

Approved November 03 - Park Fund User Fees - FY05



<u>Fee Types</u>	<u>FY03 Fee</u>	<u>Last Commission Approval Date</u>	<u>New Fee* Effective Date</u> FY05
Administrative Fees			
Returned Check Fee - Per Check	\$31.00	07/01/03	\$35.00 07/01/04
Permit change/Reissue - Per Permit	\$31.00	07/01/03	\$32.00 07/01/04
Cancellation Fee - Per Permit	\$31.00	07/01/03	\$32.00 07/01/04
Park Police/ Park Maint. Service Charge	\$31.00	07/01/03	\$32.00 07/01/04
Administrative - Processing Fee	\$30.00	07/15/03	\$31.00 07/15/05
Agricultural History Farm Park-Activity Room			
Per 4 Hours - Weekend	\$260.00	07/01/03	\$268.00 07/01/04
Per 4 Hours - Weekday evening	\$188.00	07/01/03	\$194.00 07/01/04
Per 4 Hours - Weekday (9am-3pm)	\$ 72.00	07/01/03	\$ 74.00 07/01/04
Archaeology Summer Camp - 1 week			
Beginner	\$115.00	07/01/03	\$118.00 07/01/04
Field School (9 a.m. - 3 p.m.)	\$220.00	07/01/03	\$227.00 07/01/04
Field School (Extended hours 3-5 p.m.)	\$ 55.00	07/01/03	\$ 57.00 07/01/04
<i>Costs for supplies and a trained archaeological counselor have increased.</i>			
Bus Permits			
Outside Bi-county Groups - Per bus	\$40.00	07/01/03	\$41.00 07/01/04
Bi-county Groups - Per bus	\$30.00(adm. fee)	07/01/03	\$31.00 07/01/04
Camping - Overnight Only			
Primitive - Per site/Per night	\$17.00	07/01/03	\$17.50 07/01/04
County Residents only			
Commercial Filming			
Per Event	\$230.00	07/01/03	\$237.00 07/01/04

*The Consumer Price Index of 3.0% is a general increase to most fees.

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Attachment A

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Concessionaire Permit				
Non-profit groups (single event)	\$153.00	07/01/03	\$157.50	07/01/04
Non-profit groups (season)	\$256.00	07/01/03	\$264.00	07/01/04
For profit individuals/companies (single event)	\$512.00	07/01/03	\$527.00	07/01/04
For profit individuals/companies (season)	\$767.00	07/01/03	\$790.00	07/01/04
Electricity				
Per Picnic Shelters	\$ 25.00	07/01/03	\$ 26.00	07/01/04
Group Picnic Areas				
Exclusive Use - Per Date	\$317.00	07/01/03	\$326.50	07/01/04
Gymnasium - Per Hour				
MC Recreation Department	\$30.00 (admin fee)	07/01/03	\$31.00	07/01/04
Other Users	\$27.00	07/01/03	\$28.00	07/01/04
Local Ballfields - Per Field Per Permit				
All Users	\$30.00	07/15/03	\$31.00	07/01/04
Local Picnic Shelters				
MC Recreation Department Programs	\$30.00 (admin fee)	07/01/03	\$31.00	07/01/04
Other Users	\$82.00	07/01/03	\$84.00	07/01/04

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Attachment A
New Fee Effective Date
FY05

Fee Types

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Nature Centers				
Conservation Clubs				
Ages 5-7	\$ 60.00	07/01/03	\$ 62.00	07/01/04
Ages 8-15	\$ 90.00	07/01/03	\$ 93.00	07/01/04
Ages 16-Adult	\$100.00	07/01/03	\$103.00	07/01/04
Large Group Program				
1 Hour Program	\$275.00	07/01/03	\$283.00	07/01/04
2 Hour Program	\$425.00	07/01/03	\$438.00	07/01/04
Demonstrator's Table	\$31.00	07/01/03	\$32.00	07/01/04
Outdoor Skill - Per person per hour				
Regular	\$4.10	07/01/03	\$4.12	07/01/04
Child (11 & under)	\$4.10	07/01/03	\$4.12	07/01/04
Nature Foray - Per person per hour				
Regular	\$4.10	07/01/03	\$4.12	07/01/04
Child (11 & under)	\$3.00	07/01/03	\$3.00	07/01/04
Tours - Per person				
Boat - regular - per hour	\$4.10	07/01/03	\$4.12	07/01/04
Boat - child (11 & under per hour)	\$3.00	07/01/03	\$3.00	07/01/04
Canoe - Regular - per hour	\$4.10	07/01/03	\$4.12	07/01/04
Bike - Regular - per hour	\$4.10	07/01/03	\$4.12	07/01/04
Bike - Child - per hour	\$3.00	07/01/03	\$3.00	07/01/04

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Recreation Centers				
Recreation Dept. - 4 Hours				
Chartered Youth Group Meetings				
Per 2 Hours - Weekday	\$30.00 (admin. fee)	07/15/03	\$31.00	07/01/04
Per 4 Hours - Weekend	\$30.00 (admin. fee)	07/15/03	\$31.00	07/01/04
Civic Associations	\$72.00	07/15/03	\$74.00	07/01/04
Per 2 Hours - Weekday Meetings	\$ 30.00 (admin. fee)	07/15/03	\$ 31.00	07/01/04
Per 4 Hours - Weekend - Socials (facility maximum)	\$144.00	07/15/03	\$148.00	07/01/04
Regular Users				
Per 4 Hours - Weekdays (facility maximum)	\$ 72.00	07/15/03	\$ 74.00	07/01/04
Per 4 Hours - Weekend - Socials (facility maximum)	\$144.00	07/15/03	\$148.00	07/01/04
Day Care* (Indian Spring, Owens Local Park, Garrett Park and Kemp Mill Local Park)				
Per Hour - Weekday Rate	\$12.50	07/01/03	\$16.00	07/01/04
(Daily during the school year Sept - June)				
MCPS Adult Education* (Norwood)				
Per Hour - Weekdays	\$ 13.00	07/01/03	\$14.50	07/01/04
(Mondays & Tuesdays four hours each day)				
16.5% Increase for FY 04				
Waves of Glory Church (Norbeck)				
Per Month (Sundays, 10a-2p and 7-11p)				
[Restroom use only]	\$161.00	07/01/03	\$166.00	07/01/04

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Fee Types

Regional/Special Park Ballfields - Per GAME

Field Use - Baseball - 19 and Over
 Field Use - Baseball - 13 to 18
 Field Use - Baseball - 12 and Under
 Field Use - Football/Soccer/Other- 19 and Over
 Field Use - Football/Soccer/Other - 13 to 18
 Field Use - Football/Soccer/Other- 12 and Under

Regional/Special Park Ballfields - Per GAME (continued)

Field Use - Softball - 19 and Over
 Field Use - Softball - 13 to 18
 Field Use - Softball - 12 and Under

Security/Damage Deposits

Recreation Centers/Other - Damage
 Recreation Centers/Other - Key

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<u>FY03 Fee</u>	<u>Last Commission Approval Date</u>	<u>New Fee* FY05</u>	<u>Effective Date</u>
\$46.00	07/15/03	\$47.00	07/01/04
\$37.00	07/15/03	\$38.00	07/01/04
\$22.00	07/15/03	\$23.00	07/01/04
\$37.00	07/15/03	\$38.00	07/01/04
\$37.00	07/15/03	\$38.00	07/01/04
\$22.00	07/15/03	\$23.00	07/01/04
\$37.00	07/15/03	\$38.00	07/01/04
\$37.00	07/15/03	\$38.00	07/01/04
\$22.00	07/15/03	\$23.00	07/01/04
\$128.00	07/15/03	\$132.00	07/01/04
\$ 21.00	07/15/03	\$ 22.00	07/01/04

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Department of Parks, Montgomery County, Maryland
9500 Brunett Avenue • Silver Spring, Maryland 20901



(Revised by Montgomery County
Park Commission, March 18, 1991)

MONTGOMERY COUNTY DEPARTMENT OF RECREATION
AND
DEPARTMENT OF PARKS
TENNIS COURT PERMIT POLICY

Policy Statement

The purpose of this policy is to provide an opportunity for non-profit community based groups to permit certain tennis courts in Cabin John Regional and Olney Manor Recreational Parks primarily for group instruction, team competition or special events. Montgomery County Public Schools will not be allowed to permit courts except when school courts are being rebuilt or repaired. Private schools will not be allowed to permit courts. For profit, commercial groups and individuals will not be eligible to permit courts. Permits will not be allowed for one on one or private lessons. The policy is designed to minimize impacts upon the general public use of the courts. Youth programs will be exempt from charges; however adult groups will be charged a \$3.00 per hour service fee. The Montgomery County Recreation Department will be exempt from certain regulations of this policy, will continue to have priority, and will serve as the permitter to those groups wishing to permit courts. Permits will be issued by the Montgomery County Recreation Department. The intention of the policy is to encourage development of programs that augment and not duplicate the Recreation Department's programs. The policy will be re-assessed after a one year period in March 1992.

Criteria

Eligibility for permitting tennis courts will be based on the following criteria:

Only organized non-profit community based groups open to all County residents will be considered for permits.

Groups must be able to verify that they are non-profit and have at least 2/3 membership/participants from Montgomery and Prince George's County residents.

Regulations

1. All M-NCPPC regulations governing use of Commission park and recreation facilities must be followed.
2. Tennis court permits will only be issued for seven of the courts at Olney Manor (Court Batteries D & E) and three of the courts at Cabin John Regional Park (Court Battery A), with the following two exceptions.

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MONTGOMERY COUNTY PARKS

B

a) Tournaments at Olney Manor, can use to a maximum of eleven tennis courts (Court Batteries A, B, C). As courts are no longer needed for the tournament they are to be released for general public use. During these tournaments a minimum of seven courts (Batteries D and E) will be available for general public use at all times. This regulation also applies to the regularly scheduled Montgomery County Recreation Department tournaments held at Olney Manor.

b) Special events including multi-state/regional tournaments may be allowed to permit all eighteen tennis courts at Olney Manor for a limited period. However, as courts are no longer needed they must be made available for general public use.

3. Permits will be issued for 8:00 am. - 5:00 pm., Monday - Friday, and 4:00 pm. - 6:00 pm., Saturday and Sunday. In addition, youth programs may be granted a permit until 7:00 pm. on two weekdays. This regulation does not apply for tournaments and special events.

4. A minimum of twenty total court hours per reservation will be required to obtain a permit. Fees will be charged as follows, and do not include charges for lights which are paid at coin operated meters in each park.

a) Youth programs (Ages 6 - 18) are exempt.

b) Adults must pay a service charge of \$3.00 per court hour.

Payment is made to the Montgomery County Recreation Department and must be included with the original request. Permit requests and payment should be sent to Tennis Court Permits, Montgomery County Recreation Department, 12210 Bushey Drive, Silver Spring, Maryland 20902, telephone number (301) 217-6868.

5. Tennis court reservations will be restricted when courts are being rebuilt or repaired.

6. Request must include written and specific program descriptions, fees charged and schedules for review and approval. If not included with the original request, a permit may not be issued until the material is received by the Montgomery County Recreation Department.

7. In the event a permit request cannot be accommodated, the form and check will be returned. Once a request has been processed and the approved permit mailed, the check will be deposited. REFUNDS will be given only if the Montgomery County Recreation Department (address found in regulation #3) receives a written cancellation request seven (7) working days before the date of use. A refund fee of twenty dollars (\$20.00) for each permit will be withheld from any refund processed.

8. Raindates at no cost may be submitted with the original request if needed. Raindates not needed will be automatically returned for general public use.

9. Requests for permits may be made up to two weeks prior to the requested date on a first come - first served basis, except for special events which must be submitted sixty days in advance.
10. Courts and nets must be left in a clean and undamaged condition.
11. The permittee is responsible for improving wet court conditions if desired. Park Personnel will not provide service to dry courts or provide a higher level of service.
12. Permit holders may post notices of their permitted events in areas pre-approved by the Park Manager of Olney Manor or Cabin John.
13. Failure to abide by the policy may result in forfeiture of the permit and fees paid.
14. Good sportsmanship should be practiced at all times by the tennis court permit holders and participants. Any display of unsportsman like conduct may result in forfeiture of the permit.

Information on how to obtain permits, court availability, and fees is available by calling the Montgomery County Recreation Department at (301) 217-6868.

- I. Purpose
- II. Policy
- III. Event Analysis
- IV. Area of Coverage
- V. Radio Procedures
- VI. Enforcement
- VII. Physical Arrests
- VIII. Designated Pick-Up Points
- IX. V.I.P. Situations

I. Purpose

This Directive establishes procedures for the planning of police services for special events and V.I.P. situations that occur on Commission property.

II. Policy

It is the policy of this Division to establish guidelines concerning the steps to be taken for analyzing special events, V.I.P. situations, the criteria for granting special event permits, the operational planning for V.I.P. situations and the establishing of event rating levels and enforcement strategies during the event itself. If a unique situation occurs that is not covered in this Directive, it is to be reported immediately through the chain of command to the Division Chief.

III. Event Analysis

Event analysis duties are performed by the Special Services Section. Their goal is to gather sufficient information to determine what level of police service will be required to ensure that events are conducted safely and without incident. Special Services Section personnel work closely with the affected facility's staff in analyzing persons and groups in order to identify potential problems and security needs inherent in an individual event. The event analysis procedure is as follows:

A. Upon initial application by either an individual, group of individuals or organization, appropriate times and facilities are tentatively booked, pending the outcome of a background investigation by Special Services Section personnel. At the time this application is filed, the affected facility's staff will I.D. and interview the applicant and complete an Information Checklist containing the following questions/information:

1. Will alcohol be served?
2. Will there be a coat check?
3. Type of entertainment: D.J. or live band?
4. Name of D.J. or band.
5. Will the permit holder provide their own security?
6. Will there be large amounts of cash on hand?
7. Will the event be catered?
8. What other facilities has the permit holder rented in the past at the proposed facility?
9. Has the permit holder conducted a similar event in the past 12 months? If so, when and where?
10. Does the permit holder foresee any security problems during the event?

11. What is the age group of persons attending the event?
 12. Will there be adult chaperons, and how many?
- B. Permit applications, accompanied by the Information Checklist, must be submitted to the unit at least two weeks in advance of the event to insure sufficient time for investigation.
- C. Once this checklist has been completed, a Special Services Section officer will verify the information provided by the permit holder. Under normal circumstances, the verification process will take no longer than three (3) working days to complete.
- D. Once the information has been verified, the Special Services Section officer will meet with the Commander, Special Services Section, to review all pertinent data and establish an Event Rating Level for the function. This rating level will determine the number of park police personnel necessary to ensure adequate security. **Before a security plan is put into effect it must be approved by the affected Branch Commander.**
- E. Once a rating level has been established for a particular event, the Special Services Section officer will forward this information to the affected facility's staff. Facility staff will notify the permit holder of all findings and determine whether or not the permit holder is willing to agree to the security requirements established by the park police. If the permit holder agrees to the requirements, a permit will be issued and appropriate funds collected. If the permit holder does not agree, no permit will be issued. Facility staff will notify the Special Services Section of the event's cancellation.

Event Rating Levels are as follows:

LEVEL 3:

No security problems are expected. Problems that may occur during the event will be handled by on-duty personnel as needed. In the event that the permit holder requests security, the Patrol Commander or designee will assign an officer to develop a written plan for policing the event.

LEVEL 2:

Security and/or crowd control problems are foreseen. Provisions will be made for off-duty personnel (funded by the permit holder) and on-duty officers to be assigned to the facility for the duration of the event. The Patrol Commander or designee will designate a planner and an on-duty OIC who will be in charge of supervising and managing the event.

LEVEL 1:

The event is identified as having a high potential for security problems and violence. Provisions will be made for on-duty and off-duty patrol and special operations officers to be scheduled to work at the facility from at least one hour before, until one hour after the event. The Patrol Commander will designate a planner and an on-duty OIC who will be in charge of supervising and managing the event. The appropriate Montgomery County Police District Station Commander and the Fire Marshall's office will be notified and apprised of the nature of the event. The event planner will coordinate with both these agencies.

IV. Area of Coverage

When more than one officer is assigned to an event, they will station themselves so they are able to completely monitor the event activities. If monies are being collected, at least one officer will be stationed at the collection point. Officers will not enter a crowded room in order to break up a fight or other disturbance without sufficient back-up. When more than one event is taking place in a building, officers will confine their attention to the event to which they are assigned unless a disturbance occurs that warrants immediate police intervention.

The OIC for a particular event will determine the mode of transportation for each officer assigned based on the nature of the event and the type and number of officers working.

V. Radio Procedures

Assigned officers will receive a radio designation consistent with existing Division procedures. In the case of LEVEL 1 events, at least one park police dispatcher will be assigned to coordinate communications for the entire event.

VI. Enforcement

Officers assigned to an event may encounter a myriad of violations. Officers will use discretion in issuing warnings or citations to violators. Officers assigned to patrol interior areas of a particular facility will not generally concern themselves with parking problems unless a hazard is identified. Officers assigned to patrol the exterior grounds will take immediate action when parking problems occur.

VII. Physical Arrests

In the case of violations warranting a physical arrest, officers will make every effort to promptly remove the violator from the area. If this is not possible, as in the case of an unruly subject, officers will direct back-up units to their exact location. All prisoner transports will be handled by an on-duty officer not assigned to the event.

The arresting officer will provide the transporting officer with the appropriate documentation/information. The transporting officer will be responsible for all processing and for taking the prisoner to the Montgomery County Central Processing Unit and/or releasing the prisoner to parental custody if he/she is a juvenile.

VIII. Designated Pick-Up Points

The OIC of a particular event will establish designated pick-up points where officers may meet with district patrol cars, supervisors and prisoner transport officers as necessary.

IX. V.I.P. Situations

When information or notification is received that a V.I.P. is attending an event on Commission property the Special Services Section will be responsible for conducting an event analysis to determine the level of police services needed. Information needed to determine an event rating level will include the status of the V.I.P., location of the event, travel routes, intelligence information (to include threat level), and expected attendance. Also needed will be the name of

the contact person if the V.I.P. has their own security detail. Information gathered in the event analysis will be utilized in an event plan in accordance with the Division Directive "Event Planning". This plan will include at a minimum:

- A. Designation of a single person or position as supervisor and coordinator of any given security detail;
- B. Equipment requirements, to include consideration of vehicles, body armor for VIP's and security officers, and weapons for officers;
- C. Instructions for planning and reconnoitering travel routes and alternatives;
- D. Advance inspection for gathering intelligence information;
- E. Coordination of operations within the agency and with outside agencies;
- F. Identification of emergency first-aid, ambulance, and medical facilities;
- G. Communications; and
- H. Identification by designation, for example, specific uniforms or lapel pins.

Whenever another governmental agency is in charge of the V.I.P.'s security the Assistant Chief, Field Operations, will be immediately notified so that a liaison can be designated to coordinate Park Police services with the contact person.

**Approved Park Police Document
Signed Original on File**

End of Directive

Recreation Community Center Event Analysis Procedures

The following procedures will serve as a guide for both Recreation and Park Police personnel in handling permit applications for events at community centers under park police jurisdiction. Not all permit applications require further review than that completed at the community center directors level. Community center staff should be aware that the following types of events usually require further review.

- Events that have the potential for exceeding facility capacity (violation of fire code).
- Teen parties/dances.
- Events for profit.
- Events, open to a number of different high schools.

Community Center Staff

1. Receives the permit application and conducts an initial review to:
 - A. Verify information and applicant identification.
 - B. Assess whether the event may pose any safety/security concerns. If there are no concerns, the application will be processed under normal procedures.

Park Police:

2. The Special Services Section (SSS) supervisor will assign the application to SSS staff who will conduct an event analysis. This normally takes from three to seven days to complete.
3. Once completed the event analysis package will be forwarded to the SSS Commander for review to establish an event rating level. This rating level will determine whether park police personnel are necessary and how many are needed to ensure adequate security and safety for the event
4. Once a rating level has been established the SSS supervisor or designee will forward the information to the affected community center staff.

Community Center Staff-

5. The affected community center staff will notify the permit applicant of all findings and determine whether or not the permit applicant is willing to agree to the security requirements established by the park police.
6. If the permit applicant disagrees to the security requirements the center director will notify the SSS Commander and a joint decision by the Recreation Department will be made to approve or deny the permit.

Notification of events requiring an event analysis should be made to the Special Services Section, at least two weeks in advance in accordance with the above procedures.