

# **CECIL COUNTY PARKS & RECREATION**

## **ATHLETIC FIELD USE & ALLOCATION POLICY**



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**CECIL COUNTY PARKS AND RECREATION  
200 CHESAPEAKE BLVD., SUITE 1200  
ELKTON, MD 21921  
PH. 410-996-8101 or 410-656-5125  
FAX (800) 532-2298  
www.cecilrec.org**

**Purpose**

To establish guidelines for the allocation and management of athletic fields permitted by Cecil County Parks and Recreation.

**Policy**

Cecil County Parks and Recreation will coordinate and allocate the use of its athletic fields for County and non-county organizations to hold league play, practice, tournaments, and other sport related and non-sport related special events. Athletic Fields are allocated and permitted in two, 5 month increments. The first is March through July and the second August through December. The Administrative division will monitor proper use of allocations and permits. Priority will be given to Cecil County Parks and Recreation Sports Programs, Cecil County Special Events and Cecil County Public Schools. Due to increased demands, fields will then be allocated on priority as listed below. This does not mean or guarantee that every organization will receive the fields they request. Cecil County Parks and Recreation reserves the right to increase/decrease the number of fields assigned to an organization based upon prior usage, the need to accommodate new organizations, demographics and the unavailability of fields due to maintenance or weather. Field permits will not be issued for use on Christmas Day (December 25), New Year's Day (January 1), Independence Day (July 4), or during the months of January and February. **CALVERT REGIONAL PARK FIELDS WILL NOT COME ON LINE UNTIL APRIL AND WILL BE TAKEN OFF LINE MID NOVEMBER EACH YEAR.**

**Allocation Priority:**

**1. Cecil County Parks and Recreation athletic fields will be allocated based on the following priority:**

- A. Cecil County Parks and Recreation Programs
  - B. Cecil County Parks and Recreation Sports Tourism Events
  - C. Cecil County Public Schools Programs
  - D. County Resident Youth Non-Profit Sports Organizations
  - E. County Resident Youth Non-Profit Tournaments/Clinics
  - F. County Resident Adult Non-Profit Sports Organizations/Tournaments/Clinics
  - G. Youth Non-Resident Tournament/Clinics/Sports Organizations
  - H. Adult Non-Resident Tournament/Clinics/Sports Organizations
- To qualify as a Non-Profit user, the organization must be registered as a not-for-profit corporation with the State of Maryland. Non-Profit-Organizations are those organizations that have evidence of Federal 501c3 filing and a state non-profit status.
  - Returning organizations that are in good standing will have priority over new groups.

Organizations may be granted field use upon verification of Non-Profit status (defined above), proof of liability insurance of specified amount determined by CCPR, and national or state affiliation with an organization recognized for that sport. The purpose of this requirement is to verify that your organization has a governing body, which oversees the facilitation of your team(s)/league(s). Organizations will also be required to provide a practice/game schedule as proof that the organization is conducting/participating in a league in order to receive league organization rate. Organizations that do not meet all of these requirements will not receive a field allocation permit, but may be allowed to receive fields for use under hourly rates, or For-Profit fees schedule as outlined in the Fees and Charges adopted by the Cecil County Parks Board, providing they meet requirements regarding liability insurance.

## **2. Permit/Allocation Procedures**

1. All requesting organizations must submit Field Allocation Request Form by February 1 for the March through July allocation period and by July 1 for the August through December allocation period.
2. All allocation requests must have accurate start/end dates. Fields will be allocated for time frames that coincide with season play only.
3. Game and practice schedules are required to be submitted to the Administration office no later than one week prior to the start of requested use.
4. Payment in full is required one week prior to the start of requested use. Unpaid fees will result in the loss of field use and forfeiture of deposit.

A permit will be issued to all authorized users of CCPR sports fields. Organizations receiving allocations will receive a permit upon receipt of current season schedule for allocated field(s). Charges will be assessed by using the current Fees and Charges Schedule adopted by the Cecil County Parks Board. Fees and/or deposits must be paid prior to season or tournament play.

## **3. Drop-In Rental Permits**

1. Fields will be available for drop-in use based on availability, weather, maintenance schedules, on a first come first serve basis. Drop in permits may be obtained on the last Tuesday of each month for the following month and will only be issued for 1 month at a time.
2. Reservations for single day use, Monday-Thursday, must be made 2 business days in advance.
3. Reservations for field use for an upcoming weekend (Friday evening, Saturday, and Sunday) must be made no later than Wednesday by 11:00 a.m. of the same week.
4. Groups will be able to secure a field permit on an hourly basis according the stated permit fee schedule.

Note: All organized groups wanting a “Drop In” permit will be subject to the same fees and insurance requirements.

**4. Liability Insurance**

Facility user shall secure and maintain, throughout the period of use contemplated under this agreement, general liability insurance with policy limits of \$2,000,000 aggregated and \$1,000,000 per occurrence naming Cecil County, Maryland as additional insured. FACILITY USER agrees to hold Cecil County Maryland, its representatives and successors, harmless and free from liability of any nature arising out of the use of County recreation facilities and to include reimbursement of any legal costs and fees incurred in defense of such claims. The policy must be provided prior to receiving a permit for allocated fields.

**5. Notice of Non-Use of Field**

Any organization that has been allocated fields and does not intend to use them as permitted, shall notify the Administration Office so that the field(s) can be re-allocated to allow other organizations the opportunity to utilize the fields. Failure to comply with this non-use of a field procedure may also result in revocation of allocated field(s) and forfeiture of permit fee.

**6. Permit Cancellation**

Cecil County Parks and Recreation may cancel the use of County fields for any of the following:

- Work/renovations involving any of the fields (amenities)
- Cecil County Special Events or special tournament event
- When the health and safety of participants are threatened due to impending weather conditions or acts of God.
- When field(s) are taken off line for preservation purposes
- Non-Adherence to Athletic Field Use and Allocation Policy or any County Ordinance.
- Irresponsible Use/Care of fields

**7. Tournament/Athletic Special Events**

Cecil County Parks and Recreation may provide field space to organizations desiring fields for tournaments. Tournament/Special Event requests follow the same timeline as allocations. Other tournaments may be added dependent upon field availability after each allocated organization has been given its permit.

- A. Organizations must submit a Tournament Reservation Form (available online at [www.cecilrec.org](http://www.cecilrec.org)).
- B. Organizations are required to pay in full no later than one week prior to tournament/event, and must provide general liability insurance naming Cecil County Maryland as additionally-insured.
- C. Organizations are required to inform the Administration Office of cancellations no less than 10 days prior to the requested date. Failure may result in cancellation of fees.
- D. ORGANIZATIONS/PERMIT HOLDERS ARE NOT ALLOWED TO COLLECT ANY FEES ON, OR FOR THE USE OF COUNTY PARKS/FACILITIES. THE PARK/FACILITY MUST REMAIN OPEN TO EVERYONE.

**8. Inclement Weather Field Closures**

Cecil County Parks and Recreation reserves the right to close any field due to inclement weather. In case of inclement weather, the scheduled field(s) are not to be used. Be aware that if organizations use the field(s) during inclement weather, your organization will be held responsible for any and all damages that may occur as a result of such use including repair costs and lost revenue due to prolonged closure. It is the user group's responsibility to call the Administration Office at 410-996-8101 and/or verify field closures online at [www.cecilrec.org](http://www.cecilrec.org).

**9. Field Maintenance/Renovation**

To help maintain the quality of and playability of our fields, field closures may be scheduled at certain allocated sites throughout the year to allow for field maintenance and renovation. The County does attempt to be flexible in accommodating user groups, however the health and safety of the user and the condition of the facility takes priority. This could affect any number of fields that are available during the allocation period and may require organizations to use alternative locations.

**10. Subletting and Assignment of Athletic Fields**

At no time may any organization or individual sublease their assigned fields to other user groups. Organizations not using their fields must notify the Administration Office to inform the department of any fields not being used. The subletting of any County fields by any user/organization will result in automatic revocation of all permits. Cecil County will not allocate fields to this organization in the future.

**11. Alcohol /Tobacco Policy**

Consumption and or distribution of alcoholic beverages/tobacco products (including electronic cigarettes, vapes, etc.) is strictly prohibited on all park property.

In addition to possible misdemeanor penalties under Cecil County Code 261-5.BB/DD, any violation of a facility rule may result in cancellation of future permits and forfeiture of all service charges. If a business activity is being conducted, civil and/or criminal penalties may apply.

Parking is permitted only in designated areas. Per Cecil County Code 261-5 O. Peddling and Soliciting, no outside vendors are permitted on Cecil County property.

**ATHLETIC FIELD USER FEE RATES**  
**COUNTY PARKS AND RECREATION SPONSORED SPORTS LEAGUES**

Youth or adult sports leagues/team/clubs that are directly sponsored by Cecil County Parks and Recreation will not be assessed field user fees.

**ATHLETIC FIELD(S) PERMIT FEES**

Cecil Sports Complex, Conowingo, Community Center, Johnnies

	<b>Cecil County Rates</b>	<b>Non-Resident Rates</b>
	<i>Minimum 51% of Team Rosters</i>	
Youth League Permit	\$100/club/season – no lights \$200/club/season-with lights	\$200/club/season-no lights \$400/club/season-with lights
Adult League Permits	\$175/club/season-no lights \$260/club/season-with lights	\$350/club/season-no lights \$520/club/season-with lights
Youth Team Permits	\$5/team/per hour \$15/team/per hour with lights	\$20/team/per hour \$35/team/per hour lights
Adult Team Permit	\$10/team/per hour \$20/team/per hour lights	\$40/team/per hour \$55/team/per hour lights

Note: Due to the increased level of use, the maximum requested days allowed per field, per week, per club/league/group will be 3. Any damage done to field(s) as direct result of requesters use will invoke additional maintenance fees. These fees will be negotiated by the Department of Parks and Recreation.

**ATHLETIC FIELD(S)-GRASS PERMIT FEES  
CALVERT REGIONAL PARK**

	<b>Cecil County Rates</b> <i>Minimum 51% of Rosters</i>	<b>Non-Resident Rates</b>
Youth League Permit	\$25/club per hour	\$100/club per hour
Adult League Permit	\$50/club per hour	\$150/club per hour

**SYNTHETIC TURF PERMIT FEES  
CALVERT REGIONAL PARK**

	<b>Cecil County Rates</b> <i>Minimum 51% of Roster</i>	<b>Non-Resident Rates</b>
Youth League Permit	\$50/club per hour	\$100/club per hour
Adult League Permit	\$75/club per hour	\$150/club per hour

Note: Resident Light Rate will be \$35 per hour-Non-Resident Light Rate will be \$50 per hour. Due to the increased level of use, the maximum requested days allowed per field, per week, per club/league/group will be 3. Any damage done to field(s) as direct result of requesters use will invoke additional maintenance fees. These fees will be negotiated by the Department of Parks and Recreation. A fee of \$200 will be assessed for lining of a field.

Requested use may require utilization of field monitors, to be provided by Cecil County Parks and Recreation. The County will determine the necessity of field monitors and will inform the requestor of such assignment. Fee for field monitors will be \$12/hour/monitor. **This fee will not be assessed to County Resident User Groups.**



**SYNTHETIC TURF PERMIT FEES  
CECIL COUNTY HIGH SCHOOLS**

	<b>Cecil County Rates</b> <i>Minimum 51% of Roster</i>	<b>Non-Resident Rates</b>
Youth League Permit	\$30/club per hour	\$100/club per hour
Adult League Permit	\$75/club per hour	\$150/club/per hour

Note: Light Rate will be \$75 per hour. Due to the increased level of use, the maximum requested days allowed per field, per week, per club/league/group will be 3. Any damage done to field(s) as direct result of requesters use will invoke additional maintenance fees. These fees will be negotiated by the Department of Parks and Recreation.

Requested use may require utilization of field monitors, to be provided by Cecil County Parks and Recreation. The County will determine the necessity of field monitors and will inform the requestor of such assignment. Fee for field monitors will be \$12/hour/monitor. **This fee will not be assessed to County Resident User Groups.**

**TOURNAMENT PERMIT FEES  
CALVERT REGIONAL PARK**

	<b>Cecil County Rates</b>	<b>Non-Resident Rates</b>
Youth/Adult League Permits	\$300/day/per field	\$700/day/per field

NOTE: Supplemental services (refuse removal, staffing, toilet facilities) will require additional fees to be negotiated by the Department of Parks and Recreation. **Organizers are not permitted to provide these services on their own.**

**PAYMENT/REFUND POLICY**

All payment of fees must occur before permit(s) will be issued. Upon completion of use, any variance in cost from original projections, including actual direct County costs incurred, will require payment by the user no later than fourteen (14) days after date of use. Refunds will be issued only after an effort is made to accommodate a user by transfer to a similar field(s). Refunds may take up to thirty (30) days to receive.



# CERTIFICATE OF LIABILITY INSURANCE

NEWSO-1      OP ID: AJ  
DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>  	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____ 														
<b>INSURED</b>  	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A :</td> <td></td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A :		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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**COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GENL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER						EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ EXCLUDED
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ -0-						EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NJ) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  <div style="text-align: center;"> <b>CECILCR</b>             Cecil County Parks &amp; Recreatio            Purchasing Department            200 Chesapeake Blvd            Suite 1200            Elkton, MD 21921         </div>	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE
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**CECIL COUNTY PARKS AND RECREATION**  
 200 CHESAPEAKE BLVD, STE. 1200  
 ELKTON, MD 21921

PERMIT # \_\_\_\_\_

For Baseball/Softball Field Rentals, email us at [ebriones@ccgov.org](mailto:ebriones@ccgov.org) OR call us at (410) 996-8101.  
 For Synthetic Turf Field Rentals, email us at [ccantor@ccgov.org](mailto:ccantor@ccgov.org) or call us at (410) 656-5125.  
 For more information on our Parks and Facilities, visit us at [www.cecilrec.org](http://www.cecilrec.org)

**FIELD ALLOCATION REQUEST FORM YEAR \_\_\_\_\_**     **SPRING** (MARCH - JULY USE)     **FALL** (AUGUST - DECEMBER USE)

THIS IS A REQUEST FOR A FIELD ALLOCATION ONLY; IT DOES NOT GUARANTEE A FIELD USE PERMIT WILL BE ISSUED.

**\*\*FOR AN AFTER HOURS CANCELLATION OF A SYNTHETIC TURF FIELD RENTAL, PLEASE CALL US AT (443) 309-4229\*\***

RECEIVED BY:				RECEIVED DATE:			
<b>SECTION A - ORGANIZATION INFORMATION</b>							
ORGANIZATION NAME							
STREET ADDRESS				CITY		STATE	ZIP
MAIN CONTACT			PHONE NUMBER		EMAIL		
ALTERNATE CONTACT			PHONE NUMBER		EMAIL		
<b>SECTION B - LEAGUE INFO</b>							
LEAGUE'S SPORT							
<input type="checkbox"/> BASEBALL <input type="checkbox"/> FOOTBALL <input type="checkbox"/> LACROSSE <input type="checkbox"/> SOCCER <input type="checkbox"/> SOFTBALL <input type="checkbox"/> _____							
SELECT THE AGE GROUP THAT DESCRIBES YOUR LEAGUE PARTICIPANTS.				YEAR STARTED FIELD USE WITH CECIL COUNTY PARKS AND RECREATION			
<input type="checkbox"/> YOUTH (0-17) <input type="checkbox"/> ADULT (18+)							
# OF TEAMS REGISTERED IN LAST YEAR'S SEASON				# OF TEAMS ANTICIPATED IN REQUESTING SEASON			
REQUESTED COMPLEX	FIELD NUMBER	DAY(S) OF WEEK	START DATE	END DATE	START TIME	END TIME	FEE
<b>Total</b>							\$

Waiver: I, the undersigned authorized representative of the named organization in this application, agree to abide by the rules and regulations of Cecil County Maryland and all applicable laws and agree to indemnify and save harmless Cecil County Maryland, it's employees and agents from any act of commission or omission which may result in any personal injury or property damage arising out of the organizations use of County facilities.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Calvert Regional Park fields will not be online until mid-April and will go off line in mid-November.  
 \*Fields are on and off line according to weather and conditions as evaluated by Parks and Recreation Staff. Up to date field status can be found at [www.cecilrec.org](http://www.cecilrec.org).