

A copy of your permit is to be available for presentation on site (digital or hard copy print)

Physical Distancing monitors should be appointed to assist with field and sideline spacing. • Face Coverings should be worn by staff and athletes consistent with Maryland Strong Roadmap to Recovery Guidance. • Participation should be structured so as to minimize or prevent participant physical interaction. • Teams should provide hand sanitizing opportunities along with water breaks. • The ratio of coaches/participants to each field ratio should be kept low enough to ensure proper physical distancing between each participant's practice grid, the coaches, and physical distancing monitors. • Team huddles and high fives should be suspended until a later phase. Consider using a team cheer that allows for space between players or words of encouragement rather than physical contact. • Exit and Entry points should be on opposite sides of the field to prevent any accidental crossover between groups. • The turn over time between practices or games should be lengthened to allow for groups to egress completely before the next scheduled group's arrival. • Non-participant attendance should be kept minimal (family only) or non-existent. Attendance must be consistent with Maryland Strong Roadmap to Recovery Guidance. • Those in the at risk categories, including those age 60+, should consider not attending. • All equipment should be sanitized before next practice.

APPLICATION FOR USE OF CITY OF FREDERICK PARK/FCPS SCHOOL FIELD SPORTS FACILITY. *Tennis courts have separate application form.*

TO BE SUBMITTED BY OFFICIAL LEAGUE CONTACT. ONLY ONE (1) CONTACT PER LEAGUE ALLOWED.

Organization: <small>Certificate of insurance required</small>			
Contact Name & Title:			
Mailing Address:			
City / State / Zip Code:			
Email:			
Daytime Phone No.:			
Evening Phone No.:			
Cell Phone No.:		League Phone No.:	

Park/Field Requesting: <small>*School fields may require additional paperwork.</small>			
Type of League:			
Start Date:		End Date:	
League Opening Day:			
Type of Space: <small>Tennis Courts have separate application forms. The City does not reserve courts at FCPS schools.</small>	<input type="checkbox"/> Baseball Field(s) <input type="checkbox"/> Softball Field(s) <input type="checkbox"/> Other: _____	<input type="checkbox"/> In-Line Hockey Court(s) <input type="checkbox"/> Basketball Court(s) <input type="checkbox"/> Multipurpose Field(s) <small>*Tennis Courts have separate application form.</small>	
If applicable, # of courts/fields requested at this location	<input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Three <input type="checkbox"/> ALL <input type="checkbox"/> Other		
Weekdays <small>(circle days/times)</small>	M / T / W / Th / F	Times:	____ am/pm to ____ am/pm
Saturdays	Saturdays	Times:	____ am/pm to ____ am/pm
Sundays	Sundays	Times:	____ am/pm to ____ am/pm
Is This for Practice or Games?	<input type="checkbox"/> Practice <input type="checkbox"/> GAMES		
List Game Start & End Times, and attach game schedule	Game Start Time:	Game End Time:	

Check any City Assistance Needed (if available). School fields do not have restroom facilities	<input type="checkbox"/> Bathrooms <input type="checkbox"/> Electricity <input type="checkbox"/> Lights (NOTE: Some lights are set up via internet – contact Ofc Mgr.) <input type="checkbox"/> Start and End Times for Lights _____ <input type="checkbox"/> Other – give details: _____
If you have historical use at this field for this season, list days of the week and times (Ex: Mon & Wed 6-8 p.m.)	
Expected Attendance Total: Specify if spread over various courts/fields	
Name/Phone/Email of Designated Representative (1) This person can discuss scheduling and financial information for the league	
Name/Phone/Email of Designated Representative (2) This person can discuss scheduling and financial information for the league	
Plan for Hand Sanitizing:	
Plan for Equipment Sanitizing:	
Plan for Spectators:	
Plan for Face Coverings:	
Plan for Physical Distancing:	
Plan for Staff/Participant Health Screening:	

NOTE: City Tennis Courts have separate application for use. The City does not reserve courts on FPCS school property.

Please provide the following at time of application:
Current Listing of League Officers with contact information;
Full game schedule(s);

Team Rosters w/full addresses---Must have 51% City residents to qualify for City rates
Certificate of Insurance with City of Frederick Listed as additional insured.

Issuance of a permit will reserve the above-referenced facility for the exclusive use of the user holding the permit. The facility is subject to inspection by any authorized representative of The City of Frederick in order to assure proper use of City property, including but not limited to compliance with any state or local regulations or orders pertaining to the COVID-19 pandemic. The permit must be in the possession of the user to whom it is issued and shown upon request to any authorized representative of the City. The user agrees to abide by all procedures, policies, and rules governing use of the facility. The user is responsible for the conduct of its invitees and guests, and hereby agrees to keep the facility in good repair during its use thereof. In the event that any invitee or guests of the user causes damage to the facility, the user hereby agrees to pay any costs incurred by the City in repairing such damage. The user is further responsible for any loss, damage or injury to any and all personal property that it or its agents, representatives, invitees or guests, may bring to, store at, or leave at the facility. The user agrees to release the City from any and all civil liability relating to any accident, injury, loss, or damage occurring in connection with the use of the facility, including but not limited to the contracting of COVID-19, and will indemnify the City from third-party claims in connection with such use.

I have read and agree to the User Responsibilities as attached to this document

Date: _____

FOR ASSISTANCE DURING RESERVATION, PLEASE CONTACT THE CITY DPW SWITCHBOARD AT 301-600-1440. Many times the issue/s can be taken care of promptly so that you can enjoy using the facility during your reservation period.

If you have questions about field reservations please email ssstamper@cityoffrederickmd.gov .

Revised September 2020

APPLICANT, PLEASE NOTE THAT THE FOLLOWING INFO IS FOR YOUR REFERENCE ONLY & DO NOT NEED TO BE SUBMITTED WITH APPLICATION PAPERWORK.

The City of Frederick's Department of Parks & Recreation has approximately 57 athletic fields ranging from t-ball, coach pitch, little league & adult baseball, Babe Ruth, softball, football, lacrosse, soccer, rugby and various size multi-purpose fields available for use. The City also has an agreement with FCPS for fields only (not courts) on school property within the City limits.

There are two (2) "seasons" of Field Users for League Play. They consist of the following:

- Spring Field Users – from March 1 – July 31 annually.
- Fall Field Users – from August 1 – November 30 annually.

FIRST RIGHTS OF USE. The City of Frederick reserves first rights of use of any park, field, court and/or facility for its programs, events, classes, etc.

Registration for Spring begins mid-February. Registration for Fall begins mid-July. All applications are due by the opening of the season as listed above. At that time, all applications are reviewed and if there are conflicts with scheduling, all parties will be contacted and alternate arrangements made if possible.

Within fifteen (15) days from the opening day of the season, permits and/or invoices will be sent to the leagues letting them know they are approved and what the current preseason payment will be. Rosters should be submitted at time of application, or ASAP thereafter so that the fees can be set when reservations made. Fees can be adjusted based on changes in schedules and/or rainouts as long as the Office Manager is notified in a timely manner to make the field available to other users (*restrictions apply*).

Payments: Field User Fees are due by end of season or August 15 / December 15, whichever comes first for that season.

Applications: Available in person at the Fitness Center Desk, or on our website @ www.cityoffrederickmd.gov. Submission on line is preferred and is processed quicker. Please complete forms in their entirety prior to submission.

Insurance: All established organizations must complete the application and include a certificate of insurance in the amount of one million dollars general liability, two million aggregate, naming The City of Frederick / 101 N Court Street / Frederick / Maryland / 21701 as additionally insured.

Non-Transferable: Reservation dates and/or times are non-transferable. Any changes in dates and/or times of field use require written notification of the specific dates and reservation begin and end times AND approval by the City's Parks & Recreation Department at least one full business day prior to the reservation date.

Giving permission for anyone else to use your reserved field time can result in the cancellation of your current reservation(s), loss of "good standing" status and/or inability to reserve City fields.

Field Closures: There will be times during each season that the City's Department of Parks & Recreation will close fields due to inclement weather and/or field condition issues. Notifications are posted on the City's website (www.cityoffrederickmd.gov); and the Cancellation / Information Phone Line (301-600-6970 *Option 3). Please signup on the City's website to receive text or email notifications of Field Closures. Unless otherwise posted, the fields will open the next day. Please be responsible when using

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wet fields. In the event that the field becomes unplayable due to weather AFTER the deadline for the City to make field closure decisions, please email sstamper@cityoffrederickmd.gov the same day or next morning in order for the field user fee to be removed from your invoice. PLEASE do not wait until time for invoice payment, to indicate you did not use the field.

Fields At “Rest”: Typically we try to “rest” our fields in December, January and February. There will be times during the season(s) that fields will be closed for repairs. The times will be posted and we ask that you abide by the resting and repair times and not utilize the fields so that we can give you a good playing surface.

McCurdy Field Regulations:

The following McCurdy Field Regulations were adopted by The City of Frederick’s Parks & Recreation Commission on October 17, 2007. They are as follows:

- No inning shall start later than 11:15 p.m.;
- All teams must be off the field by 11:30 p.m.;
- Field lights must be turned out and the park gates locked at 11:35 p.m.;
- Public Address (PA) system should not be turned on until 9:00 a.m. Monday through Saturday;
- Public Address (PA) system should not be turned on until 10:00 a.m. on Sunday;
- Tournaments – curfew is waived if the game was not done by 11:30 p.m.

These Regulations are in addition to the City Park Rules listed below.

General Park Information

1. Any individual or organization wishing to reserve a part or portion of a park property owned by The City of Frederick first must apply for and receive a permit from the City for exclusive use. Reservations for FCPS school fields within Frederick City limits may require submission of additional forms. Any individual or organization wanting to ensure use of park restroom facilities for a specific date and time also must apply for and obtain a permit from the City. Restrooms are not available for FCPS school fields. Such permits are required in order to coordinate multiple uses of limited space, to assure preservation of the park facilities, to prevent uses that are dangerous or unlawful and to assure financial accountability for damages.
2. All established organizations must complete the application and include a certificate of insurance in the amount of one million dollars, two million aggregate, naming The City of Frederick as additionally insured. Private groups for personal games, family events, etc., are exempt from providing insurance.
3. Staff will be required to monitor any music and/or sound levels to make certain the decibels do not exceed 60 (Sec. 15-21).
4. Park all motor vehicles in designated parking areas ONLY. At no time will vehicles be allowed to park on the grass in any City park. Event coordinators may unload/load vehicles near pavilion/area, but vehicle must be moved immediately – NO EXCEPTIONS. (Sec. 6-10)
5. All trash must be placed in the appropriate receptacles at the parks, unless using a trash-free park, in which case, the user group must remove all trash.
6. Please clean off tables and pick up all trash, making sure any full bags are tied to prevent trash blowing in nearby neighborhoods each night.
7. If restroom use applicable, Applicant is to make sure all restroom(s) toilets are flushed, sinks and lights turned off and doors are closed and locked at the end of their rental time or 10:00 p.m., whichever comes first.

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8. ***THERE WILL BE NO ALCOHOL IN ANY CITY PARK.*** This is a City Ordinance, with no exceptions, and violators will be prosecuted. (Sec. 6-8)
9. The City cannot provide sports equipment, sound systems, tables, and/or chairs for private rentals in the parks.

The City of Frederick's Department of Parks & Recreation reserves the right to revoke a user's permit and/or refuse rental for any or all of the following:

- *Failure to pay the rental fee when due;
- *Rental patrons are not conducting an event in an orderly manner;
 - *Damage is done to the area;
- *Users / Patrons repeatedly do not adhere to users' responsibilities;
- *Playing on a field when Department has closed field is a violation.
 - *Failure to adhere to State, County, City Covid-19 regulations.

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