

**RECREATION DEPARTMENT**

Date of Application:	
Date Received:	
Date of Approval:	
<i>Date of Issuance:</i>	
<i>Type of Permit:</i>	



**William R. Talley Rec Center  
121 North Bentz Street  
Frederick MD 21701**

**301-600-1173  
FAX: 301-600-2849  
www.cityoffrederick.com**

**APPLICATION FOR USE OF CITY SCHOOL FIELD**

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

Organization:			
Contact Name & Title:			
Mailing Address:			
City / State / Zip Code:			
Email:			
Daytime Phone No.:			
Evening / Cell Phone No.:			
Fax No.:		<b>League Phone No.:</b>	

<b>PARK REQUESTED:</b>			
Type of League:			
Start Date:		End Date:	
League Opening Day:			
Type of Space:	<input type="checkbox"/> Multi-Purpose Field(s) <input type="checkbox"/> Baseball/Softball field(s)	<input type="checkbox"/> In-Line Hockey Court(s) <input type="checkbox"/> Other: _____	
Weekdays (circle days/times):	M / T / W / Th / F	Times:	_____ am/pm to _____ am/pm
Weekends (circle days/times):	Sat / Sun	Times:	_____ am/pm to _____ am/pm
Check any City Assistance Needed (if available):	<input type="checkbox"/> Bathrooms <input type="checkbox"/> Electricity <input type="checkbox"/> Lights (NOTE: Hill Street lights are set up via internet – contact Ofc Mgr.) <input type="checkbox"/> Other – give details: _____		

*NOTE: Tennis Courts have separate application for use.*

**Please provide the following at time of application:**

- Current Listing of League Officers with contact information;**
- Full schedule(s);**
- Team Rosters with players last name and street name only;**
- Certificate of Insurance and/or waiver(s)\*\*.**

***SUBMIT WITH AS MUCH OF THE ABOVE DOCUMENTATION AS POSSIBLE.***

***All documentation must be provided by opening day of your league.***

***\*\*You MUST attach the required liability insurance certificate to this application when submitting OR you must have signed waivers from EACH participant attached before application can be processed.***

**PLEASE CALL 301-600-1440 FOR WEEKEND AND HOLIDAY ASSISTANCE.  
ALWAYS CARRY PERMIT WITH YOU DURING EVENT IN CASE OF CONFLICT AT SITE.**

**NO ALCOHOLIC BEVERAGES SHALL BE PERMITTED IN CITY PARKS BY CITY ORDINANCE (unless otherwise approved by the Mayor and Board of Aldermen per Section 6-8). VIOLATORS WILL BE PROSECUTED.**

**City of Frederick / Department of Recreation  
WAIVER AND FACILITY PERMIT**

It is hereby agreed and understood that the above Facility is reserved, as specified, for the use of the above named person and/or User. The Facility reserved is subject to inspection by any authorized representative of The City of Frederick in order to assure proper use of City property. This permit must be in the possession of the User to whom it is issued and shown upon request to any of the above-mentioned representatives.

The user assumes personal liability and responsibility for any and all costs of cleanup of the premises, loss, breakage, damage to or removal of City property and further assumes liability and responsibility for the conduct and good order of the group and its invitees and guests.

The User shall be responsible for any and all 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, and shall indemnify and hold harmless The City of Frederick and any department, agent, official and/or employee thereof for any personal injury incurred during, or as a result of such use. The User further agrees to abide by all procedures, policies, and rules governing use of the above-mentioned facility.

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

Witness the hand and seal of the User as of the date indicated below.

User: \_\_\_\_\_ Date: \_\_\_\_\_

Any User under the age of 21 must have the signature of a parent or guardian who shall assume any and all responsibility and liability as set forth above and the person signing must be in attendance at the rental event.

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Written Name: \_\_\_\_\_ Phone: \_\_\_\_\_

PLEASE NOTE APPROVAL IS REQUIRED FOR USE OF THIS FACILITY.  
Once approved, the permit will be mailed back to the applicant on the previous page.

FOR OFFICE USE ONLY	
Rental Fee: \$ _____ <input type="checkbox"/> Cash	Forward to Parks & Recreation Commission? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Paid: _____ <input type="checkbox"/> Check	Director's Comments: _____ _____
Staff: _____ <input type="checkbox"/> Credit	
<i>Recreation Director's Approval:</i> _____ Date: _____	This request will be presented to the Parks and Recreation Commission on _____ at 7:00 p.m. at the Talley Rec Center located at 121 North Bentz Street, Frederick.
DENIAL - If denied, reason why: _____ _____ _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied – reason for denial: _____ _____

**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.**

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

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

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

An emailing list is maintained by the Office Manager for leagues that use City fields repeatedly. All Field Users on the emailing list are sent the annual notices of the procedure to apply for those seasons fields. For the spring, notification is sent by mid- January. For the fall, notification is sent by mid-June. 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 payment will be. 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 as follows: 50% within thirty (30) days of the invoice; balance due by end of season or June 15 / December 15, whichever comes first for that season.

**Applications:** Available through the Front Desk, Office Manager or on our website. Please complete 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, naming The City of Frederick as additionally insured.

**Non-Transferable:** Reservations dates and/or times are non-transferable. Any changes in dates and/or times of field use require a Field Relinquishment Form AND approval by the City’s Parks & Recreation Department prior to the date of the event(s).

Giving permission for anyone else to use your reserved field time without prior approval of this Department 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. Permitted leagues will be notified by email. Notifications are also posted on the City’s website ([www.cityoffrederick.com](http://www.cityoffrederick.com)); the Cancellation / Information Phone Line (301-600-6970). Each league representative will be responsible for notifying all members of their organization of the closure. Unless otherwise notified, the fields will open the next day. Please be responsible when using wet fields.

**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. All Field Users on our emailing list will be notified of which fields will be closed and when. 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.

## **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. 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. Permit applications may be obtained from the City Recreation Department. 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, 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. The last user is to make sure all restroom(s) are closed and locked at the end of their rental time or 10:00 p.m., whichever comes first.
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 due to inclement weather conditions is a violation.

Please refer to CURRENT "Fees Schedule" for further information.  
*This is a permit, not a binding contract to rent sports facility.*

For sport facility reservations, please call 301-600-1173  
Fax: 301-600-2849