



**City of Annapolis**  
Recreation and Parks Department  
273 Hilltop Lane  
Annapolis, MD 21403



[recpark@annapolis.gov](mailto:recpark@annapolis.gov) • 410-263-7958 • Fax 410-626-9731 • [www.annapolis.gov/recreation](http://www.annapolis.gov/recreation)

## Field Use Application

### Checklist for Organization Field Use

1. Provide a copy of your organization's non-profit status complete with federal identification number
2. Provide a copy of your organization's insurance
3. Provide a copy of your organization's mission statement
4. Provide a copy of your officers
5. Provide current number of registrants
6. Provide a copy of your budget
7. Adhere to due dates for field requests. Any packets received after the deadline will be automatically addressed last after other allocations.
8. Sign and return the attached field use agreement (legibly)
9. Fill out field use forms (legibly)
10. Provide list of coaches with coaching certification numbers.

After field use approval you will be required to provide an insurance rider which lists the City of Annapolis Recreation and Parks Department.

**Private Organizations:** Provide resumes of employees and concur that all employees are background checked. *Provide information requested for Special Events.*

### Responsibilities of Permit Holders

- § To communicate with participants, coaches and spectators regarding the rules and regulations of the fields. Provide rules and regulations to all coaches.
- § Remove all goals from the fields and secure them where directed by the Department after each practice and game.
- § To ensure that all fields permitted are used by their respective group and not given to other groups who have not obtained permits.
- § Failure to adhere to time of permits, days and rules and regulations of the facilities will result in loss of use.
- § Make sure all participants are aware of and adhere to the field cancellations that are posted on our website.

***For additional information, please contact Recreation Sports Supervisor LaKeisha Simmons at [lsimmons@annapolis.gov](mailto:lsimmons@annapolis.gov).***



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## Field Use Agreement

We do not double line fields for out-of-season sports at Germantown or Bates Athletic. It is best to look at your group sizes for field availability when applying for your permit next year.

Also, many groups have taken field space and it has not been utilized. This will start impacting field allocations for the future. There are far too many groups that need space.

The City of Annapolis Recreation and Parks Department does not provide goals. Therefore, any goals used for athletics must be removed from the fields after each practice and game and stored securely off of the fields.

You must adhere to times and days of your field request.

You must adhere to all rules and regulations set forth by the Annapolis Recreation and Parks Department.

The contract holder is responsible for making sure all participants and users of said group are aware of all policies and field use rules. This also includes, but is not relegated to field cancellation policies, parking, good sportsmanship, etc.

By signing this document the main group contact agrees to the aforementioned rules and regulations set forth by the City of Annapolis Recreation and Parks Department. The organization's representative agrees to be the sole liaison with the Department with any concerns or questions.

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Name of Organization

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Signature of Organization's Representative

Date



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## Field Use Request Procedures and Rules

### Procedures for athletic facility/field use

1. Recreation Department activities take priority over any other programs
2. Community groups - in season athletics, non-profit
3. Community groups - out of season athletics, non-profit
4. Private organizations - in season athletics, profit
5. Private organizations - out of season athletics, profit
6. Special events - non-departmental

Facility/field use forms are available to fill in online and print out from our [website](#) or you may contact the Department. For spring and summer use, facility/field use forms must be submitted to the [Recreation Sports Supervisor](#) no later than **January 31**. Field use beginning in March is weather permitting. For fall use, beginning in August, facility/field use forms must be submitted to the Athletic Supervisor no later than **July 1**. Requests not relating to athletics will be considered after all athletic programs are satisfied. Fees are assessed for field lining, lights and workers and any other special needs your group may require. All rental fees are charged per the current fiscal year budget.

### Special Events

For tournaments, special athletic events, and special non-athletic events, an information packet must be submitted to the department. Appropriate space for events will be rented only after all departmental programs have been satisfied. *Be specific regarding your event with times, dates, rain date if necessary or any other amenities needed.* This packet should include on your organization's letterhead:

- Information about your group and status of profit or non-profit; mission statement if applicable
- Information on the event
- Do you have insurance?
- For a fund-raiser, stipulate for what and whom funds are being raised
- Will you need snack bar use?
- Will you have a food vendor?            If so, who will it be, type of food, etc.?
- Will you need tables/chairs?            How many?
- What and where will electricity be needed?
- Will fields need to be lined?            Will you need field lights?
- Approximate numbers regarding participation and spectator attendance
- Fees charged to teams
- Any admission fees charged to spectators

Upon review of your packet, the department will address all of the logistics to determine if your event is suitable for our facilities/fields. The department will assess any fees and conditions deemed necessary. Upon approval, a facility/field form will be completed. The contact person of the event will be responsible for following rules, regulations, or any special conditions. Failure to comply with departmental rules and regulations can result in the loss of facility/field use.

## **Field Use Rules and Regulations**

Annapolis Sports Complex (ASC at Germantown Elementary Fields), Bates Athletic, Collison, Griscom

1. The Annapolis Recreation and Parks Department provides all maintenance on all City fields, unless otherwise agreed. Please report any questions or problems to the department. We will address them in a timely fashion.
2. Do not use fields when they are unplayable. We post cancellations on our website. Cancellations are posted under [Cancellations](#) and [League Lineup](#) links.
3. No alcoholic beverages are allowed on City property.
4. Under no circumstances will vehicles be allowed on the fields or paths adjacent to the fields.
5. After games, please clean up areas around fields and remove and secure goals.
6. Do not park or block the gas pumps by Public Works (Bates Athletic Complex).
7. Do not block cars or park illegally at any venues; you will be ticketed and towed.
8. Encourage carpooling because of the lack of available parking at Bates Athletic and ASC. Avoid parking on Poplar Avenue at ASC, parking is available at Germantown Elementary (not directly behind the building or on the basketball court), Phoenix Center and off of Locust Avenue (residential). The West Street Library is *not* available for overflow parking.
9. Use overflow parking at the Navy Stadium for ASC. There is no overflow parking available at Bates Athletic.
10. Snack bar use is done on a rental basis and must be approved by the department. Storage of items at the snack bars is not available. The department is not responsible for any items left.
11. Adhere to the permits of other groups. Adhere to the time listed on your permit.
12. The person responsible for obtaining the permit will represent his or her group. This person will likewise be responsible for their group=s actions and behavior in compliance with rules and regulations. This person is also responsible for publishing all field rules and regulations to their group.
13. The Annapolis Recreation and Parks Department supervisors are responsible for making sure rules and regulations are followed.
14. Exercise good sportsmanship and set examples for youth. Any reported conduct to the department will be investigated and dealt with accordingly.

Failure to comply with these rules and regulations will result in loss of permit. The department needs everyone=s cooperation in order to provide a safe and quality venue.

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annapolis recreation & parks  
 Healthy Living Starts Here

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## Field Use Request and Agreement

Please be sure to read the Procedures and Rules before completing this application.

Organization \_\_\_\_\_

Athletic activity \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

### Field space requested (please circle area(s) desired)

ASC	Bates Athletic Complex		Collison (Truxtun Park)	Griscom
Baseball 1	Auxiliary Field with lights		Softball Field	Softball 1
Baseball 2	Lower Auxiliary Field		Skate Park	Softball 2
Linear 1	Panther Stadium		Snack Bar	Basketball Courts
Linear 2	Track		Tennis Courts	
Linear 4	<i>*Weems Whelan</i>			
Auxiliary 3				
Auxiliary 5				

*\*games only*

### Scheduling requested (please fill in appropriate boxes)

Dates		Day(s) of week (check all that apply)							Hours AM/PM	
From	To	Mon	Tue	Wed	Thu	Fri	Sat	Sun	From	To

- Are you a non-profit organization? Yes      No  
 If yes, provide your Federal ID # \_\_\_\_\_
- Will the fields need to be lined? Yes      No
- Will an admission fee be charged by your group? Yes      No
- Will field lights be needed? Yes      No
- Will the snack bar be used? Yes      No

*Field Use Request and Agreement, continued*

The renting organization, or individual, agrees to the conditions set forth in the rules that accompany this form or any special conditions listed below.

Special conditions \_\_\_\_\_

If you are a for profit organization, please submit a written proposal regarding your requested use.

\_\_\_\_\_  
Signature Date

A signed copy of this agreement must be returned to the Annapolis Recreation and Parks Department no later than two (2) weeks prior to said event or permission will be voided.

**OFFICE USE ONLY**

**Request Status** \_\_\_\_\_ Granted \_\_\_\_\_ Denied \_\_\_\_\_ Reason

**Field Use Rate** \_\_\_\_\_ Total Rental Cost \_\_\_\_\_ Paid Amount and Date

**Notes (if needed)** \_\_\_\_\_

**ARPD Staff Name / Date of Authorization:** \_\_\_\_\_