

The City of Frederick Parks & Recreation Department  
**PARK FIELDS / COURTS USAGE - RULES & POLICY**

**Reservation Permit Requests hold financial and field scheduling responsibility, please ensure all your league field requests are made under one account.**

Spring Registration Opens: February 1  
Spring Registration Deadline: February 15  
Spring Season: March 1 – July 31  
Spring Total Invoice Due: August 15, or end of season, whichever occurs first

Fall Registration Opens: July 1  
Fall Registration Deadline: July 15  
Fall Season: August 1 – November 30  
Fall Total Invoice Due: December 15, or end of season, whichever occurs first

Application is online via Webtrac: [www.cityoffrederickmd.gov/webtrac](http://www.cityoffrederickmd.gov/webtrac). All reservation requests must be made 7 calendar days prior. You will be notified of any field conflicts as soon as possible. Note that all requests (even historic usage dates) must be made prior to the deadline, or historic use of fields may be lost. Applicants reserving fields on City elementary or middle school property may be contacted to obtain additional information required by Frederick County Public Schools.

The City of Frederick Parks and Recreation Department reserves the right to cancel reservations in the event it is determined there is an increase in COVID-19 cases.

**PLEASE NOTE:** Coaches and organizational leaders must ensure that all COVID-19 State, County, and City orders are being followed pertaining to physical distancing minimums, maximum number of people gathered, PPE and cleaning, and face coverings. \*FCPS School fields within Frederick City may require additional paperwork to be submitted.

**FIRST RIGHTS OF USE.** The City of Frederick reserves first rights of use of any park, field and/or facility for its programs, events, classes, etc.

**Timeframe:** Requested use through this specific application shall be seasonal either Spring or Fall. A new application packet must be submitted each season during that season's registration period. No information is kept "on file" from one season to another. All reservation requests must be submitted 7 calendar days prior.

**Payments:** During registration, a payment of 20% of the total invoice is required. The remainder will be due at the end of the season, or (Spring season-August 15<sup>th</sup>) (Fall season – December 15<sup>th</sup>), whichever comes first. Payment may be made via Visa or MC at any time by logging into My Account in Webtrac.

**Insurance:** All established organizations must complete the application packet and attach a Certificate of Insurance each season in the amount of one million dollars general liability and two million dollars aggregate. The City of Frederick/101 N Court Street/Frederick/MD/21701 must be named as additionally insured. Applicant is

responsible for ensuring that a valid certificate of insurance is submitted prior to insurance term expiration, and no use of fields/courts is authorized without valid insurance on file with the department of Parks & Recreation.

**Non-Transferable:** Reservation dates and/or times are non-transferable. Any changes of field requests must be made 7 calendar days in advance. Giving permission for anyone else to use your reserved field time without prior approval of this Department can result in the cancellation of your current reservation(s), loss of “good standing” status and/or inability to reserve City fields.

**Field Closures:** There will be times during the season that the City's Department of Parks & Recreation will close fields due to inclement weather and/or field condition issues. Notifications are posted on the City's website ([www.cityoffrederickmd.gov](http://www.cityoffrederickmd.gov)), the Cancellation / Information Phone Line (301-600-6970, option 3), and via email or text alerts through the 'Notify Me' on the city website. Closures are posted by 8 a.m. on Saturday and Sunday, or 2 p.m. Monday thru Friday. All interested parties may signup on the City's website for these alerts. Each league representative will be responsible for notifying all members of their organization of the closure. Unless otherwise notified, the fields will open the next day. Please be responsible when using wet fields. If fields / courts become unplayable due to weather AFTER the posting of any field closures, league representative must email [sstamper@cityoffrederickmd.gov](mailto:sstamper@cityoffrederickmd.gov) and [tphelps@cityoffrederickmd.gov](mailto:tphelps@cityoffrederickmd.gov) the same day or early the next morning in order for the reservation fee to be removed from your invoice.

**Waiver of 7 days notice for addition/cancellation:** Occasionally it may be necessary for you to request additional reservations or field relinquishments less than 7 days in advance. In these instances, please email [sstamper@cityoffrederickmd.gov](mailto:sstamper@cityoffrederickmd.gov) and [tphelps@cityoffrederickmd.gov](mailto:tphelps@cityoffrederickmd.gov) as soon as possible, to see if your request can be granted.

**Restrooms:** City restrooms may not be available for use by user groups. Availability by locations will vary. No restrooms are available at school fields. User groups may be responsible for supplying their own port-a pots after obtaining permission from the City regarding placement. Applicants reserving restrooms are responsible to ensure all trash is in trash receptacles, toilets are flushed, sink faucets and lights turned off, and the doors are fully closed and locked.

**Concession Stand Agreements:** If your organization is using a concession stand for concession stand sales, OR, storage of any items, a concession stand agreement per location must be submitted **each Spring** in addition to your application packet.

**Shed Agreements:** If your organization uses/has a shed on City park property, a shed agreement form and GIS diagram photo showing location of shed within the park must be submitted per location **each Spring** along with your application.

### **General Park Information:**

1. Any individual or organization wishing to reserve a part or portion of a park property owned by The City of Frederick first must apply for and receive a permit from the City for exclusive use. FCPS School fields within Frederick City may require additional paperwork. Such permits are required in order to coordinate multiple uses of limited

- space, to assure preservation of the park facilities, to prevent uses that are dangerous or unlawful and to assure financial accountability for damages.
2. Staff will be required to monitor any music and/or sound levels to make certain the decibels do not exceed 60 (Sec. 15-21).
  3. Park all motor vehicles in designated parking areas ONLY. At no time will vehicles be allowed to park on the grass in any City park. Event coordinators may unload/load vehicles near pavilion/area, but vehicle must be moved immediately – NO EXCEPTIONS. (Sec. 6-10)
  4. All trash must be placed in the appropriate receptacles at the parks, unless using a trash-free park, in which case, the user group must remove all trash.
  5. Please use newspaper or tablecloth on picnic tables, especially when using the tables to create arts/crafts projects or other uses which could damage tables. After use, please clean off tables and pick up all trash, making sure any full bags are tied to prevent trash blowing in nearby neighborhoods each night.
  6. **THERE WILL BE NO ALCOHOL IN ANY CITY PARK.** This is a City Ordinance, with no exceptions, and violators will be prosecuted. (Sec. 6-8)
  7. The City cannot provide sports equipment, sound systems, tables, and/or chairs for private rentals in the parks.

The City of Frederick's Department of Parks & Recreation reserves the right to revoke a user's permit and/or refuse rental for any or all the following:

- \* Failure to pay the rental fee when due;
- \* Rental patrons are not conducting an event in an orderly manner;
- \* Damage is done to the area;
- \* Users / Patrons repeatedly do not adhere to users' responsibilities;
- \* Playing on a field when Department has closed due to inclement weather conditions.
- \* Failure to adhere to all City, County, State Covid-19 regulations.

FOR ASSISTANCE DURING NON BUSINESS OFFICE HOURS, HOLIDAYS, AND/OR WEEKENDS  
PLEASE CONTACT THE DPW SWITCHBOARD AT 301-600-1440.