



# FREDERICK

## PARKS & RECREATION

## 2022 Field / Court Registration

Spring Registration Opens: February 1  
Spring Registration Deadline: February 15  
Spring Season: March 1 – July 31  
Spring Total Invoice Due: August 15

Fall Registration Opens: July 1  
Fall Registration Deadline: July 15  
Fall Season: August 1 – November 30  
Fall Total Invoice Due: December 15

The City of Frederick Parks & Recreation Department is implementing a new registration process to better serve our patrons.

1. Field registration holds scheduling and financial responsibility. When creating an account, please be sure to fill in the organization/league name. Only one account should be made per organization/league, and include all divisions, age groups, etc. Please attach a list of league/organization representatives including name, position, phone and email address. Create an account here: [www.cityoffrederickmd.gov/webtrac](http://www.cityoffrederickmd.gov/webtrac).
2. Application deadlines are firm. After the application deadline, field requests will be approved/processed. **Historic use of fields is void if not requested by the deadline.**
3. Payment of 20% of total invoice must be made at registration via Visa or MC.
4. All reservations must be made 7 calendar days in advance along with 20% payment. This includes changes in times, fields, addition or deletion of dates.
5. Registration will not submit unless a Certificate of Insurance is attached. The holder of a permit shall obtain and maintain, for the period the permit is valid, a policy of commercial general liability insurance with bodily injury limits of \$1,000,000 per occurrence/\$2,000,000 aggregate, combined single limit, bodily injury & property damage, with the City of Frederick / 101 N. Court Street / Frederick / MD / 21701 named as additional insured.
6. Applicants are responsible for signing up for BOTH the Notify Me Parks & Recreation General Correspondence for Field/Court users AND News Flash Sport Field Closures here: <https://www.cityoffrederickmd.gov/list.aspx>. Field closures for inclement weather will be posted on the City's website, recorded on 301-600-6975 x , and the alert system activated by 2 pm Monday thru Friday, and 8 am Saturday and Sundays. City staff will delete field closure dates from final invoice.

Notes:

Applicants for City elementary and middle school fields will be required to submit additional documents. After registration, Office Manager will contact you for any additional forms needed.

Leagues/Organizations utilizing sheds and/or concession stands (for ANY reason, including storage) at fields will be required to submit shed and/or concession stand agreements with a GIS photo indicating shed placement. After registration, Office Manager will contact you for necessary forms.

Occasionally it may be necessary for you to request additional reservations or field relinquishments less than 7 days in advance. In these instances, please email [ssstamper@cityoffrederickmd.gov](mailto:ssstamper@cityoffrederickmd.gov) and [tphelps@cityoffrederickmd.gov](mailto:tphelps@cityoffrederickmd.gov) as soon as possible, to see if your request can be granted.

Email [ssstamper@cityoffrederickmd.gov](mailto:ssstamper@cityoffrederickmd.gov) to obtain instructions on how to create an account, register for fields, or for other questions.