

M-NCPPC



MONTGOMERY COUNTY DEPARTMENT OF PARK AND PLANNING

THE MARYLAND-NATIONAL CAPITAL  
PARK AND PLANNING COMMISSION

9500 Brunett Avenue  
Silver Spring, Maryland 20901

**MCPB**  
**12-12-02**  
**Item #6**

December 12, 2002

To: The Montgomery County Planning Board  
Via: Lester Straw, Superintendent of Parks  
From: Carolyn D. Wainwright, Community Services Supervisor *C.W.*  
Re: Proposed Fees for the Park Fund FY 04

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***STAFF RECOMMENDS: APPROVAL***

As part of the Department's preparation of its FY 04 Operating Budget, we are pleased to present the following recommendations for changes in the Park Fund fees charged through the Park Permit Office and the Nature Centers.

For your information, a copy of the Commission's "Policy on User Fees", as approved on November 30, 1992, has been attached.

The attached chart summarizes the recommendations for all fees. However, we are asking the Planning Board's approval for an across-the-board 2.3% increase in all fees and increases in certain fees, which have not been increased since 2000 for:

- bus permits by groups outside the bi-county area
- electricity for picnic shelters
- Conservation Clubs
- Large group programs in nature centers
- Archaeology camps
- Certain users of Recreation Buildings

***General Fee Assumption:***

The majority of Park Fund fees were approved in November 2001 by the Planning Board for increases effective July 2002. Since that time, salaries with COLA's have risen an average of 6% annually.

As we analyzed all the costs associated with operating the Permit Office and handling an increase in customers, we realized that the average cost of "servicing" a permit (from initial contact with the customer to the completion of his/her event) not only requires the inclusion of Permit staff but also regional maintenance staff and the Park Police. For instance, the facilities we permit are maintained by regional staff whose costs for supplies, gasoline, equipment and overtime must be factored into the equation. Likewise, Park Police are our best source of mitigating disputes of permitted rights to field use or documenting conditions of facilities when they respond to customers' calls. Therefore, by increasing fees associated with ball fields, recreation buildings and administrative processes, we come closer to supporting the increased expenses experienced by these divisions. We have applied the current Consumer Price Index of 2.3% as a general increase to all Park Fund fees.

*Increased Fees for Selected Activities and Services*

**Bus Permits**

<b>Outside Bi-county Groups – Per bus</b>	<b>\$36</b>	<b>11/00</b>	<b>\$40.00</b>	<b>7/03</b>	<b>11%</b>
Bi-county Groups – Per bus	\$20 (adm fee)	11/01	\$20.00	7/02	0%

**Electricity**

<b>Per Picnic Shelters</b>	<b>\$21.00</b>	<b>11/00</b>	<b>\$25.00</b>	<b>7/03</b>	<b>19%</b>
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**Nature Centers**

**Conservation Clubs**

<b>Ages 5-7</b>	<b>\$55.00</b>	<b>11/16/00</b>	<b>\$60.00</b>	<b>7/03</b>	<b>10%</b>
<b>Ages 8-15</b>	<b>\$85.00</b>	<b>11/16/00</b>	<b>\$90.00</b>	<b>7/03</b>	<b>6%</b>
<b>Ages 16-Adult</b>	<b>\$95.00</b>	<b>11/16/00</b>	<b>\$100.00</b>	<b>7/03</b>	<b>5%</b>

**Costs for supplies and materials of seasonal staff have increased.**

**Large Group Program**

<b>1 Hour Program</b>	<b>\$250.00</b>	<b>4/99</b>	<b>\$275.00</b>	<b>7/03</b>	<b>10%</b>
<b>2 Hour Program</b>	<b>\$400.00</b>	<b>4/99</b>	<b>\$425.00</b>	<b>7/03</b>	<b>6%</b>

**Archaeology Summer Camp - 1 week**

<b>Beginner</b>	<b>\$105.00</b>	<b>5/99</b>	<b>\$115.00</b>	<b>7/03</b>	<b>10%</b>
<b>Field School (9 a.m. - 3 p.m.)</b>	<b>\$200.00</b>	<b>5/99</b>	<b>\$220.00</b>	<b>7/03</b>	<b>10%</b>
<b>Field School (Extended hours 3-5 p.m.)</b>	<b>\$ 50.00</b>	<b>5/00</b>	<b>\$ 55.00</b>	<b>7/03</b>	<b>10%</b>

**Costs for supplies and a trained archaeological counselor have increased.**

**Recreation Centers**

**MCPS Adult Education (Norwood)**

<b>Per Hour – Weekdays</b>	<b>\$11.00</b>	<b>11/00</b>	<b>\$14.00</b>	<b>7/03</b>	<b>27%</b>
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**(Mondays and Tuesdays, four hours each day)**

**Day Care (Indian Spring, Owens, Garrett Park, and Kemp Mill Local Parks)**

<b>Per Hour –Weekday Rate</b>	<b>\$11.00</b>	<b>11/00</b>	<b>\$14.00</b>	<b>7/03</b>	<b>27%</b>
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**(Daily during the school year Sept – June)**

**Waves of Glory Church (Norbeck)**

<b>Per Month (Sundays, 10 a-2p, 7-11p)</b>	<b>\$129.00</b>	<b>11/00</b>	<b>\$161.00</b>	<b>7/03</b>	<b>25%</b>
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**(Restroom use only)**

**These fee increases will cover costs associated with utilities, staff and supplies.**

If the proposed changes are approved, the revenue from the permit fees for FY04 would be \$798,144. Revenues from the Nature Center fees are forthcoming

# MEMORANDUM

**To:** Lester Straw, Superintendent of Parks

**From:** Carolyn Wainwright, Community Services Supervisor  
Denise Reid Bourne, Permit Office Supervisor

**Date:** October 31, 2002

**Subject:** Park Permit Office Proposed Revenues for Fiscal Year 2004

Please find below a chart representing the FY04 proposed revenues for the Park Permit Office.

Title	Object	FY02 (Actual)	FY03 Budget	FY03 Estimated	FY04 (Proposed)
Filming Fees	8400	\$1,575.00	\$2,250.00	\$1,575.00	\$2,250.00
Ballfields - Regional/Recreational	8409	\$213,249.00	\$240,000.00	\$200,000.00	\$225,000.00
Bus Fees	8415	\$1,815.00	\$2,400.00	\$2,200.00	\$2,200.00
Camp Sites Fees	8417	\$5,395.00	\$4,000.00	\$5,100.00	\$5,100.00
Group Picnic Area Fees	8447	\$47,957.00	\$51,150.00	\$48,050.00	\$48,050.00
Key Deposits	8452	\$0.00	\$0.00	\$0.00	\$0.00
Admin. Fee - Local Ballfields	8479	\$48,287.50	\$60,000.00	\$60,000.00	\$60,000.00
Administrative Fee - Cancellations	8527	\$1,325.00	\$400.00	\$900.00	\$900.00
Administrative - Processing Fee	8528	\$6,195.00	\$4,500.00	\$9,000.00	\$9,000.00
Local Park Picnic Shelters	8535	\$7,165.00	\$4,430.00	\$7,200.00	\$7,200.00
Gymnasium Fees	8617	\$15,481.50	\$15,000.00	\$15,540.00	\$15,500.00
Recreation Centers	8620	\$390,851.24	\$349,700.00	\$349,700.00	\$395,000.00
Concession Fees	8670	\$1,750.00	\$750.00	\$1,500.00	\$1,500.00
Service Charge***	8810	\$250.00	\$750.00	\$750.00	\$1,500.00
Fines/Forfeitures (Includes change fee)	8862	\$7,461.58	\$7,000.00	\$7,000.00	\$7,000.00
<b>Total=</b>		<b>\$748,756.82</b>	<b>\$745,630.00</b>	<b>\$709,190.00</b>	<b>\$780,200.00</b>
<b>Total Including 2.3% CPI</b>			<b>\$759,403.59</b>	<b>\$725,501.37</b>	<b>\$798,144.60</b>

REVENUE CHART  
FOR  
NATURE CENTERS  
TO BE DISTRIBUTED AT  
PLANNING BOARD MEETING

# Proposed Park Fund User Fees – FY 04

Attachment A

<u>Fee Types</u>	<u>Current Fee</u>	<u>Last Commission Approval Date</u>	<u>Proposed Fee Effective Date</u>	<u>% Change/ No Change</u>	<u>CPI</u>
<b>Nature Centers</b>					
<b>Conservation Clubs</b>					
Ages 5-7	\$55.00	11/16/00	07/03	10%	N/A
Ages 8-15	\$85.00	11/16/00	07/03	6%	N/A
Ages 16-Adult	\$95.00	11/16/00	07/03	5%	N/A
<i>Costs for supplies and materials of seasonal staff have increased.</i>					
<b>Large Group Program</b>					
1 Hour Program	\$250.00	04/99	07/03	10%	N/A
2 Hour Program	\$400.00	04/99	07/03	6%	N/A
<b>Archaeology Summer Camp - 1 week</b>					
Beginner	\$105.00	05/99	07/03	10%	N/A
Field School (9 a.m. - 3 p.m.)	\$200.00	05/99	07/03	10%	N/A
Field School (Extended hours 3-5 p.m.)	\$50.00	05/00	07/03	10%	N/A
<i>Costs for supplies and a trained archaeological counselor have increased.</i>					
<b>Recreation Centers</b>					
<b>MCPs Adult Education (Norwood)</b>					
Per Hour – Weekdays ( Mondays & Tuesdays four hours each day)	\$11.00	3/99	07/03	27%	N/A
<b>Day Care( Indian Spring, Owens Local Park, Garrett Park and Kemp Mill Local Park)</b>					
Per Hour –Weekday Rate (Daily during the school year Sept – June)	\$11.00	03/99	07/03	27%	N/A
<b>Waves of Glory Church (Norbeck)</b>					
Per Month (Sundays, 10a-2p and 7-11p) [Restroom use only]	\$129.00	3/99	07/03	25%	N/A

This fee increase will cover cost associated with utilities, staff and supplies.

# Proposed Park Fund User Fees – FY 04

Attachment A

<u>Fee Types</u>	<u>Current Fee</u>	<u>Last Commission Approval Date</u>	<u>Proposed Fee Effective Date</u>	<u>CPI Proposed (+ / -)</u>
<b>Administrative Fees</b>				
Returned Check Fee - Per Check	\$30.00	11/01	\$31.00 07/01/03	2.3%
Permit change/Reissue - Per Permit	\$30.00	11/01	\$31.00 07/01/03	2.3%
Cancellation Fee - Per Permit	\$30.00	11/01	\$31.00 07/01/03	2.3%
Park Police/ Park Maint. Service Charge	\$30.00	11/01	\$31.00 07/01/03	2.3%
Administrative - Processing Fee	\$20.00	11/01	\$20.50 07/01/03	2.3%
<b>Agricultural History Farm Park-Activity Room</b>				
Per 4 Hours - Weekend	\$236.00	11/01	\$241.00 07/01/03	2.3%
Per 4 Hours - Weekday evening	\$176.00	11/01	\$180.00 07/01/03	2.3%
Per 4 Hours - Weekday (9am-3pm)	\$60.00	11/01	\$61.50 07/01/03	2.3%
<b>Bus Permits</b>				
Outside Bi-county Groups – Per bus	\$36.00	11/01	\$37.00 07/01/03	2.3%
Bi-county Groups – Per bus	\$20.00(adm. fee)	11/01	\$20.50 07/01/03	2.3%
<b>Camping - Overnight Only</b>				
Primitive - Per site/Per night County Residents only	\$16.00	11/16/00	\$16.50 07/01/03	2.3%
<b>Commercial Filming</b>				
Per Event	\$225.00	11/16/00	\$230.00 07/01/03	2.3%

# Proposed Park Fund User Fees – FY 04

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<u>Fee Types</u>	<u>Current Fee</u>	<u>Last Commission Approval Date</u>	<u>Proposed Fee Effective Date</u>	<u>CPI Proposed (+ / -)</u>
<b>Concessionaire Permit</b>				
Non-profit groups (single event)	\$150.00	11/16/00	\$153.00 07/01/03	2.3%
Non-profit groups (season)	\$250.00	11/16/00	\$256.00 07/01/03	2.3%
For profit individuals/companies (single event)	\$500.00	11/16/00	\$512.00 07/01/03	2.3%
For profit individuals/companies (season)	\$750.00	11/16/00	\$767.00 07/01/03	2.3%
<b>Electricity</b>				
Per Picnic Shelters	\$21.00	11/16/00	\$ 21.50 07/01/03	2.3%
<b>Group Picnic Areas</b>				
Exclusive Use - Per Date	\$310.00	11/16/00	\$317.00 07/01/03	2.3%
<b>Gymnasium - Per Hour</b>				
MC Recreation Department	\$20.00 (admin fee)	11/01	\$20.50 07/01/03	2.3%
Other Users	\$26.00	11/01	\$26.50 07/01/03	2.3%
<b>Local Ballfields - Per Field Per Permit</b>				
All Users	\$20.00	11/01	\$20.50 07/01/03	2.3%
<b>Local Picnic Shelters</b>				
MC Recreation Department Programs	\$20.00 (admin fee)	11/01	\$20.50 07/01/03	2.3%
Other Users	\$80.00	11/01	\$82.00 07/01/03	2.3%

# Proposed Park Fund User Fees – FY 04

Attachment A

<u>Fee Types</u>	<u>Current Fee</u>	<u>Last Commission Approval Date</u>	<u>Proposed Fee Effective Date</u>	<u>CPI Proposed (+ / -)</u>
<b>Nature Centers</b>				
Demonstrator's Table	\$30.00	11/01	\$31.00 07/01/03	2.3%
Outdoor Skill - Per person per hour	\$4.00	11/01	\$4.10 07/01/03	2.3%
Regular	\$3.00	11/01	\$4.10 07/01/03	2.3%
Child (11 & under)				
<b>Nature Foray - Per person per hour</b>				
Regular	\$4.00	11/01	\$4.10 07/01/03	2.3%
Child (11 & under)	\$3.00	11/01	\$3.00 07/01/03	N/A
<b>Tours - Per person</b>				
Boat - regular - per hour	\$4.00	11/01	\$4.10 07/01/03	2.3%
Boat - child (11 & under per hour)	\$3.00	11/01	\$3.00 07/01/03	N/A
Canoe - Regular - per hour	\$4.00	11/01	\$4.10 07/01/03	2.3%
Bike - Regular - per hour	\$4.00	11/01	\$4.10 07/01/03	2.3%
Bike - Child - per hour	\$3.00	11/01	\$3.00 07/01/03	N/A
<b>Recreation Centers</b>				
Recreation Dept. - 4 Hours	\$20.00 (admin. fee)	11/01	\$20.50 07/01/03	2.3%
<b>Chartered Youth Group Meetings</b>				
Per 2 Hours - Weekday	\$20.00 (admin. fee)	11/01	\$20.50 07/01/03	2.3%
Per 4 Hours - Weekend	\$60.00	11/01	\$61.50 07/01/03	2.3%



Proposed Park Fund User Fees – FY 04

<u>Fee Types</u>	<u>Current Fee</u>	<u>Last Commission Approval Date</u>	<u>Proposed Fee Effective Date</u>	<u>CPI Proposed (+/-)</u>
<b>recreation Centers (Continued)</b>				
<i>Civic Associations</i>				
Per 2 Hours - Weekday Meetings	\$20.00 (admin. fee)	11/01	07/01/03	2.3%
Per 4 Hours - Weekend - Socials (<100 people)	\$120.00	11/01	07/01/03	2.3%
Per 4 Hours - Weekend (>100 people)	\$120.00	11/01	07/01/03	2.3%
<i>Regular Users</i>				
Per 4 Hours - Weekdays (<100 people)	\$60.00	11/01	07/01/03	2.3%
Per 4 Hours - Weekdays (>100 people)	\$60.00	11/01	07/01/03	2.3%
Per 4 Hours - Weekend - Socials (<100 people)	\$120.00	11/01	07/01/03	2.3%
Per 4 Hours - Weekend (>100 people)	\$120.00	11/01	07/01/03	2.3%
<b>Please note: Proposed rates for rentals are flat fees regardless of group size. Youth groups are one-half regular rental rates for weekend use.</b>				
<b>Regional/Special Park Ballfields - Per GAME</b>				
Field Use - Baseball - 19 and Over	\$38.00	11/01	07/01/03	2.3%
Field Use - Baseball - 13 to 18	\$30.00	11/01	07/01/03	2.3%
Field Use - Baseball - 12 and Under	\$18.00	11/01	07/01/03	2.3%
Field Use - Football/Soccer/Other- 19 and Over	\$30.00	11/01	07/01/03	2.3%
Field Use - Football/Soccer/Other - 13 to 18	\$30.00	11/01	07/01/03	2.3%
Field Use - Football/Soccer/Other- 12 and Under	\$18.00	11/01	07/01/03	2.3%
<b>Regional/Special Park Ballfields - Per GAME (continued)</b>				
Field Use - Softball - 19 and Over	\$30.00	11/01	07/01/03	2.3%
Field Use - Softball - 13 to 18	\$30.00	11/01	07/01/03	2.3%
Field Use - Softball - 12 and Under	\$18.00	11/01	07/01/03	2.3%

**Proposed Park Fund User Fees -- FY 04**

Attachment A

<u>Fee Types</u>	<u>Current Fee</u>	<u>Last Commission Approval Date</u>	<u>Proposed Fee Effective Date</u>	<u>CPI Proposed (+/-)</u>
<b>Security/Damage Deposits</b>				
Recreation Centers/Other - Damage	\$125.00	11/16/00	\$128.00 07/01/03	2.3%
Recreation Centers/Other - Key	\$ 20.00	11/16/00	\$ 20.50 07/01/03	2.3%

**MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION  
DEPARTMENT OF PARKS, MONTGOMERY COUNTY  
POLICY ON USER FEES**

**PURPOSE**

To provide direction and consistent rationale in the development and application of User Fees charged for facilities, services and programs in the Department of Parks, Montgomery County. These fees may be applicable to facilities, services and programs such as recreation buildings, permits, ballfields, Brookside Gardens, group picnic areas, parking, Nature Centers, and primitive camping areas, which are primarily funded through general tax dollars. These fees are applicable to golf courses, ice rinks, indoor tennis courts, conference centers, miniature trains, boat rentals and rides, Wheaton Carousel, Little Bennett campground and selected activities at Brookside Gardens, which are self-supporting facilities, services and programs, and must produce sufficient revenue to cover both direct and indirect costs.

**POLICY STATEMENT**

Basic facilities, services and programs (such as trails, playgrounds and picnic areas), which appeal to a broad spectrum of the community, are supported by general tax dollars and are provided at no additional charge to residents. User Fees are charged for those facilities, services and programs, which provide an individual benefit or an exclusive use. User Fees may also be charged to balance use with capacity and demand, and to allocate scarce resources. When feasible, the User Fee charged should cover the direct and indirect costs of that part of the facility use, service or program from which the user derives the individual benefit. Fee reductions are given to qualified lower income individuals and groups, and may be given to qualified community based groups and qualified chartered youth groups. In general, User Fees should be higher for residents outside of Montgomery and Prince George's Counties.

User Fees for self-supporting facilities, services and programs are established at a level which (1) is competitive with comparable public and private facilities and services in the area; (2) can reasonably be expected to generate sufficient revenue to sustain administrative, operating and maintenance costs; (3) is likely to generate surplus operating income to fund capital improvements at existing and developing facilities; and (4) reflects user demand and patterns of use.

## Criteria For Determining Whether A User Fee Should Be Charged

The following criteria are considered before a User Fee is charged:

- \* The service can be provided only to the paying users, thus preventing access to all others.
- \* The amount of net revenue generated from the User Fee outweighs the difficulty and cost of collection.
- \* The application of a User Fee does not have a significant impact on usage.

## Fee Reductions For Lower Income Individuals and Groups

Qualified lower income individuals and groups are offered reductions on normal fees to provide access to selected facilities, services and programs. Pursuant to County Council policy, costs not covered by lower income users will be absorbed by the general taxpayers, not by other users.

Fee reductions may be applicable to facilities, services and programs such as:

Recreation Centers  
Gymnasiums  
Group Picnic Areas  
Bus Parking  
Golf Courses  
Nature Center Programs  
Ice Rinks  
Primitive Camping  
Agricultural History  
Activity Room

Indoor Tennis Center  
Brookside Gardens Programs  
and Facility  
Miniature Trains  
Wheaton Carousel  
Picnic Shelters  
Boat Operations

Fee reductions are not applicable to merchandise sales, private lessons, bus trips, concessionaire operated facilities, use of ballfields by leagues and teams, some equipment and facility rentals or seasonal reservations. Reductions may not be applicable during peak attendance hours.

## Fee Reductions for Community Based Groups and Chartered Youth Groups

Qualified community based groups and qualified chartered youth groups may be offered reductions from normal fees for use of recreation centers and conference centers on weekdays. There may also be a charge to cover the operational costs of administration, security, and custodial services.

## process for Determining Fees and Fee Reductions

Annually, staff from the Department of Parks will review each fee for policy compliance, and cost basis, to determine a fee recommendation. The Park Commission will review the staff fee recommendations and act on them. Approved User Fees will be reflected in the Department of Parks User Fees schedule.

The Department of Parks, in cooperation with the County's social service agencies, and the Department of Recreation, will establish eligibility guidelines, application procedures, and fee reduction levels for lower income individuals and groups, community based groups, and chartered youth groups.

Any reduction of fee not specifically mentioned in this policy must have the approval of the Director of Parks. The Director of Parks' determination will provide the final decision in this fee reduction process.

Approved by the Montgomery County Park Commission November 30, 1992.

# Community Use of Public Facilities



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[Outdoor Space](#) | [PTA/Activity](#) | [Public Agency/Recreation](#)

## ENTERPRISE ACTIVITY/OTHER SERVICES\*

\*Includes organizations based outside of Montgomery County

### Add-Ons:

<b>Equipment Fees</b>	
Auditorium Fee**(for all auditorium use)	\$6.00 per hour or \$30.00 per use (whichever is greater) \$10.00 per hour or \$40.00 per use (whichever is greater)
Audio Visuals	\$2.50 per use
Grand Piano	\$25.00 per use
Lab fees	(consult scheduler)
Portable PA System	\$25.00 per use
Scoreboard Control Unit	\$1.00 per hour
Upright Piano	\$1.00 per hour
<b>Staff Services</b>	
Media Services Technician **	\$33.00 per hour (required with use of auditorium equipment)
Cafeteria Staff	\$25.00 per hour (required with use of kitchen equipment)
Building Services Staff	\$22.00 per hour (for set-up and clean-up)
Building Attendant**	\$22.00 per hour
Security**	\$25.00 per hour
(**3 hour minimum) Staff Services rates will be determined following MCPS union negotiations.	

### Refundable Security Deposit:

\$250 for auditorium rental; \$50 for kitchen rental

Enterprise rates are assessed when any one of the following occurs:

- performers are paid or receive reimbursement such as transportation or lodging
- the activity is sponsored by a for-profit individual or organization
- the activity is sponsored by an organization not based in Montgomery County
- the activity is sponsored by an individual or organization which has not been declared income tax exempt by the Internal Revenue Service
- the activity promotes the personal gain of an individual

Room Types	Weekday Long-Term Hourly Rate (Minimum of 4 users per month at one school location)	Weekday Short-Term Weekends & Holidays Hourly Rate (3 hour minimum when group in facility by themselves)	Heat	Air Conditioning
Auditorium***	—	\$90.00	\$14.00	\$25.00
Gym (Secondary School)	\$53.00	\$90.00	\$5.00	All Other Rooms: Elementary School \$15.00 Middle School \$30.00 High School \$45.00
Gym (Elementary School)	\$32.00	\$48.00	\$5.00	
All Purpose Room	\$16.00	\$37.00	\$5.00	
Dance Studio	\$16.00	\$27.00	\$5.00	
Classroom	\$16.00	\$27.00	\$1.00	
Cafeteria (Middle School)	\$21.00	\$37.00	\$5.00	
Cafeteria (High School)	\$32.00	\$37.00	\$5.00	
Kitchen	—	\$27.00	\$5.00	
Dressing Rooms	—	\$27.00	*	
Pool	—	\$53.00	—	
Tennis/Basketball Court (Only 50% of the tennis courts per school will be rented at one time)	\$8.00	\$11.00	—	
Parking Lot (when used for an activity or pick-up/drop off)	\$42.00	\$53.00	—	
Field	\$42.00	\$53.00	—	
Start Up Fee \$4.00 Per day on Weekends and Holidays	—	—	—	

NOTE: Enterprise users are required to maintain the following insurance coverage: a policy of general liability insurance with limits of at least \$300,000 for each occurrence and an aggregate amount of \$300,000, with an insurance company licensed to do business in Maryland. The certificate shall show at least a forty-five (45) day notice to the County for cancellation or modification. It shall also list Montgomery County as additional insured.

\*Dressing room heat is included with the auditorium.

# Community Use of Public Facilities



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[OUTDOOR SPACE](#) | [PTA/Activity](#) | [Public Agency/Recreation](#)

## FIELDS/PARKING LOTS AND OTHER OUTDOOR SPACE

TYPE OF USER	FEES		
	Fields	Parking Lots	Other Outdoor Space
<b>NON-PROFIT</b>			
Non-Fee Activities	\$15 \$20 fee for each field permit issued	No fee	No fee
Fundraisers (schools and PTAs Exempt)	\$35.00 per field per day	\$35.00 per day	\$35.00 per day
<b>ENTERPRISE</b>			
	\$42.00/hr. – Long Term* \$53.00/hr. – Short Term and all weekends/holidays	\$42.00/hr. – Long Term* \$53.00/hr. – Short Term and all weekends/holidays	\$42.00/hr. – Long Term* \$53.00/hr. – Short Term and all weekends/holidays
	<i>*Minimum of 4 uses per month at one location</i>	<i>*Minimum of 4 uses per month at one location</i>	<i>*Minimum of 4 uses per month at one location</i>

**For tournaments, clinics and sports camps, contact CUPF.**

Field information and permit applications are now available at [www.emontgomery.org](http://www.emontgomery.org). Click on Ballfields under Leisure.



# Community Use of Public Facilities



Home | Newsletters | Contact Information | Emergencies/Closings | How To Rent Space | Restrictions | Fees | ICB Members | Staff | Libraries | Ball Fields

Child Care | Enterprise/Other Services | **NONPROFIT/COMMUNITY** | Nonprofit/Youth  
 Outdoor Space | PTA/Activity | Public Agency/Recreation

## NONPROFIT/COMMUNITY SPONSORED ACTIVITY

**Add-Ons:**

<b>Equipment Fees</b>	
Auditorium Fee**(for all auditorium use)	\$6.00 per hour or \$30.00 per use (whichever is greater) \$10.00 per hour or \$40.00 per use (whichever is greater)
Audio Visuals	\$2.50 per use
Grand Piano	\$25.00 per use
Lab fees	(consult scheduler)
Portable PA System	\$25.00 per use
Scoreboard Control Unit	\$1.00 per hour
Upright Piano	\$1.00 per hour
<b>Staff Services</b>	
Media Services Technician **	\$33.00 per hour (required with use of auditorium equipment)
Cafeteria Staff	\$25.00 per hour (required with use of kitchen equipment)
Building Services Staff	\$22.00 per hour (for set-up and clean-up)
Building Attendant**	\$22.00 per hour
Security**	\$25.00 per hour
(**3 hour minimum) Staff Services rates will be determined following MCPS union negotiations.	

**Refundable Security Deposit:**

\$100 for auditorium rental; \$50 for kitchen rental

ROOM TYPES	HOURLY RATES					Heat	Air Conditioning
	Monday - Friday		Saturday/Sunday/Holiday (3 hour minimum when group in school by themselves)				
	Before 6:00	After 6:00	Adult/1 Unit	2+ Units	Fundraiser		

Start-up fee for weekend/ holiday use (per day charge)	—	—	\$4.00 1/2 hr. BSW rate			—	—
All rooms except auditorium and classrooms	\$3.00 \$6.50	\$6.50 \$9.50	\$19.00	\$9.50	\$19.00	\$5.00/rm	Elementary School \$15.00 Middle School \$30.00 High School \$45.00
Classrooms	\$3.00 \$4.00	\$5.00	\$19.00	\$9.50	\$19.00	\$1.00/rm	—
Auditorium***	\$19.00 \$29.00	\$19.00 \$29.00	\$19.00 \$29.00		\$52.00	\$14.00	\$25.00
Dressing rooms	\$3.00 \$4.00	\$6.50	\$9.50		\$9.50	Included with auditorium rental	

\*\*\*Use of auditoriums Monday through Friday for rehearsals or setup will be \$9.50 \$19 per hour. Reduced rate does not apply to performances or other fee related activities.

**Fundraiser rates are assessed whenever an admission fee is charged or donations are requested.**



**places to go**

- Community Centers
- Cultural Arts Facilities
- Historic Sites & Museums
- Natural Areas
- > Park Permits
- Parks & Trails
- Partnerships
- Rental Sites
- Senior Centers
- Sports Facilities
- Special Facilities

**things to do**

- news releases
- answers
- park planning
- organization
- search this site

**Park Permits**

Permits are needed to use many Commission recreation facilities throughout Prince George's County. Permits for the Adelphi Mill, athletic fields, garden plots, open shelters, recreation centers (air conditioned/heat regional parks are issued by the Commission's Sports/Permit Division. For information and availability regarding these facilities call the Park Permit Office at (301) 918-8111 or TTY (301) 918-8123. All fees and deposits are subject to change.

**Recreation Center Rentals**

Recreation Center with Kitchen

Recreation Center without Kitchen

Park Rental Areas - includes information on open shelters

Also learn about Adelphi Mill, an elegant setting for many occasions

**Park Permits Facilities and Fees**

4325 Forbes Blvd., Lanham, MD 20706

Telephone: 301-918-8111; TTY 301-918-8123; Mon-Fri 8:30 am-5:00 pm

(Fees subject to change)

**CANCELLATION POLICY:** At least 30 days prior to reservation date. Fees will not be changed within 30 days of reservation. There is a \$25 Service Fee for cancellations. Payments made less than 30 days before activity must be in cash, order, or certified check.

**Recreation Center Rentals**

- The Recreation Centers and Adelphi Mill require a \$40 (cash) fee and a \$150 (check or cash) Security Deposit. Must be a Prince George's County resident and over 21 years old to reserve. **Policy:** Must be steady all day rain for refund or reschedule.
- Recreation Centers are reserved for a six-hour period, one per hour is provided two hours before the reservation for set up, decorating and two hours after for clean up. The Commission will maintain 10 tables and 50 chairs in the recreation centers, however, this is not guaranteed and it is up to the renter to provide set-up and tear down.
- The capacity for the buildings is provided by the fire marshals and may not exceed these limits.
- The centers are located within neighborhood parks, with the exception of the Suitland Water Tank, which has no picnic area.

- \* Most centers have picnic areas adjacent to the buildings and are included in the rental permit. When having a daytime picnic capacity is 100 people (inside/outside combined) but 7pm is the time your group can stay. Picnic areas should have picnic tables and renter may bring portable grill into picnic area.
- \*\* Ballfields are left open for the rental group from 2 to 5pm. Courts, play equipment are open to the public and are not the use of the permittee. In the event that persons are occupying area upon your arrival, please show them your permit and if not Park Police for assistance - 301-459-3232.

### Recreation Center with Kitchen

Friday - Sunday (and holidays) \$125/6 hours

Monday - Thursday \$75/6 hours

- **ARDMORE**  
9222 Ardwick Ardmore Road, Landover 20706  
50 Person Capacity. Kitchen: stove, oven, refrigerator.  
Beltway I-95/495 Exit #17B (Route 202, Landover Road toward Bladensburg). Right North (MLK Jr Highway) toward Glenarden. Right onto Ardwick Ardmore Road (traffic approximately 3/4 of a mile. Park entrance is on the left. \*Sheltered Picnic area. \*\*Ballfield.
- **BIRCHWOOD**  
1331 Fenwood Avenue, Oxon Hill 20745  
75 Person Capacity. Kitchen: stove, oven, refrigerator.  
Beltway I-95/495 Exit #3B North (Route 210, Indian Head Hwy toward DC). Right on (1st light). Left on Crisfield Drive. Left on Fenwood Place. Left on Fenwood Avenue, f road. \*Picnic area. \*\*Ballfield.
- **BRADBURY**  
2301 Ewing Avenue, Suitland 20746  
50 Person Capacity. Kitchen: stove, oven, refrigerator.  
Beltway I-95/495 Exit #11B West (Route 4, Pennsylvania Avenue toward DC). Left on Road. Right on Suitland Road. Right on Ewing Avenue, follow to end of road. \*Picnic \*\*Ballfield.
- **BROOKE ROAD**  
1101 Brooke Road, Capitol Heights 20743  
75 Person Capacity. Kitchen: microwave and refrigerator.  
Beltway I-95/495 Exit #15B West (Route 214, Central Avenue toward DC). Follow past Left at Old Central Avenue and bear right to stay on Old Central Ave. Left at Suffolk runs into Brooke Road. Park entrance is on the right. \*Picnic area. \*\*Ballfield.
- **GREEN MEADOWS**  
6100 Sligo Parkway, Hyattsville 20782  
50 Person Capacity. Kitchen: stove, oven, refrigerator.  
Beltway I-95/495 Exit #20B West-Route 450, Annapolis Road toward New Carrollton South-Route 1 toward College Park. From either exit, right at East-West Highway (Rt on 19th Place (just past Ager Road). 19th Place turns into Sligo Parkway. Building is \*Sheltered picnic area. \*\*Ballfield.  
OR  
Beltway 495 Exit #28B South (New Hampshire Avenue toward Takoma Park). Follow Blvd. Left onto East-West Highway (Route 410 East). Stay on East-West Hwy past Rt onto 19th Place. 19th Place turns into Sligo Parkway. Building is on the right.
- **JESSE WARR**  
N. Englewood Drive, Fairmount Heights 20785

**50 Person Capacity. Kitchen: stove, oven, refrigerator.**

Beltway I-95/495 Exit #17B (Route 202, Landover Road toward Bladensburg). Left a Road. Right on Sheriff Road. Right onto Addison Road. Right on Englewood Drive (past Heights High School). Left on Englewood Avenue and follow into the park. \*Picnic area

- **KENTLAND**

**2727 Firehouse Road, Landover 20785**

**50 Person Capacity. Kitchen: microwave and refrigerator.**

Beltway I-95/495 Exit #17B (Route 202, Landover Road toward Bladensburg). Follow Hwy. Left onto Firehouse Road (at Kentland Fire Dept). Follow Firehouse Road to the Road turns to the right at Goodland Rd.) Park entrance is at the end of the road. Par 2001/02. \*Picnic area.

- **LANE MANOR**

**7601 West Park Drive, Adelphi 20783**

**50 Person Capacity. Kitchen: stove, oven, refrigerator.**

Beltway I-95/495 Exit #25B South (Route 1, toward College Park). Right on Route 1 Blvd.) past the University of MD and Adelphi Road. Left onto West Park Drive (traffic into the parking lot to the building. \*Picnic area around building. \*\*Ballfield. \*Separ nearby pool/splash park (call 422-7284).

- **LYNNALAN**

**9001 Little Stone Drive, Fort Washington 20744**

**50 Person Capacity. Kitchen: stove, oven, refrigerator.**

Beltway I-95/495 Exit #3A South (Route 210, Indian Head Highway). Follow to a left Road. Right on Old Palmer Road. Left on Lynnalan Drive. Left on Hunters Mill Avenue Stone Drive to building. Picnic area is away from building.

- **MILLWOOD**

**499 Shady Glen Drive, Capitol Heights 20743**

**50 Person Capacity. Kitchen: stove, oven, refrigerator.**

Beltway I-95/495 Exit #15B West (Route 214, Central Avenue toward Washington D light onto Shady Glen Drive (where Hill Road goes to the right). Entrance to building past the townhouses. Sheltered picnic area by ballfield - away from building. \*\*Ballfield

- **PARKLAWN**

**1601 East-West Highway, Hyattsville 20783**

**50 Person Capacity. Kitchen: stove, oven, refrigerator.**

Beltway I-95/495 Exit #20B West, Route 450, Annapolis Road toward New Carrollton South-Route 1 toward College Park. From either exit, right at East-West Highway (R). Continue through intersection with Riggs Road. Turn left at entrance road, just past center (Papa John's Pizza), located on the corner of Riggs Road & East-West Highway center is behind the shopping center. \*Limited picnic area.

OR

Beltway 495 Exit #28B South (New Hampshire Avenue toward Takoma Park). Follow Blvd. Left onto East-West Highway (Route 410). Park entrance is on the right before

- **RIVERDALE**

**5500 Haig Drive, Riverdale 20737**

**50 Person Capacity. Kitchen: microwave and refrigerator.**

Beltway I-95/495 Exit #23B South (Route 201, Kenilworth Avenue toward Bladensburg Good Luck Road and turn right onto River Road (1st light past Park & Planning Comm). Left on Haig Drive, follow road past ball fields to brick building. Fully Renovated 200.

\*\*Ballfield.

- **T. HOWARD DUCKETT**

**16501 Supplee Lane, Laurel 20707**

**75 Person Capacity. Kitchen: microwave and refrigerator.**

I-95 North to Exit #33 West (Route 198, Sandy Spring Road toward Burtonsville). Ri

light onto Bond Mill Road. Follow to end of road, building will be directly in front of you onto Brooklyn Bridge Road and an immediate left onto Suppree Lane to get into park area. \*\*Ballfield away from picnic area.

- **VANSVILLE**

11733 Old Baltimore Pike, Beltsville 20705

50 Person Capacity. Kitchen: stove, oven, refrigerator.

I-95/495 to Exit #23A North (Route 201, Kenilworth Avenue - becomes North Edmon Old Baltimore Pike). Follow for several miles, go past intersection of Powder Mill Road. Entrance is on the right. \*Picnic area. \*\*Ballfield.

- **WEST LANHAM HILLS**

7700 Decatur Road, Landover Hills 20784

75 Person. Kitchen: stove, oven, refrigerator.

I-95/495 to Exit #20B (Route 450, Annapolis Road - right towards New Carrollton). Road. Right on West Lanham Drive. Right on Decatur Road. Building at end of road. OR

I-95/495 to Exit #19B (Route 50 West toward Washington, DC). Follow Rt. 50 to Exit East-West Highway/Veterans Parkway towards Route 450). Turn right at 1st traffic light. Road. First left on Emerson. Left on 78th Avenue. Left on West Lanham Drive. Right follow to the end of the road. \*Sheltered picnic area.

- **WOODLAWN**

6916 Greenvale Parkway, Landover Hills 20784

50 Person total in park. Kitchen: microwave and refrigerator.

I-95/495 to Exit #20B (Route 450, Annapolis Road - right towards New Carrollton). West Highway (Route 410). Right on Greenvale Parkway. Building is on the right. Full 2001. \*Limited picnic area. \*\*Ballfield.

### **Recreation Center without Kitchen**

Friday - Sunday (and holidays) \$105/6 hours

Monday - Thursday \$70/6 hours

- **ADELPHI MANOR**

2600 University Blvd, Adelphi 20783

50 Person Capacity. No kitchen.

Beltway I-95/495 Exit #25B South (Route 1 toward College Park). Right on Route 1 (University Blvd toward Byrd Stadium), past the University of Maryland and Adelphi. Light onto West Park Drive (before Shoppers Food Warehouse). Entrance for park and building is on the right. \*Picnic area. \*\*Ballfield

- **FORT FOOTE**

8300 Fort Foote Road, Fort Washington 20744

40 Person Capacity. No kitchen

Beltway I-95/495 Exit #3A South (Route 210, Indian Head Hwy). Follow signs and turn left onto Oxon Hill Road. Right onto Fort Foote Road. Building entrance is on the left. \*Picnic area.

- **SUITLAND WATER TANK**

4211 Suitland Road, Suitland 20746

75 Person Capacity. No Kitchen. No Picnic Area.

Beltway I-95/495 Exit #11B West (Route 4, Pennsylvania Avenue toward DC). Left on Road. Right on Suitland Road. Building is on the left past the Census Bureau. The road is under the water tank. No outside grounds.

### **Park Rental Areas**

**Bus Parking at regional parks (no buses on weekends)**

\$30 Non Bi-County

**Garden Plots - \$25 EACH****Bandwagon**

\$450 Bi-County/Non Commission

\$1000 Out of County Use

**COSCA REGIONAL PARK (11000 Thrift Rd. Clinton)**

The Pavilion (250 people)

\$400 Bi-County Residents

\$500 Non Bi-County Residents

Shelter #5 and #6 ( 50 people)

\$100 Bi-County Residents ONLY

Shelter #1 - #4 (100 people)

\$160 Bi-County Residents

\$275 Non Bi-County Residents

**WATKINS REGIONAL PARK (301 Watkins Park Dr. Upper Marlboro)**

Group Pavilions #0 - 4 (150 people)

\$275 Bi-County Residents

\$375 Non Bi-County Residents

Picnic Areas #5 - 9 (100 people)

\$160 Bi-County Residents ONLY

Picnic Sites #10 - 14 (50 people)

\$100 Bi-County Residents ONLY

**OPEN SHELTERS \$100***(Must be a Prince George's or Montgomery County resident to reser*

- Electricity is not available at any of the shelters. Amplification noise is prohibited. Renters are not allowed to have a moon b tank or pony rides.
- Open Shelters are reserved from 10am to 7pm. Only one pern per day. In the event that persons are occupying reserved pic upon your arrival, please show them your permit and if need Police for assistance - 301-459-3232.
- Rain Cancellation Policy: Must be a steady all day rain for refu reschedule of event (less \$25 service charge).

• **ACREDALE**

4300 Metzerott Road, College Park 20740

100 person capacity.

Beltway I-95/495 Exit #25B (Route 1 toward College Park). Follow Route 1 to a right Blvd. (Route 193 toward University of Maryland). Go past Paint Branch Golf Course/ Center and make a left onto Metzerott Road (before the traffic light). Picnic area will on the left. (Sits across from Paint Branch Golf Course entrance.) From University Bl Metzerott Rd/Azalea Lane (at traffic light) and make next right onto Metzerott Road ( previous Metzerott Rd on the left).

• **AUTH VILLAGE**

6111 Baxter Avenue, Camp Springs 20746

**100 person capacity.**

Beltway I-95/495 Exit #7A (Branch Avenue North, Route 5 toward Silver Hill). Follow to a right on Auth Road, follow past beltway underpass, turn right on Morris Avenue areas (intersection of Morris & Baxter).

OR

Beltway I-95/495 Exit #7B (Branch Avenue South, Route 5 toward Waldorf). Left on left on Auth Road, left on Morris Avenue. Port-a-john/no permanent restroom.

- **CALVERT PARK**

4811 Drexel Road, College Park 20740

**75 person capacity.**

Beltway I-95/495 Exit #25B (Route 1 toward College Park). Follow Route 1 and go p University of Maryland (past Bentley's Restaurant), turn left at traffic light onto Guilf for several blocks and turn right onto Dartmouth Avenue. Make left into park at Drex Parking)

- **FLETCHER'S PARK #1**

5200 Kenilworth Avenue, Riverdale 20737

**100 person capacity.**

Beltway I-95/495 Exit #23B (Kenilworth Avenue south toward Bladensburg). Follow Avenue past Route 410 (East-West Highway), continue for several blocks to park ent right. Turn right (before the ballfields) into the picnic area parking lot. (Brick shelter. located by this shelter.

- **FLETCHERS PARK #2**

Tanglewood Drive, Riverdale 20737

**100 person capacity.**

Beltway I-95/495 Exit #23B (Kenilworth Avenue south toward Bladensburg). Follow Avenue past Route 410 (East-West Highway) and make 2nd right onto Riverdale Road Tanglewood Drive, picnic area will be on the left. (Wooden shelter.) Walk to restroom

- **HIGHBRIDGE**

6800 Highbridge Road, Bowie 20720

**100 person capacity.**

Beltway I-95/495 Exit #20A (Route 450, Annapolis Road toward Bowie). Follow Roul approximately 6 miles and turn left onto Highbridge Road. (Melvin Motors will be on 1.7 miles and turn left into the park.

- **KENTLAND/COLUMBIA PARK**

2411 Pinebrook Avenue, Landover 20785

**100 person capacity.**

Beltway I-95/495 Exit #17B (Route 202, Landover Road toward Bladensburg). Follow and turn left at traffic signal onto Pinebrook Avenue (before you get to Route 50) an road and turn left into parking lot. The picnic shelter is the wood structure located be Ballroom & Kentland-Columbia Park Community Center.

- **NORTH BARNABY**

5000 Wheeler Road, Temple Hills 20748

**100 person capacity.**

Beltway I-95/495 Exit #7A (Route 5 North, Branch Avenue toward Silver Hill). Follow to a left on St. Barnabas Road (Route 414 south), right on Wheeler Road, right into shelter is located next to the North Barnaby Pool (separate admission required for pc 894-1150).

Port-a-john/not a permanent restroom.

- **OXON RUN**

2300 Oxon Run Drive, Hillcrest Heights 20748

**100 person capacity.**

Beltway I-95/495 Exit #7B (Route 5 North, Branch Avenue toward Silver Hill). Follow past Iverson Mall and turn left on Naylor Road, left onto Oxon Run Drive. Park entra



right.

- **RIVERSIDE**

Nicholson Street, Riverdale 20737

75 person capacity.

Beltway I-95/495 Exit #23B (Kenilworth Avenue South toward Bladensburg). Follow Avenue to a right onto East West Highway (Route 410). Left at traffic light onto Taylor onto Nicholson Street. Entrance to park is on the right.

- **ROSE VALLEY**

9800 Jacqueline Drive, Oxon Hill 20744

100 person capacity.

Beltway I-95/495 Exit #7A (Route 5 South, Branch Avenue toward Camp Springs). Follow Avenue to a right onto Allentown Road. Follow Allentown Road (past Temple Hills Road on Allentown where it branches off to the left. Continue past Tayac Elementary & Lord Middle Schools and Steed Road, left on Rose Valley Drive, right on Jacqueline Drive. school on the left.

OR

Beltway I-95/495 Exit #4A (Route 414 South, St. Barnabas Road). Follow St. Barnabas on Bock Road (follow all the way to the end). Left on Tucker Road, right on Allentown Tayac Elementary & Lord Baltimore Middle Schools and Steed Road), left on Rose Valley on Jacqueline Drive.

- **TEMPLE HILLS**

5200 Hagan Road, Temple Hills 20748

100 person capacity.

Beltway I-95/495 Exit #4B (Route 414 North, St. Barnabas Road). Follow St. Barnabas right onto Hagan Road, park entrance is on the right.

- **WALKER MILL**

8840 Walker Mill Road, Capitol Heights 20747

100 person capacity.

Beltway I-95/495 Exit #15B (Route 214 West, Central Avenue toward DC). Follow Central Avenue a left on Ritchie Road, right on Walker Mill road, left into the park. Open Shelter includes shelter on top of the hill and the picnic tables on the side of the hill.

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The Maryland-National Capital Park and Planning Commission  
Department of Parks and Recreation, Prince George's County