



## M-NCPPC LOCAL PARK ATHLETIC FIELD PERMIT POLICY

### PURPOSE

To provide for the permitting of Montgomery County Local Park Athletic Fields according to specified field allocation criteria, field use guidelines, application qualifications and requirements set forth in this Policy.

To establish permit holders' responsibilities associated with use of Local Park Athletic Fields for:

- 1) Scheduled game use for Baseball/Softball. Permits will not be issued for practice until all scheduled games are permitted. Then **youth practice only** will be accommodated as fields are available.
- 2) Scheduled game use and practice for Soccer/Football/Rugby/Lacrosse.

To assure that qualifying groups have maximum access to and use of Local Park Athletic Fields, by requiring that permitted athletic fields be used in fact, and by providing that failure to use a permitted athletic field will result in revocation of the permit.

### POLICY

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, and special event/tournament requests. Requests must be received by December 1 for the Spring/Summer and May 15 for the Fall.<sup>1</sup>

**SECOND PRIORITY:** Montgomery or Prince George's County community-based leagues and schools<sup>2</sup>, including organized youth leagues. Requests must be received by December 15-January 15 to be given priority. **Leagues do not have priority use in specific geographic areas. Leagues have priority use based only on the previous year's game schedules.**

When no permit is in effect, all local park athletic fields may be used on a first-come, first-serve basis unless where otherwise posted or prohibited in this policy. Visible field work or posted signs prohibit field use.

### PERMIT APPLICATION SCHEDULE

1. Spring/Summer BASEBALL/SOFTBALL/SOCCER/RUGBY/LACROSSE/FIELD HOCKEY

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<sup>1</sup> Adopt-A-Field requests are given first priority over all other requests subsequent to approval by M-NCPPC and the Montgomery County Recreation Department. Requests should be received by December 1 for Spring/Summer and May 15 for Fall.

<sup>2</sup> Principal place of activity must be 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.

League game requests are accepted as of December 15. Practice request applications are accepted during the window period of **January 15 to February 1** for the Spring/Summer season, which extends from **April 1 through August 15**. The cutoff date for submission of multiple/seasonal applications is **March 15**. Permits are effective as of **April 1**. Applications for the single use of fields can be submitted throughout the season.

**M-NCPPC fields are prepared and maintained for the Spring/Summer season as of April 1 for baseball, and as of April 15 for softball, soccer, rugby, field hockey and lacrosse. No guarantees are made as to the condition of fields prior to the above dates. Use of the fields at any time not specifically covered by the permit shall be at the sole risk of the user and shall be subject to all field use guidelines contained in this policy.**

2. Fall/Winter SOFTBALL/BASEBALL/FOOTBALL/SOCCER/RUGBY/LACROSSE/FIELD HOCKEY

League game requests are accepted as of **June 15**. Practice request applications are accepted during the window period of **June 15-July 1** for the Fall/Winter season, which extends from **September 1 through November 30**. The cutoff date for submission of multiple/seasonal applications is **August 15**. Permits are effective as of **September 1**. Applications for the single use of fields can be submitted throughout the season.

**M-NCPPC fields are prepared and maintained for the Fall/Winter season as of September 1. No guarantees are made as to the condition of fields prior to this date. Use of the fields at any time not specifically covered by the permit shall be at the sole risk of the user and shall be subject to all field use guidelines contained in this policy.**

FIELD USE GUIDELINES

- No M-NCPPC athletic field may be exclusively permitted during the period from December 1 through March 31, except as related to use of recreation centers or special permitted events.
- Fields must be vacated by dark.
- To be valid, the permit must be on site in the possession of the permitted group or individual during the permitted time. (A game schedule will serve as a permit for the Department of Recreation or leagues.)
- The permit is for the sole use of the team named on the permit form and is not transferable.
- Loud music, bands, or excessive noise which disturbs the peace are prohibited.
- Permitholders are required to see that players 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 (trash must be picked up and carried out).
  - The use of tobacco products (including cigarettes, cigars, chewing tobacco, and snuff) is not permitted on the benches, playing areas, and those areas in proximity to the playing field;
  - No selling of food, beverages or merchandise without a separate permit;
  - Carpooling is requested and parking is allowed in designated parking areas only.

- Athletic fields may not be used when:
  - 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.

Permit holders are prohibited from fixing wet fields in order to play games.

### **PERMIT DENIAL/REVOICATION**

A permit may be denied or revoked for:

- Violation of FIELD USE GUIDELINES;
- Failure to use permitted field<sup>3</sup>;
- Non-compliance with league application procedures;
- Failure to comply with M-NCPPC Regulations and Montgomery County Park Permit Rules and Regulations;
- Field renovation or repair, or for any other reason deemed necessary by the Department of Parks. In all such cases, permit holders will be given as much notice as is practical.

### **APPLICATION PROCEDURES**

Applications are processed by the Permit Office drawn in accordance with the scheduler to promote fairness and equity amongst field distribution, following the priority system outlined on Page 1.

To be eligible for a field permit, it is required that at least two-thirds of the team members of an applying league/group must be residents of Montgomery or Prince George's County, and the permit holder must be 21 years of age or older.

Applications may be submitted by filling out an application at the Park Permit Office or by faxing or mailing a written request and a self-addressed, stamped envelope (via mail only) to:

**M-NCPPC Park Permit Office  
9500 Brunett Avenue  
Silver Spring, MD 20901**

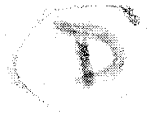
**Fax: 301-495-2484**

Applications must include the following information:

- League name;
- Team name;
- Name of team coach or manager (who must be 21 years of age or older);
- Mailing address of team manager or coach including street address, city, state and zip code;

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<sup>3</sup>With the exception of Department of Recreation reservations for makeup games.



- Telephone number where team manger or coach can be reached during the day;
- Name of field requested, including second and third alternative choices;
- Day of the week and hours requested, including second and third alternative choices<sup>4</sup>;
- Period of time requested (i.e., start and end dates);
- Type of sport (i.e., softball, soccer, rugby, football);
- Number of players;
- Signed statement certifying compliance with the two-thirds Montgomery or Prince George's County residency requirement;
- The league's prior year registration roster including each players' name, age, address, and phone number. In addition, a current year registration roster and final schedule of games must be submitted by **April 1 for the Spring/Summer season and September 1 for the Fall/Winter season**;
- Self-addressed, stamped envelope;
- Copy of league's final standings (game requests only);\*
- Copy of the most recent season's game schedules (game requests only).\*

**\*Note: If requesting for the Fall season, the previous Fall season's final standings and games schedules are required. If requesting for the Spring season, the previous Spring season's final standings and games schedules are required.**

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

### **FEE SCHEDULE**

There is a required non-refundable fee for all permit requests. This fee is set forth in the M-NCPPC User Fee Schedule, as approved by the Montgomery County Park Commission. A fee of \$30 will be required for any change made to a permit (i.e., change of date or facility) once payment has been made. There is also a \$30 charge for returned checks.

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<sup>4</sup>Practice permits are limited to one per week, per team. For youth soccer, one hour is allowed and for adult soccer, one and a half hours are allowed. For youth baseball and softball, one and a half hours are allowed. For other sports, one hour is allowed.



Here's how the Program Cancellation line is *supposed* to work:

All Park field permitted users have been given the Montgomery County Recreation Department recording - 240/777-6889 to confirm the status of regional and local park fields.

The process to update the recording is as follows:

All local park fields have been assigned to a regional park. Each regional park has a recording that can be accessed by the public and by Recreation Department staff. The Park recording is updated by 2 p.m. on weekdays and 7 a.m. on weekends. Park staff make a decision as to the playability of regional park fields. If all regional park fields are cancelled, all local park fields associated with the regional park are also cancelled. If there is only a partial cancellation at the regional park, then users must go to the local park field to determine its playability.

By 3 p.m. weekdays and 7 a.m. weekends, the Recreation staff call the Park recordings, consolidate the information and put one complete message on 6889.

\*When there is a blanket cancellation of all regional park fields, all fields are cancelled.

\*If some regional parks are completely closed, then Rec states the regional and all the local park fields that are closed.

\*If there is a partial cancellation at the regional park, then the message has only specific field cancellations and instructions for teams to report to the field.

Whenever possible, we update the message when new information becomes available.

Even on sunny days users should check the recording, particularly if there was bad weather the previous day. As you know, some fields take more than a day to come back into play. It is also useful to check in case an unexpected maintenance problem closes a field-eg. we've had situations where the power is out and no lights are available at a regional park.

With a few exceptions, the school fields are not included in this process this season. The school fields permitted by the Parks Department (like Blair) are on the list.