

## Montgomery County Department of Parks, M-NCPPC Athletic Field Use Permit Policy

### Policy Statement

The purpose of this policy is to establish an orderly and fair procedure for the reservation of athletic fields for the purposes of practices, games and tournaments or special events. It is the intent of this policy to balance the increase in demand for such organized uses with the maintenance, renovation, and rest necessary to protect the long-term playability of our fields and ensure user safety.

Most regional and recreational park fields require a permit for use<sup>1</sup>. Regional and recreational fields may be permitted for official league games only; no practices are allowed on these fields. Permits are required at all times for regional/recreational fields and other fields marked "by permit only."

When no permit has been issued, local park fields may be used on a first-come, first-served basis, unless otherwise posted, or prohibited in this policy. Non-permitted users must cede the field to designated permit holders at all times. Play is strictly prohibited during field work, renovations and inclement weather, or when posted signs prohibit use.

All user groups must adhere to all rules and regulations outlined in this policy and comply with all M-NCPPC Rules & Regulations and Park Permit Office Conditions of Use.

### Criteria

Permit requests for games are given priority over practice requests. Permits for practices will not be issued until all scheduled games are permitted. Youth practices will be given priority over other practices. Field allocation for leagues will be based on prior use (i.e., the previous year's game schedules).<sup>2</sup> Allocation of athletic fields for games is determined by the following priority system:

- FIRST PRIORITY:           Montgomery County Department of Recreation Programs, City of Takoma Park Recreation Programs, Adopt-a-Field groups, public/private partnerships or other contractual agreements, and special event/tournament requests.
- SECOND PRIORITY<sup>3</sup>:       Montgomery or Prince George's County community-based leagues and schools, including organized youth leagues.

### Permit Application Schedule

<b>Season</b>	<b>Application Window</b>
Spring/Summer (April 1 – August 15)	December 1 – January 15*
Fall/Winter (September 1 – November 30)	May 15 – June 15*

*\* Please note: First and second priority user groups must submit their requests by December 1 for the Spring/Summer season and May 1 for the Fall/Winter season or their first priority status will be forfeited for that season.*

### Release Dates for Unneeded Field Time

To ensure as many groups as possible receive the field time they need, we ask groups to release any field time they will not use as soon as their schedules are set. Users will not be charged for this field time if it is released back to the Permit Office by March 15 for Spring/Summer and by August 15 for Fall/Winter.

### Holiday Use Regulations

*Local Parks:* This includes athletic fields in local, neighborhood and stream valley parks. These fields may be reserved by permit or used on a first-come, first-served basis, unless otherwise posted. Permit holders have priority.

<sup>1</sup> All athletic fields at Ovid Hazen Wells Recreational Park are available on a first-come, first-served basis. Some fields at Damascus, Fairland, Martin Luther King, and South Germantown Recreational Parks are also available on a first-come, first-served basis. Contact the Park Permit Office for more information. When posted, fields are available by permit only.

<sup>2</sup> An appeal process is available to users denied the fields or dates of their choosing to ensure allocation remains balanced.

<sup>3</sup> Organizations must be based in Montgomery or Prince George's County and individual team membership must be at least two-thirds Montgomery or Prince George's County residents. Membership rosters will be required for verification.

*Regional/Recreational Parks:* Permits will not be issued for some regional or recreational fields on Memorial Day weekend, Labor Day weekend, or on other established M-NCPPC holidays.

### **Off-Season Use Regulations**

All organized, league or team play is prohibited on all athletic fields during the following periods: December 1 – March 31 and August 15 – August 31. These periods are established to allow for turf growth, rest and seasonal maintenance. Exceptions include Blair and Blake High School fields and contractual partnership agreements.

### **Field Renovation Guidelines**

Fields designated for the annual turf renovation program will be closed for one year, from September to September. All play is prohibited on these fields during this time and these fields will be posted. Use of all fields rotating out of the turf renovation program will be limited to 50% of the last full year's hours of use for that field for one full year after the renovation is complete, from September to September. This includes all park fields.

### **General Guidelines for Field Use**

All field users are expected to adhere to the following guidelines to help keep our fields in an acceptable condition for public use. Violation of these guidelines may result in fines or the loss of future permitting or use privileges:

- All unlit fields must be vacated by dark.
- The permit must be on site in the possession of the permitted group or individual during the permitted time. (A game schedule or a photocopy of the permit will serve as a permit for the Department of Recreation or leagues once verified by Park staff or Park Police.)
- The permit is for the sole use of the team named on the permit contract and is not transferable.
- Loud music, bands, or excessive noise which disturbs the peace are prohibited.
- Permit holders are required to see that players and spectators adhere to all park regulations, including:
  - No beer or alcohol allowed;
  - No urinating or changing clothes in public;
  - No loud noises permitted (boom boxes, horns, car alarms);
  - No littering. All trash must be picked up and placed in the nearest receptacle or carried away for proper disposal. All recyclables must be picked up and placed in the nearest recycling receptacle or carried away for proper disposal;
  - Removal or repositioning of goals installed by authorized M-NCPPC staff or contractors on park fields is not allowed;
  - The use of tobacco products is not permitted on the benches, playing areas, and those areas in proximity to the playing field (this includes cigarettes, cigars, chewing tobacco, and snuff);
  - No selling of food, beverages or merchandise on park property without an approved concession permit;
  - Carpooling is encouraged, and parking is allowed in designated parking areas only.
- Use of an athletic field is prohibited when:
  - It is closed for renovation or repair;
  - Water is standing on the field;
  - Soil is frozen;
  - The soil is wet and "spongy";
  - Steady rain is falling;
  - A lightning/electrical storm is occurring;
  - The field is deemed unplayable by Park staff or Park Police.
- If unsure about whether a field can be used, please call the appropriate rain-out number listed below:

Blair HS: 301-670-8105  
Cabin John Area: 301-765-8720  
Fairland/Olney Manor Area: 301-774-6611  
Meadowbrook Area: 301-650-2622  
S. Germantown/Black Hill: 301-601-4404  
Wheaton: 301-649-3633

Blake HS: 301-774-6611  
Damascus/ Ridge Road Area: 301-972-0723  
MLK Area: 301-622-4018  
Rock Creek Area: 301-963-2506  
Shady Grove Area: 301-670-8196

### **Permit Denial and Revocation**

Any users found to be in violation of the guidelines outlined in this policy will be subject to all applicable fines and penalties, including loss of future permitting and use privileges. A permit may be denied or revoked if the permit holder or any member of the permitted user group:

- Violates the guidelines stated in this policy;
- Does not comply with M-NCPPC Rules & Regulations and Park Permit Office Conditions of Use;
- Fails to use permitted field;
- Removes posted signs or markers, or removes or repositions goals installed by authorized M-NCPPC staff or contractors on park fields;
- Uses a field that is closed due to weather or undergoing renovations or repairs;
- Does not comply with league application procedures;

The Department of Parks reserves the right to revoke or deny a permit as necessary if a field needs to be closed for immediate repair. In all such cases, permit holders will be given as much notice as is possible.

### **Application Procedures**

An official Athletic Field Permit Application Form must be submitted to reserve an athletic field for practices or games. Application instructions and forms are available at our Silver Spring and Germantown Permit Office locations and online at [www.ParkPermits.org](http://www.ParkPermits.org). Completed application forms may be submitted in one of three ways:

1. In person at either of our Permit Office locations:

Parkside Headquarters  
Park Permit Office  
9500 Brunett Avenue  
Silver Spring, MD 20901

OPEN:  
Monday – Friday 8:30am-5pm

Northern Region Headquarters  
Park Permit Office  
12900 Middlebrook Road  
Germantown, MD 20874

OPEN:  
Monday – Friday 8:30am-4:30pm

2. Online at [www.ParkPermits.org](http://www.ParkPermits.org) or
3. By faxing or mailing a written request, and a self-addressed, stamped envelope to:

Montgomery County Department of Parks, M-NCPPC  
Park Permit Office  
9500 Brunett Avenue  
Silver Spring, MD 20901

FAX: 301-495-2484

When processing permit applications, the M-NCPPC makes every effort to provide each qualifying organization with a permit for at least some of the field time requested.

### **Fee Schedule**

All field fees must be paid in full by April 1 for the Spring/Summer season and by September 1 for the Fall/Winter season.

Athletic Field fees follow the M-NCPPC User Fee Schedule, as approved by the Montgomery County Planning Board. A copy of the current approved fee schedule can be viewed at [www.ParkPermits.org](http://www.ParkPermits.org) or at either Park Permit Office location. Additional fees will be charged for use of lighted fields. Additional fees will be charged for any change made to a permit once payment has been made (e.g., change of date or location). A charge will be assessed for returned checks. These fees are subject to change without notice.

**Cancellations and Refunds**

Refunds for field time will be provided only when field use is cancelled by park staff. Field users are responsible for tracking these cancellations and must submit a list of all refund requests to the permit office for consideration. These lists will be compared against our staff cancellation lists and refunded accordingly. Refund requests can be submitted at any time but will be processed for payment or credits at the end of each season only. Users can choose to receive a monetary refund (for amounts over \$10) or opt for future use credits to apply against future field time. Amounts under \$10 will receive use credits only.