners for damages to their properties caused by actions related to any activity that is sanctioned by the renter taking place at or on City facilities.

Q. LARGE EVENTS

Additional policies and procedures will apply to any individual or group renting 2 or more fields. Application requests for large events will be reviewed on an individual basis. Issues including, but not limited to, parking, date and time of event, and the potential impact on other functions and/or facilities will be considered before a permit is issued. Higher fees may be required and additional policies and procedures may apply. A mandatory meeting of the group representative/applicant and facility staff will be planned to discuss requirements. These requirements will be set forth in writing prior to confirmation of the event, and agreed upon by applicant and the City. Large events will be required to produce a certificate of insurance.

R. RENTAL FEES

1. Application fee: An administrative fee to process applications for field use. Applies to each- application for a field permit.
2. Field Rental Fee: Applies to each hour used by the permit holder. In case event is shortened due to inclement weather or other issues not the responsibility of the permit holder, charges will be for time used only calculated to the nearest half hour.
3. Field Supervisor: Charged per hour. Required if renter desires bathrooms, bases or other supplies to be made available for the field use. Minimum use is two hours per rental.

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4. **Light Fee:** The cost for the City to provide lights on a baseball/football fields. Cost is charged by the minute of actual usage. Only City of Gaithersburg staff are permitted to operate the field lights. Lights for the small soccer field at Robertson Park is \$25 per hour. All other fields will be charged at the \$37 per hour rate.

2014 FIELD USE PERMIT RENTAL RATES

Group/ Individual Status	Administrative Fee (per application)	Field Rental Fee Fields/Criswell/Lakelands Turf (per hour)	On-site staffing (per hour)	Light Fee (per hour, charge by minute)
Resident Non- Commercial	\$15	\$15/20/100	\$15	\$25/37/50
Resident Commercial	\$25	\$15/30/160	\$15	\$25/37/50
Nonresident Non- Commercial	\$20	\$20/40/120	\$20	\$25/37/50
Nonresident Commercial	\$35	\$20/60/185	\$20	\$25/37/50

**Special accommodations may be made for larger groups. Fees, policies, and procedures may vary.

Extra Hour(s)

Renters will be charged for any additional hours of facility use.

Optional and / or additional fees:

Field Maintenance Staff: \$75 per/hour. Charged for preparation over and above normal activities. If desired on site during rental, cost is per hour, per staff person with a minimum of 2 hours.

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S. APPLICATION PRIORITIES

The following dates and priorities have been established to ensure the fairest distribution of facilities. Priorities will be given for the following user groups:

1. City of Gaithersburg Programs
2. Gaithersburg Sports Association
3. Historical usage
4. City of Gaithersburg Residents
5. City of Gaithersburg Organizations
6. Montgomery County Public Schools
7. All other requesters

Dates for applying for field permits:

Completed application must be received during application time frame set below, or at least six (6) weeks prior to requested date.

Dates for receiving requests have been developed on a calendar year basis. All applications will be handled on a first-come, first-served basis. For consideration to be given within your user group category, your application must be received within the date range provided below:

For Spring Use March 1 – June 15

January 1 – 15	City of Gaithersburg Programs
January 15 – 31	Returning Users, Gaithersburg Sports Association, City of Gaithersburg Residents and Organizations, Montgomery County Public Schools or Colleges
February 1 – 15	Non-Profit Organizations
February 15	Open Registration

For Summer Use June 16 – August 15

March 1 – 15	City of Gaithersburg Programs
March 15 – 31	Returning Users, Gaithersburg Sports Association, City of Gaithersburg Residents and Organizations, Montgomery County Public Schools or Colleges
April 1 – 15	Non-Profit Organizations
April 15	Open Registration

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For Fall Use August 16 – November 15

June 1 – 15	City of Gaithersburg Agencies
June 15 – 30	Returning Users, City of Gaithersburg Residents or Organizations, Montgomery County Public Schools or Colleges
July 1 – 15	Non-Profit Organizations
July 15	Open Registration

T. INCLEMENT WEATHER POLICY

The City reserves the right to postpone, cancel or delay any activity on City parkland. The decision on whether to start or continue a program rests with the field supervisor on site.

If your program becomes disrupted by weather, the following policies will be enforced:

1. If your program is halted from the beginning (you never get to the field or start setup), your deposit will be refunded minus a \$25 administrative fee.
2. If your program commences, and then is shortened by weather, you will be charged for the time used with a minimum of three hours for staff time.

In case of inclement weather, the permit holder may contact the City's inclement weather number (301-330-0050, extension 2432) for an update on the conditions.

U. RESOLUTION

All policies of the field Use Permit Program are subject to the discretion of the City of Gaithersburg Department of Parks, Recreation and Culture. The Department reserves the right to modify or waive any policy as it deems necessary and in the best interest of the City.