



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

MCPB
Item # 16
October 21, 2004

To: The Montgomery County Planning Board
Via: Les Straw, Superintendent of Parks
Bill Mooney, Chief, Enterprise Division
From: Carolyn D. Wainwright, Community Services Supervisor
Re: Procedures and Fees for Use of Parkland by Day Camp Operators

Staff recommends: Discussion only

BACKGROUND

In February 2004, the Planning Board approved a policy and procedures for permitting private and non-profit summer camps and clinics on public parkland. The policy includes a dedicated fund that can go toward enhanced maintenance of the athletic fields to support the increased use.

This season, Park Permits received 11 inquiries and requests for space, of which five were processed through a contract (*see Attachment A for sample contract*). Those requests not processed were for various reasons as expressed by operators: some felt our fees were too high, some did not know about state and local requirements for camp operations, or certain requested facilities were already booked. A few of the inquiries and requests were made too late in the season to meet all the deadlines for contract processing and fee payments.

TYPES OF CAMPS AND CLINICS

As expected, most of the camps were geared toward teaching youth a sport skill. However, we had inquiries about a drama camp with academics and a "boot camp" for teenage and adult fitness. A one-day clinic at the Povich Field helped high school youth to prepare themselves for college baseball scouts and included a video of their skills. A week-long camp was held by the National Capital Area Boy Scouts at Lake Needwood to teach a variety of scouting skills.

PROCEDURES AND FEES

In order to institutionalize the process for receiving and approving applications, the Park Permit Office listed 16 procedural items along with the approved camps and clinics policy so that potential customers could clearly understand what would be expected of them (*see Attachment B*). Please note that the percentage of gross receipts and the per-camper fee will increase in FY 06.

In the summer of 2004, camps were permitted at the Povich Field (1 camp and 1 clinic), Nolte Local Park and Wheaton Forest Local Park (the Thunderbolts), Westmoreland Hills Local Park (Devon Miller soccer), and the spillway at Lake Needwood (Boy Scouts). Revenues generated from fees paid by four camp operators (not including The Big Train) this summer totaled \$4,215. Of that amount, \$1892.50 was collected from camp operators to pay for the required 5% and \$5 per camper per session fee.

Normally, we would restore each field one time per year. By allowing camps to utilize our fields, it would be necessary to refurbish the field one additional time at the end of the session to bring the field back to the optimum level.

We developed a range of costs associated with ballfield restoration. For the purposes of this exercise, restoration includes the following:

- Aerating
- Top dress turf
- Fertilize
- Lime
- Seeding
- Drag and restore infield
- Repaint lines
- Misc. repairs and replacements as needed

Regular maintenance tasks (mowing, dressing, lining and trash removal) are not included.

The estimated cost of one extra field restoration is between \$1,700 and \$2,300. This will be the cost factor we are attempting to recover by charging the additional camp and clinic fees.

NEXT STEPS

Staff recommends that these procedures and fees be adopted for the FY 06 program year. As noted, camps operated by the Montgomery County Recreation Department would be exempt from this fee program. Rather, MCRD would be expected to pay the designated administrative permit processing fee for rental of facilities.