

**City of College Park
Recreation Board**

**“City Recreation Facilities Rules and Regulations”
(Revised November 14, 2017)**

I. Preamble

It is the expressed intent and purpose of the Mayor and City Council and the Recreation Board that all eligible persons be permitted to utilize City owned or operated recreation facilities to the fullest extent possible. Therefore, the “*Rules and Regulations*” governing the use of these facilities shall serve to promote fair and equitable access for all, while remaining fully cognizant of the interests of the residents of the City of College Park.

II. Definitions

The following terms, as used within these “*Rules and Regulations*” shall have these definitions, as specified below:

1. **“Adequate minimum liability insurance coverage”** - Bodily injury liability coverage, personal injury liability coverage, and property damage liability coverage that provides for \$500,000 of protection for each occurrence and \$1,000,000 of protection as a policy aggregate.
2. **“Application for Recreation Facility Use”** - The contract and application form required to be submitted by all organizations requesting use of City owned or operated recreation facilities.
3. **“Board”** - The City of College Park Recreation Board.
4. **“City”** - The City of College Park, Maryland, as defined by the current corporate limits of the City. This term may also refer to any unit of the City government.
5. **“City owned or operated recreation facilities”** - The following facilities fall under the jurisdiction of these “Rules and Regulations,” Duvall Recreation Area Fields, Duvall Field Plaza, Duvall Field Concession Building, Duvall Field Playground Parking Area and the Calvert Hills Playground Field.
6. **“City Located Youth Organization(s)”** - The College Park Boys’ and Girls’ Club and College Park based school sponsored – such as Holy Redeemer Catholic School Youth Organization, Berwyn Baptist Church, M & M Learning Center and similar organizations-- sports activities.
7. **“Urgent Request”** - Those requests for use of City owned or operated recreation facilities that are submitted for an event occurring at a time before the next meeting of the Recreation Board.
8. **“Open time”** - All hours specifically reserved for unorganized use by the residents of the City of College Park. These hours are Sunday from 9:00 a.m. until dark (except as otherwise noted) and on Monday through Friday from 3:00 p.m. until 5:00 p.m.
9. **“Organizations headquartered within the City, but not City Located Youth Organizations”** - Any recreational organization not meeting the definition set forth in Definition #6, but whose membership consists primarily of residents of the City of College Park, who meet regularly at a physical location within the current corporate limits of the City.

10. **“Organized Use/Organized Sports Activity”** - Any use or activity, usually over a period of time, characterized by belonging to an organization, or involving the scheduling or routine holding of games or practices, or the wearing of uniforms and/or use of referees.
11. **“Outside Organization(s)”** - Any organization requesting recreation facility use that does not meet the definitions set forth in both Definitions #6 and #9 above.
12. **“Permit”** - Permit for recreation facility use for a specific requesting organization, as approved by the Board and/or the City.
13. **“Resident”** - Any individual who currently resides at an address within the corporate limits of the City.
14. **“Rules and Regulations”** - The current “City Recreation Facilities Rules and Regulations”
15. **“Unsuitable for use”** - Those days or hours that are determined to be unacceptable for use, based on the physical condition of the recreation facility in question. The designated representative of the City of College Park Public Works Department shall make this determination and advise the designated Contact Person within 24 hours of confirmed closure and two hours of any emergency closure.

III. General Information

The Board, as designated by the Mayor and City Council, shall be responsible for ensuring the maximum appropriate usage of City owned or operated recreation facilities. Furthermore, the Board shall also work to promote the usage of City recreation facilities by the community. The Department of Public Services shall be charged with maintaining full recreation facility use schedules, including designated open times for general use, during any given period.

IV. Scheduling Procedures for City Recreation Facilities

1. Only electronic applications will be accepted. Requests for spring or summer use – March 1st through August 31st – shall be submitted by January 1st; requests for fall use – August 1st through November 30th – shall be submitted by the preceding June 1st; and request for special events use shall be submitted no later than two months prior to the date requested. Extensions, schedule adjustments, or additional items must be submitted separately in the same manner as the original application, when and if needed. Use prior to approved dates and times is not allowed. Whether an entity, applying for use of a City facility, has access to similar facilities usable for the same purpose is relevant in determining approval of use of City facilities.
2. It is the intent and purpose of the Mayor and City Council and the Board that City located youth organizations shall have priority in scheduling City owned or operated recreation facilities. In the event of a conflict as to field time use, if the College Park Boys and Girls Club (“CPB&GC”) and another user cannot reach a resolution, then the CPB&GC shall have precedence.
3. Permission however, may be granted for either Organizations headquartered within the City, but not City-located youth organizations, or Outside Organizations to use City owned or operated recreation facilities, upon submission of an electronic request to the Board, (as described in Article IV, Item #1 above). These two categories of organizations are subject to the same rules and procedures that apply to any other organizations requesting recreation facility use. In addition, Outside Organizations shall be

- subject to the Recreation Facility User Fee Schedule, as described later in this document.
4. The City and the Board reserve the right to: impose restrictions, limit use, refuse the use of any City owned or operated recreation facility, and/or cancel any permit granted for usage of these facilities upon due cause or upon the recommendation of an appropriate member of the City staff. Due Cause shall include any of the following: violation of any of these Rules and Regulations: documented misuse of any City-owned or operated recreation facilities, improper recreation facility clean-up, violation of any city Code, or repeated complaints by adjoining property owners.
 5. The City of College Park, the Board, City employees, and City representatives shall not be liable for any physical injury or property damage incurred on or adjacent to any City owned or operated recreation facility when damage or injury has been caused by, or as a result of, any activity -- whether officially permitted or not. Consequently, all organizations requesting the use of any City owned or operated recreation facility shall be required to submit, along with their "Application for Recreation Facility Use," proof of adequate minimum liability insurance for all members of the requesting organization. In addition, all such organizations shall hold the City harmless from any claims or losses resulting from the use of City recreation facilities.
 6. After receiving all requests for recreation facility use for any given season, the Board, at its discretion, may determine it necessary to schedule an "Orientation Meeting for Recreation Facility Users." Any organizations requesting the use of City owned or operated recreation facilities for the first time must attend such a meeting. This meeting shall serve to provide both a review of these Rules and Regulations and to allow the Board and the new requesting organizations to review the tentative recreation facility use schedule. First-time requesting organizations that do not attend this Orientation Meeting shall be ineligible for approved recreation facility usage during that particular season.
 7. A current date copy of these Rules and Regulations shall be provided to all requesting organizations at the time of the Orientation Meeting. Additionally, a current copy of these Rules and Regulations shall be posted inside the Duvall Field Concession Building and on the exterior Bulletin Board. The Contact Person of each requesting organization must disseminate the Rules and Regulations to any coaches or other individuals who will be directly responsible for their group's use of City recreation facilities.
 8. All requesting organizations must designate a specific Contact Person charged with keeping all interested parties informed of any issues that may arise in regards to their use of City recreation facilities. Public Services staff will develop and distribute a Contact List to all requesting organizations issued a permit for use of City owned or operated recreation facilities for each season. This Contact List shall include the names and telephone numbers of the Contact Persons for all approved user groups, the name and telephone number of the designated representative of the Board, and the names and telephone numbers of the designated representatives of the City of College Park Department of Public Services and the Public Works Department. It shall be the responsibility of both the Contact Persons and all of the designated representatives to notify all others on the Contact List of any situation, which has caused, or is expected to cause, a change in the approved recreation facility use schedule. At that point, the Contact Persons and designated representatives shall work together to devise a mutually convenient solution.

V. User Fees

1. Except for exempt organizations, all organizations that utilize City owned or operated recreation facilities have the responsibility to share equally in the costs of upkeep for these facilities.
2. Consequently, the following basic User Fee Schedule (for both regularly scheduled use and special event use) shall exist:
 - a. **City located youth organizations:** Any City located youth organizations, by virtue of their consisting of members of City taxpaying families, shall be exempt from any and all user fees for use of City owned or operated recreation facilities.
 - b. **Organizations headquartered within the City, but not City located youth organizations:** Any requesting organizations who meet the definition of this category shall be required to pay \$20 per hour, per field for the use of City owned or operated recreation facilities.
 - c. **Outside Organizations:** Any requesting organizations who meet the definition of this category shall be required to pay \$30 per hour, per field for the use of City- owned or operated recreation facilities. Provided, however, that a school not located within the City, but with significant community connection, may be authorized by the City Manager to use City fields for a special event, such as a championship game, at no charge, if the use is otherwise appropriate for the field. A special event does not include tournament play.
3. In addition to the basic user fees described above, the following additional charges exist:
 - a. An additional service charge of \$15 per hour of use shall be charged for the use of lighting at any City owned or operated recreation facility.
 - b. An additional service charge of \$20 per hour of use shall be charged for the use of any City owned or operated recreation facility by any adult recreation organization, by virtue of the more strenuous use of the facilities by such groups.
4. Unless otherwise stated, these Rules and Regulations and the “Application for Recreation Facility Use” shall govern the rights and responsibilities of both the Board and the City, and the requesting organization, in relation to the usage of City owned or operated recreation facilities.
5. The Board and the City reserve the right to periodically review this User Fee Schedule, and to make any adjustments deemed appropriate at that time.
6. Waiver of Fees – the City Manager may waive user fees, in whole or in part, upon recommendation of the Recreation Board. When considering whether to recommend or grant a full or partial waiver of user fees, the following criteria shall be considered:
 - a. The level of use that is involved with the activity, including wear and tear on the facility;
 - b. The level of involvement by College Park residents in the activity;
 - c. The community benefit that may result from the activity, for example, recreational opportunities for youths or seniors;
 - d. Volunteer services that the user provides to the City or its residents;
 - e. Whether user activities promote the interests of the College Park community.

VI. Specific Rules Regarding the Use of Recreation Facilities

1. City owned or operated recreation facilities shall be reserved for use only by those organizations that have obtained the proper permit for use, and only at those times officially approved by the City Manager, with the exception of designated open times for unorganized use.
2. In order that there shall be ample time for the usage of City owned or operated recreation facilities for those members of the community who are not associated with organized programs, no organization nor its teams, nor any organized use or sports activity shall be authorized to play without applying for and receiving a permit. All activities shall be in compliance with the approved permit for use. "Emergency requests" for games, practices, or scrimmages may be approved on a limited basis by the Chairperson of the Recreation Board, with the advice and consent of the Board as a whole.
3. All fields on Duvall Recreation Area Fields are available during the defined open times (See Article II, Item #8) for unorganized use by the community, with the exception that, between 3:00 and 5:00 p.m., Monday through Friday, one of the three fields at Duvall Field shall be available for such use. Defined open times, when not otherwise permitted, shall be reserved to general use. To ensure the "open" use of the field, in no event shall one sports event or other activity involve the use or occupation of more than one-half of any playing field. Should priority or permit users of the sports field not make actual use of any portion of their scheduled time, then it shall be open for general use and subject to permitting, provided, however, that the unused time may not be used for non-priority-organized use or organized sports activity, as defined herein.
4. The Duvall Field Plaza and/or Concession Building shall be available for use separately and in conjunction with approved use of the Duvall Recreation Area Fields and subject to the following conditions: Any foods or utensils brought in to the Concession Building should be removed by the organization immediately after the event. An assigned adult must be present to confirm that the Concession Building is clean before and after the event. All cooking surfaces, counters, floors inside the Concession Building must be thoroughly cleaned and trash/garbage placed in authorized disposal containers as provided by the City. Food handlers and/or food sale permits as may be required by the Prince George's County Health Department must be submitted to the Department of Public Services prior to use of the Concession Building. Food service is limited to pre-packaged items unless all necessary certifications for food handling and preparation from the Prince George's County Health Department are submitted with the Application for Recreation Facility Use.
5. The Duvall Field Playground Parking Area shall be available for uses such as yard sales at the Board's discretion, when not in violation of County laws, contrary to other areas of these Rules and Regulations or in conflict with previously permitted uses.
6. Scheduled use of the Calvert Hills Playground Field shall be restricted to seven (7) on a side soccer teams, consisting of children 13 years of age or under. Organizations or teams not meeting this requirement shall not be permitted to use this facility.
7. No vehicles (including bicycles and motorcycles), except those authorized by the City, and performing maintenance work, or delivering, installing, or repairing City equipment, shall be allowed on the field portion of any City owned or operated recreation facility at any time or under any circumstances.
8. All organized activities shall begin no earlier than 9:00 a.m. and must end no later than 10:15 p.m., Monday through Thursday, and no later than 10:30 p.m. on Friday

and Saturday. Scheduled Sunday activities shall be started no earlier than 1:00 p.m. and shall end no later than 5:00 p.m., unless otherwise authorized by the City Manager. Under normal circumstances, only the City Manager, with the advice and consent of the Board, shall approve use of the recreation facilities for organized activities on Sunday. However, in the event that a request for Sunday field use is received – and approval is recommended by the Board, authority is hereby delegated by the Mayor and Council to the College Park City Manager to provide final authorization for the event. The City Manager is required to report such action to the Mayor and Council of the City in a timely manner.

9. No games, practices, scrimmages, or use of any type shall be scheduled or played during any time when the City owned recreation facility in question has been declared unsuitable for use. In the event that any City owned or operated recreation facility is declared unsuitable for use, appropriate notices shall be posted. If the facility in question is posted closed as of 4:00 p.m., it shall remain closed for the remainder of the day, unless otherwise re-opened by an appropriate representative of the City staff. If any City owned or operated recreation facility is posted closed at 9:00 a.m. on a Saturday, a Sunday, or a holiday, then no further consideration for re-opening that particular facility shall be given until 5:00 p.m. of that day. If the recreation facility in question continues to be posted as closed at 5:00 p.m. on a Saturday, a Sunday, or a holiday, then that particular facility shall remain closed for the rest of the evening. Each organization scheduled to use any recreation facility is responsible for checking that particular facility, and notifying the players of the facility closure. No person, other than the designated representative of the City shall have the authority to remove these postings of facility closure. After any specific game has begun, the umpire/official has the authority to declare that particular recreation facility as unsuitable for use.
10. The City of College Park has adopted the following policy with respect to severe weather. All organizations using City Recreation Facilities must adhere to these rules:
 - You are in danger from lightning if you can hear thunder. Most people struck by lightning are not in the rain.
 - If thunder and/or lightning can be heard and/or seen, *stop the event and seek protective shelter immediately*. Go inside a sturdy building or vehicle. Stay away from tall things like trees, fences, and utility poles. Lightning is attracted to metal and poles or rods.
 - If you cannot get inside, or if you feel your hair stand on end and skin tingle (which means lightning is about to strike), *immediately* assume the following crouched position: drop to your knees, place your hands/arms on your legs, and lower your head. Do not lie flat.
 - In the event that either situation should occur, allow thirty (30) minutes to pass after the last sound of thunder and/or last lightning strike prior to resuming play.
11. Field Lighting: Only the City of College Park and its designated representatives shall control recreation facility lighting usage. Lighting shall not be used except for scheduled organized activities, as noted in any specific group’s “Application for Recreation Facility Use.” Subsequent requests for lighting must be received by the City Director of Public Services no later than two (2) weeks prior to the first scheduled usage of lights. Lighting use will correspond to the following scheduled times:

Monday through Thursday:
Friday and Saturday:

Lights on at dark; off at 10:15 p.m.
Lights on at dark; off at 10:30 p.m.

Sunday: Light usage requires special approval
by the City Manager
Exceptions: Times scheduled for practice: Lights on at dark;
off at 9:45 p.m.

12. Maintenance and/or conditioning of City owned or operated recreation facilities shall be the exclusive responsibility of the City of College Park Public Works Department. No physical changes shall be made to any City owned or operated recreation facility except by the Public Works Department. Under no circumstances shall permit holders be permitted to do any type of work on any recreation facility, with the exception of refuse pickup on the field in question.
14. Sale, possession, or consumption of any alcoholic beverage or any glass bottled beverage of any kind is prohibited at any City owned or operated recreation facility.
15. Harassment of any representative of either the Board or of the City of College Park may subject the individual or group to the cancellation of their permit to use City owned or operated recreation facilities.
16. Additionally, any egregious misuse of City owned or operated recreation facilities may subject the individual or group to either: make appropriate financial restitution for documented physical damages, the cancellation of that organization's permit to use any City-owned or operated recreation facility, permanent restriction of access for the organization in question to any City owned or operated recreation facility, or any other reasonable penalty deemed appropriate by the Board.
15. In the event that there are any special situations or circumstances that are not specifically described within this document, the Board reserves the right, after appropriate consideration, to make a reasonable determination as to how that situation or circumstance shall be governed.
16. Any individuals or organizations that have questions about the contents of this document are to forward these questions to the City of College Park Recreation Board, 4500 Knox Road, College Park, Maryland 20740 or via email to publicservices@collegetparkmd.gov.