



Field Use Reservation Application

Complete both pages and Submit to: publicservices@collegetparkmd.gov

Select One: Calvert Hills Playground (Youth field – groups must be 13 and under) Duvall Field

Date of Application: _____

Name of Organization: _____

Is this Organization: City-Based Youth Yes No City Headquartered Yes No

Contact Name(s): _____

Mailing Address: _____

Email Address: _____

Day Phone: _____ Evening Phone: _____ Cell Phone: _____

Description of Activity/Event: _____

Sports Baseball Football Lacrosse Softball T-ball _____

Expected Number of Participants _____ Age Range* _____

Additional Requirements: Toilets Lights Concession Stand

Date(s) Requested: _____

See Facilities Rules and Regulations for acceptable times and age group

Day(s) of Week Requested: Sun. Mon. Tues. Wed. Thurs. Fri. Sat.

Time(s) Requested _____ a.m. p.m. UNTIL _____ a.m. or p.m.

Are you collecting a fee? Yes No If yes, Purpose: _____

___ I hereby confirm that I have received and read the City Recreation Facilities Rules and Regulations.

___ Organization's Proof of Adequate Minimum Liability Insurance as required under Section IV, Item 5 is attached hereto

In addition, applicant/organization agrees to indemnify and hold harmless the City from and against all actions, liability, claims, suits, damages, cost or expenses of any kind which may be brought or made against the City or which the City must pay and incur by reason of or in any manner resulting from injury, loss or damage to persons or property resulting from his/her negligent performance of or failure to perform any of his/her obligations under the terms of this application/permit.

Recommendations and Notifications

Recreation Board Approve Fee Waived Approve with Fee of \$ _____ Denied

Comments: _____

Pub. Svcs Director Concur Yes No _____

Comments: _____

City Manager Concur Yes No _____

Comments _____

Mayor and Council Concur Yes No _____

Comments: _____

Waiver of Fees – the Council may vote to 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.

Please describe how your organization meets any of the following criteria:

- 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 youth or seniors;

- d.** Volunteer services that the user provides to the City or its residents;

- e.** Assistance to be provided by the user for maintenance of the recreational facility; and

- f.** Whether user activities promote the interests of the College Park community.
