

City of Gaithersburg  
Department of Parks, Recreation and Culture

POLICIES FOR USE OF ATHLETIC FIELDS

**A. ATHLETIC FIELD PERMITTING POLICIES**

The City of Gaithersburg maintains athletic fields for use by the City's Sports Programs. These facilities may be permitted to individuals or organizations during those times when the Sports Program does not have a need for the facility. Rental of City sports facilities to organizations or individuals conducting youth sports programs may be restricted to activities or programs not in conflict with programs currently being offered by the City. Grass fields may be permitted from April 1 through November 15 within the guidelines that are specified below. Artificial turf fields may be rented year round within the guidelines specified below.

**B. USAGE OF CITY FIELDS**

City of Gaithersburg (City) Fields will be available for permitting during those times not used by the City or Montgomery County Public School (MCPS) programs. Permitting will be allowed through procedures established by the City and listed below. During times when the field is not being used by either the City, MCPS or through a City Permit, it will be available for use by the community on a first come, first served basis. This availability is designed for unstructured, recreational use and not to be used by organized teams for games or practices. If observed conducting a practice or game, the team(s) will be required to present to a City staff person a permit for use of the field. Failure to do so will require said teams to immediately leave the premises. Any field that has notices posted, is gated and locked or has hazards on the field, is not for use by the public at that time. Individuals or organizations that violate the usage policies may have their privileges for field rental suspended.

**C. FIELD USE APPLICATIONS**

All individuals or groups wishing to use an athletic field must apply by completing a Field Use Application. This is an application, not a binding agreement, requesting a permit for use of the field. Applications can be found at:

<https://www.gaithersburgmd.gov/recreation/parks-fields/athletic-field-rentals> and are also available at the Activity Center or by emailing [sports@gaithersburgmd.gov](mailto:sports@gaithersburgmd.gov). Completed applications can be mailed, faxed or e-mailed (email preferred).

**PLEASE NOTE, your request is not officially confirmed or booked until a deposit has been received and/or you receive your copy of the approved field use permit.** You must be at least 21 years of age to sign an application. If two or more groups wish to rent a field on the same day and have the same priority status, the applications will be processed and reservations confirmed on a first-come, first-served basis.

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**D. PERMITTED TIMES**

Fields may be permitted from 8 a.m. Monday thru Saturday and 9 a.m. on Sundays, until “lights out” time which varies per the individual parks. Noise abatement policies/laws must be adhered to for early morning and late evening activities.

**E. APPLICANT DESIGNATIONS**

To obtain a resident fee, the applicant’s home address must be within the corporate limits of the City of Gaithersburg, or the address of an organization or business must be within the corporate limits. **Organizations may not use the address of a member who is a City resident.** A P.O. Box is treated as a non-resident address. A driver’s license or company business number will be required as verification of residence. For non-commercial events such as family reunions, birthday parties, weddings, scout troops, or family picnics, the person hosting the event must complete the application and his/her address is used to determine the appropriate fee. If you are a non-profit organization, a tax exemption certificate is necessary.

1. **Non – commercial** – Rental is by individuals or representatives of a non-profit group. Examples include family reunions, birthday parties, scout troops, church groups, school groups, youth sports organizations and/or civic organizations.
2. **Commercial** – Rental is by a business, corporation, or a profit-making enterprise.
3. **Resident** – The individual or non-profit organization (non-commercial) or the business (commercial) that resides in the corporate City limits of Gaithersburg. Individuals who reside within the corporate City limits of Gaithersburg may not use their resident status to rent fields on behalf of businesses or organizations which are outside the City limits.
4. **Nonresident** – The individual or organization (non-commercial) or the business (commercial) that does not reside in the corporate City limits of Gaithersburg.

**F. USER’S RESPONSIBILITIES - INDIVIDUALS**

Individuals wishing to permit an athletic facility for use by their family or friends may apply and abide the following.

1. Must complete all paperwork and receive their signed permit prior to use of a City field. User must also retain permit while on site. User must also be on-site during the event.
2. Leave the field(s) and premises in the same condition in which it was found.
3. Must anticipate the amount of time necessary for set-up and clean up and include this time in the rental request.

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4. At the conclusion of the event, pick up equipment and trash. Trash cans are available on site. If you use additional trash bags they must be tied and placed near a trash can ready for pick-up. Glass containers are NOT permitted in the park area due to safety considerations.
5. Park all motor vehicles in designated parking areas. Vehicles are not permitted on fields without prior permission from the City.
6. Do not block or rope off any area at the site without prior permission from the City.
7. Accept responsibility for all persons associated with function. If you are hosting an event that is open to the general public, you are still responsible for any/all damages or problems associated with your guests.
8. Consumption or possession of alcoholic beverages is strictly prohibited.
9. Agree to abide by all City, County, State and Federal guidelines, laws policies and procedures.
10. Failure to adhere to any or all of the above policies or policies instituted during an emergency, may result in the rental group being asked to leave the facility, forfeiture of deposit, and loss of future renting privileges

**G. USER'S RESPONSIBILITIES – GROUPS AND ORGANIZATIONS**

Groups and organizations, be it non-profit or commercial, must abide by all of the responsibilities listed in Section F as well as the following:

1. Any group or organization conducting a program or an event sanctioned by a sports organization on a City of Gaithersburg field must provide proof of liability insurance at a minimum of \$1,000,000. This must include the listing of the City of Gaithersburg as an additional insured.
2. The City understands that the representative for the group or organization may not be on-site at each event. Therefore, the group or organization must provide the City with the list of names and contact information of designated representatives who will be responsible for the group while on-site.
3. **Any organization that conducts youth sports programs and desires to rent a City of Gaithersburg facility, must adhere to the guidelines and polices as set out by the National Standards for Youth Sports. These guidelines may be found online at the website for the National Alliance for Youth Sports: [www.nays.org](http://www.nays.org).**
4. Rental of City sports facilities to organizations or individuals conducting youth sports programs may be restricted to activities or programs not in conflict with programs currently being offered by the City.
5. Failure to adhere to any or all of the above policies or policies instituted during an emergency, may result in the rental group being asked to leave the facility, forfeiture of deposit, and loss of future renting privileges.

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### H. REVOKING OF PERMITS, CANCELLATION OF EVENT AND REFUSAL OF FUTURE RENTAL

The City of Gaithersburg reserves the right to revoke a user's permit and/or refuse rental for any or all of the following:

1. Failure to pay rental fee when due.
2. Rental patrons are not conducting an event in an orderly manner.
3. Damage is done to the fields and/or park amenities.
4. The rental patrons repeatedly do not adhere to users' responsibilities.
5. If the City feels that a group's event is detrimental to the well being of other park users or staff.
6. The City reserves the right to cancel or postpone an event at any time due to unforeseen circumstances.
7. Consumption or use of alcohol or drugs.
8. Found to be using City facilities without a permit
9. Rental group misrepresents itself or organization to the City

### I. RESERVATION / SECURITY DEPOSIT

Unless another procedure is arranged through City staff, all estimated fees are collected prior to the approval of a field permit. Fees may be by personal check, money order, cash, certified check or credit card payment (Visa/MasterCard/Discover/AmEx).

Security Deposits may be required at the discretion of the City. Reasons for deposit forfeiture includes: group goes past their scheduled time; damages to the field or park structure; violation of alcohol laws; violation of adult supervision for a youth event; insufficient clean up. Damages and/or early arrival costs will be subtracted from the security deposit. If damage or overages in time are determined to be more than the security deposit, the rental patron will be invoiced for the difference. **Note: Money received for Security Deposit is not applied to rental fees. Security Deposit payments will be processed (i.e. checks will be cashed and credit cards will be charged).**

### J. PAYMENTS

Unless other arrangements have been agreed upon, rental fees are due prior to receipt of a permit for field use. **Rental payments are forfeited if event is cancelled less than 30 days prior to event.** Cancellation notices should be made in writing. A \$35 collection fee will be assessed for any check returned by the bank. If your fees remain unpaid after 30 days notice, you may be prosecuted in District Court under the Maryland Criminal Code, Article 27, Section 140-144.

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**K. ALCOHOLIC BEVERAGES**

Alcoholic Beverages are strictly prohibited at the sites.

**L. CHAPERONES / SECURITY**

Any group that has the majority of patrons under the age of 21 is required to provide chaperones at the ratio of one adult per 10 underage participants. Additionally, an event with a majority of patrons under the age of 21 may be required to pay for staff person(s) who will provide additional security for the event.

**M. CHARGES FOR ADMISSION**

Admission or cover charges for rental events are prohibited.

**N. SPONSORSHIP**

All sponsors must be listed on the application and are subject to approval by the City.

**O. SIGNAGE**

Signage is permitted to be displayed at the facility during the specified times of the rental. All signage must be approved by the City prior to the event.

**P. ELECTRICITY, MUSIC, FOOD, WATER & SIGNAGE**

1. Food sales are not permitted without prior written approval. Food sales or food served to the general public require a Montgomery County Health Department permit that must be obtained by the user.
2. Music is permitted but **must be included on the Field Use Application** as part of the event description. Live bands are not allowed. Volume of music must be kept at a level that will not interfere with other rental patrons using the park or nearby residents and music must be family-friendly.
3. Basic electricity is available at all ballparks locations. Electrical service will support limited use of items such as radios, CD players.
4. Signage is permitted in accordance with City regulations and permit requirements. Patrons must remove signage at conclusion of event.
5. Weapons are strictly prohibited on park grounds.

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### **Q. NEIGHBORHOOD LIABILITY**

Renters agree to reimburse homeowners for damages to their properties caused by actions related to any activity that is sanctioned by the renter taking place at or on City facilities.

### **R. LARGE EVENTS**

Additional policies and procedures will apply to any individual or group renting 2 or more fields. Application requests for large events will be reviewed on an individual basis. Issues including, but not limited to, parking, date and time of event, and the potential impact on other functions and/or facilities will be considered before a permit is issued. Higher fees may be required and additional policies and procedures may apply. A mandatory meeting of the group representative/applicant and facility staff will be planned to discuss requirements. These requirements will be set forth in writing prior to confirmation of the event, and agreed upon by applicant and the City. Large events will be required to produce a certificate of insurance.

### **S. CANCELLATIONS AND REFUNDS**

Unless other arrangements have been made, the following policies will govern refunds. Changes or cancellations of a rental by the person or group renting the field must be made in writing at least one (1) week prior to the date of the rental. Cancellation requests made at least one week prior to the requested date will receive a full refund less a \$10 admin fee. All changes or cancellations made to a permit request within one week of the requested date will incur a change fee of \$20 and any associated staff time in accordance with the fee schedule listed on page 7.

Projected light time fees will be refunded.

Please allow thirty (30) days following the date of the event for return of rental fees.

In case of severe inclement weather, the City will make a determination on the playability of all fields.

### **T. RENTAL FEE DESCRIPTIONS**

1. Application fee: An administrative fee to process applications for field use. Applies to each application for a field permit.
2. Field Rental Fee: Applies to each hour used by the permit holder. In case event is shortened due to inclement weather or other issues not the responsibility of the permit holder, charges will be for time used only calculated to the nearest half hour.
3. Field Supervisor Fee: Charged per hour. Required if renter desires lights, bathrooms, bases, goals or other supplies to be made available for the field use. Minimum use is two hours per rental. Renter will be charged for time supervisor is

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on site. This will include time prior to and after official rental time. Time will vary dependent upon set up of site prior to use.

4. **Light Fee:** The cost for the City to provide lights on each fields. Cost is charged by the minute of actual usage. Only City of Gaithersburg staff are permitted to operate the field lights. Please note, Kelley Park’s Criswell (field #1) field and Robertson lower are charged at a different rates than all others.
5. **Change Fee:** Will occur each time an applicant requests to cancel, add or change their request within one week of your scheduled use date. **Please note, change fee may include applicable staff fees.**
6. **Cancellation Fee:** An admin fee will apply to any application that cancels their request at least one week prior to scheduled use date.

<b><u>FIELD USE RENTAL FEES - Effective July 1, 2022</u></b>					
(See Section “T” Above for Fee Descriptions)					
	<u>Resident Non-Commercial</u>	<u>Resident Commercial</u>	<u>Non-Resident Non-Comm</u>	<u>Non-Resident, Comm</u>	<u>Per</u>
<b>Admin Fees:</b>	\$20	\$30	\$25	\$40	App
<b>Field Rental Fees:</b>					
Grass Fields	\$15	\$15	\$20	\$20	Hour
Criswell Field	\$20	\$30	\$40	\$60	Hour
Lakelands Turf	\$100	\$160	\$120	\$185	Hour
Robertson Turf	\$60	\$95	\$70	\$110	Hour
Kelley Turf	\$50	\$80	\$60	\$90	Hour
<b>Field Staff Fees:</b>	\$20	\$29	\$25	\$25	Hour
<b>Lights Fees:</b>					
Criswell Field	\$50	\$50	\$50	\$50	Hour
Robertson Lower	\$25	\$25	\$25	\$25	Hour
All Others	\$37	\$37	\$37	\$37	Hour
<b>Change Fee:</b>	\$20	\$20	\$20	\$20	Date
<b>Cancellation Fee:</b>	\$10	\$10	\$10	\$10	Date

**Extra Hour(s):**

Renters will be charged for any additional hours of facility use.

**Optional and/or additional fees:**

Field Maintenance Staff: \$75 per/hour. Charged for preparation over and above normal activities. If desired on site during rental, cost is per hour, per staff person with a minimum of 2 hours.

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**U. ALLOCATION PRIORITIES:**

The following dates and priorities have been established to ensure the fairest distribution of facilities. Priorities will be given for the following user groups:

1. City of Gaithersburg Programs
2. Historical usage
3. City of Gaithersburg Residents
4. City of Gaithersburg Organizations
5. Montgomery County Public Schools
6. All other requesters

Completed application must be received during application time frame set below, or at least six (6) weeks prior to requested date. Each applicant must submit a new request for each season. Dates for receiving requests have been developed on a calendar year basis. All applications will be handled on a first-come, first-served basis. For consideration to be given within your user group category, your application must be received within the date range provided below:

For Spring Use Approximate Dates: April 1 – End of June

January 15 – 31	Returning Users, City of Gaithersburg Residents and Organizations, Montgomery County Public Schools or Colleges
February 1 – 15	Non-Profit Organizations
February 15	Open Registration

For Summer Use Approximate Dates: End of June – End of August

March 15 – 31	Returning Users, City of Gaithersburg Residents and Organizations, Montgomery County Public Schools or Colleges
April 1 – 15	Non-Profit Organizations
April 15	Open Registration

For Fall Use Approximate Dates: End of August – End of November

June 15 – 30	Returning Users, City of Gaithersburg Residents and Organizations, Montgomery County Public Schools or Colleges
July 1 – 15	Non-Profit Organizations
July 15	Open Registration

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For Winter Use Approximate Dates: December 1 – March 31

**Artificial Turf Fields ONLY!** Grass fields closed until April 1.

October 15 – 31	Returning Users, City of Gaithersburg Residents and Organizations, Montgomery County Public Schools or Colleges
November 1 – 15	Non-Profit Organizations
November 15	Open Registration

**V. INCLEMENT WEATHER POLICY**

*The City reserves the right to postpone, cancel or delay any activity on City parkland. The decision on whether to start or continue a program rests with our Public Works Field Crew on Monday – Friday until 3pm. All other decisions will be made by the field supervisor on site.*

If your program becomes disrupted by weather, the following policies will be enforced:

1. If your program is halted from the beginning (you never get to the field or start setup), your fees will be refunded.
2. If your program commences, and then is shortened by weather, you will be charged for the time used with a minimum of two hours for staff time and any light use.

**In case of inclement weather, the permit holder should contact the City’s inclement weather number (240-805-1139) for an update on the conditions.**

**W. RESOLUTION**

All policies of the field Use Permit Program are subject to the discretion of the City of Gaithersburg Department of Parks, Recreation and Culture. The Department reserves the right to modify or waive any policy as it deems necessary and in the best interest of the City.