Introduction

These Scheduling guidelines are intended to assist you when making facility reservations. CCPR staff may deviate from these guidelines as determined necessary and appropriate. It is the intent of CCPR staff to see that facilities are used to their full potential while maintaining a safe, quality environment. The CCPR staff will work to avoid scheduling conflicts while servicing multiple user groups. CCPR will also act as a liaison between user groups with similar needs.

Please direct any questions or concerns on any of the guidelines, procedures, or fees to:

Cynthia A. Cantor, R.A.  or  Clyde VanDyke
Chief, Recreation & Sports Tourism  Director
443-309-4229  443-307-5656

General Rental Guidelines

- CCPR staff will base the scheduling of events on facility availability and approval. CCPR, prior to public posting must approve all game schedules.
- All events will be negotiated by CCPR, which will determine the extent of CCPR personnel required to safeguard the facilities interest.
- Groups renting CCPR facilities will be held financially responsible for any special cleaning, maintenance, or repair resulting from the event or activity.
- Groups renting CCPR facilities will be held financially responsible for all staffing needed to accommodate parking and security resulting from the event or activity.
- Groups renting CCPR facilities are required to observe all applicable policies of the Cecil County Parks and Recreation Department and Calvert Regional Park, as well as all local, state and federal laws.
- CCPR is not responsible for any lost, stolen, or damaged property belonging to the members of rental groups utilizing the facilities.
Cecil County Department of Parks and Recreation
Calvert Regional Park

- Groups renting the entire facility will have the use of all designated facilities
  - 12 playing surfaces - Calvert Regional Park (1 synthetic and lighted)
  - up to 4 playing surfaces - Rising Sun High School (connected to property)(1 lighted)
  - All parking spaces - 1000+
  - Bathroom facilities

- We ask that teams warm up in common areas or sidelines, refrain from warming up in crease/goal areas
- Parking is permitted in designated areas only.
- Groups renting CCPR facilities are responsible for trash removal in the areas they are renting. All areas should be left in the same condition as when they arrived.
- No carts or vehicles on grass or playing surfaces.
- NO VEHICLES other than carts may cross over or drive on the walking path at Calvert.
- Smoking and tobacco related products are not allowed.
- No alcoholic beverages or illegal drugs may be consumed prior to or while using the facilities.
- Tournament participants are prohibited from scaling perimeter fences to access the fields.
- Fields may be closed and/or reservations cancelled when warranted (i.e., special events, maintenance projects, inclement weather).
- Specific policies are posted on site and must be observed. Verbal instructions issued by staff should be strictly followed.
- All visitors to CCPR Facilities are expected to be good citizens and respect the rights of others. Individuals who engage in unacceptable or irresponsible behavior may have their access to Calvert Regional Park revoked or modified indefinitely.
- Field Rental starts when teams arrive for warm-up.

Field Rental Fees & Associated Charges

Field Rental:

- Grass Field $700 per field/day
- Synthetic Turf Field $700 per field/day
- Initial field lining $200.00 per field (may vary depending upon the sport)
- Field Lighting $50.00 per hour

*Portable Bathrooms:

- 1-20 teams $700.00
- 20+ teams $1400.00

*Additional charges for multiple sites and additional cleanings up to $2200

Carts (4 for parking/field staff) $500

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*Event staff charges (trash collection, parking, facility maintenance) – minimum $15 per hour per person
*Cost can be replaced by renter event staff and must be coordinated with CCPR.
Roll-Off Trash container - $500.00 minimum
Please see Calvert Recycling Requirements

Vendor Guidelines and Fees

1. No outside food vendors are permitted without the permission of CCPR under any circumstances. Local approved food vendors will provide catering opportunities and the information will be made available to each event director.
   Organizations wishing to have additional vendors participate in conjunction with their approved special event must submit a list of vendors to CCPR 21 days prior to the contracted event. CCPR maintains the right to exclude vendor and any item from being sold, distributed, or advertised.
2. All vendors must provide insurance coverage as described for the event.
3. All vendors must meet the standards and requirements of Cecil County Government.
4. The sponsoring organization will be responsible for cleaning all areas of the facility used for vending as detailed in the Facility Reservation Form or other related documents.
5. In the event that facilities are not cleaned or are damaged as a result of an event, cleaning or maintenance fees will be charged to all groups holding special events.
6. All items sold must pertain to the event being conducted.
7. Tournament organizers remain on site until all of “their” hired vendors are gone.
8. Vendor Fees
   Sales Vendors - $100/per day for vending spot
   Non Sale Vendors - $50.00

Required deposits to reserve tournament/event dates (s) – This deposit is non-refundable.

   Single day tournament/event - $2,000
   Multiple day tournament/event - $4,000 minimum

Final Payment Due Date: Rental fees and all other associated charges are due prior to the event date.
Outside Caterers/Food Services

We recognize that using an outside catering service may be beneficial to a team/group attending your event. Our insurance regulations stipulate that only approved vendors can be used at any CCPR Park/Field event. No other outside caterers or delivery service will be permitted under any circumstance.

Temporary Advertising

Temporary advertising is advertising associated with any activity or event that is distributed or displayed for the duration of a permitted event. Examples of activities or events include games, tournaments, 4th of July celebration, arts festivals and similar functions. Temporary advertising may take the form of banners, inflatables, signs or other displays as approved by the CCPR. CCPR will only approve advertising that is primarily directed to event participants and does not interfere with the use of enjoyment of the park by people who are not participating in the activity or event. The temporary advertising may be affixed to fences, walls, other structures, the ground or the like, as approved by CCPR. CCPR will approve advertising that is affixed in a safe and stable manner that does not damage park infrastructure or park property. The temporary advertising must be placed within or directly adjacent to the physical boundaries of the event, as approved by CCPR. Temporary advertising is limited to the event sponsor and to those authorized by the event sponsor. Temporary advertising will be removed from the park immediately after the event concludes. If the event lasts for more than one day, the advertising does not need to be removed and reinstalled each day, however, CCPR will not be held liable for any damage that occurs overnight.

Event Renewal

Tournaments or events have 30 days from the completion of the current event to complete reservation form and submit with the required deposit. If not received within 30 days the date will become open to the public.
Inclement Weather

At Calvert Regional Park we value our field surfaces. We will cancel an event to protect our playing surfaces due to inclement weather and/or a threatening forecast. In case of wet field conditions, CCPR will have final say whether the fields are playable. CCPR and a tournament representative for the specific field(s) will collaborate and make the appropriate decision(s) regarding any cancellation, postponement, or any other related arrangement. The presence of frost can/will delay start times. Under no circumstances will a tournament be conducted on field(s) deemed unplayable by the CCPR. Fields closed to play cannot be used for warm ups.

Below are a few reasons for field cancellations:
- Standing water on the field(s)
- Fields are slippery or unsafe
- Turf tears underfoot

It will be the responsibility of the tournament director or user group(s) scheduled to inform participants and their staff of any decision(s) made.

Cancellation/Refund Policy

A full refund minus reasonable fixed expenses will be awarded if the tournament or event is cancelled due to weather or is canceled because of an occurrence which is beyond control of CCPR, or the renter, such as an “Act of God,” civil disturbance, or other like cause. If the renter cancels the event the deposit will be forfeited. Failure to make final payment 30 days prior to the event can result in the forfeiture of the deposit and cancellation of the event. Final field reservation notification (if decreasing in number needed) must be made 30 days prior to tournament in order to receive an adjusted invoice. CCPR reserves the right to surcharge groups $100/field for fields set aside for tournaments that will not be used due to low enrollment as this prevents others from renting the facility on those dates.

Safety

The renter must provide an approved trainer or medical staff for each event. Please contact Cecil County Department of Emergency Services medical staff for each event at (410)658-5555.
Insurance Requirements:

Aggregate Limit of Liability $2,000,000.00
Per Occurrence Limit $1,000,000.00
Personal Injury/Advertising Injury $1,000,000.00

CCPR, Cecil County Government must be named as an additional insured. Certificates of insurance must be provided to CCPR at least 48 hours prior to your event. Event shall indemnify and save harmless CCPR, Cecil County and its officers, agents and employees from and against any and all suits, actions, or claims of any character, type or description including all expenses of litigation, court costs and attorney fees brought or made for or on account of any injuries or damages received or sustained by any person or persons or property, arising out of, or occasioned by the act of failure to act of CCPR, Cecil County or its agents, volunteers or employees in the use of the facilities arising out of obligations of the Event as set forth in any and all Agreements.

The event dates will be reserved when the following conditions are met

- Calvert Regional Park reservation form is completed
- Required deposit is received

The event will be officially scheduled when the following conditions are met

- Reservation form and deposit are received
- Cost estimate is accepted by the rental group
- The preliminary planning meeting(s) have been successfully completed
Cecil County Department of Parks and Recreation
Calvert Regional Park

If necessary, a meeting will be held with the requesting party and CCPR to discuss the event. Further planning sessions may be required depending on the nature and scope of the proposed event. This meeting will only be scheduled once the event dates are reserved. The following items are discussed:

- Dates and times of the event
- Purpose and scope of the event
- Participants
- Equipment and supervision requirements
- Admission fees
- Facility use policies and guidelines
- Liability insurance requirements if applicable
- Written use agreements
- Concession and vending requirements
- Rental costs and payment methods
- First aid and safety policies and procedures
- Weather contingencies

Approved Vendors
Golf Carts

Kingsville Karts
Brian Andrychowski
443-966-0358
kingsvillekarts@comcast.net
www.kingsvillekarts.com

Trainers and Medical Staff
University of MD Upper Chesapeake Medical Center
Nate Abright
443-643-3364
nalbright@uchs.org

Additional Information, Accommodations and Area Attractions:
Cindy Cantor, Chief of Recreation & Sports Tourism
410-656-5125 or 443-309-4229
Calvert Regional Park
Facility Use Application
304 Brick Meeting House Road
North East, MD 21901
410-656-5125 Fax: 410-658-3011
Application for the use of:

Synthetic Turf ☐ Multipurpose field(s) up to 15 x ☐ Lights ☐ (turf only)

Amenities requested: ____________________________________________________________

Will Concessions be sold? ☐ Yes ☐ No (If yes, vending application must be completed, submitted and approved prior to event)

Date/Time:_____________________________________________________________________________________

_____ One Day only: ____/___/____ Time: ______________ am/pm until ____________ am/pm

_____ Recurring Event: Start Date: ____/___/____ End Date: ____/___/____ Number of 1 hr blocks_____

Indicate which day(s):

_________ Sunday Time: __________ am/pm until __________ am/pm

_________ Monday Time: __________ am/pm until __________ am/pm

_________ Tuesday Time: __________ am/pm until __________ am/pm

_________ Wednesday Time: __________ am/pm until __________ am/pm

_________ Thursday Time: __________ am/pm until __________ am/pm

_________ Friday Time: __________ am/pm until __________ am/pm

_________ Saturday Time: __________ am/pm until __________ am/pm

Recurring event dates (list all) ____________________________________________________________

Is this a tournament? ______ If so, how many teams are expected?______ Sport?____________ Gender? ____________

Where are teams coming from? ____________________________________________ Name of Tournament?_____________________

Applicant’s Name: ___________________________ Organization: __________________________ Age Group__________

Mailing Address: __________________________ City: ____________ State: ______ Zip__________

Phone: ___________________________ Cell Phone: __________________________ Another #___________

Email Address: __________________________ Tournament Website: ________________

Insurance Company: __________________________ Policy#: __________________________ Expiration Date: ________________

Cecil County Government must be named as an additional insured
USE OF COUNTY FACILITIES:
Cecil County recognizes that the use of the park facilities is frequently desired by numerous groups in order to carry on their activities. The following rules and regulations are established to insure equitable use among all user groups.

FACILITY RULES:
1. Vehicles must park in designated parking areas. There are NO VEHICLES, unless authorized, permitted on any grass surface areas of County facilities. It is the responsibility of the applicant to ensure that vehicles do not park in undesignated areas. Failure to comply may result in termination of issued permit.
2. User responsible for clean – up of all trash and debris subsequent to use
3. Electricity is not available for usage in the park
4. Alcoholic beverages, illegal drugs may NOT be consumed on county property. Those under suspicion will be asked to leave the premises.
5. Consideration of others using the park is important
6. Smoking and tobacco products are not allowed
7. Tournament participants are prohibited from scaling perimeter fences to access the fields.
8. Grills are prohibited without prior approval.
9. Fields may be closed and/or reservations cancelled when warranted (i.e., special events, maintenance projects, inclement weather.
10. Specific policies are posted on site and must be observed. Verbal instructions issued by staff should be strictly followed.
11. All visitors to CCPR Facilities are expected to be good citizens and respect the rights of others. Individuals who engage in unacceptable or irresponsible behavior may have their access to Calvert Regional Park revoked or modified indefinitely.
12. Field Rental starts when teams arrive for warm-up.

Tournament Rentals: (See Calvert Guidelines for other fees and requirements)
- Grass Fields: $700 per day/per field NRES, $300 per day RES
- Synthetic Turf Field: $700 per day/per field NRES, $300 per day RES
- Turf Lights: $35/hour RES, $50 per hour NRES @ Calvert or $75/hour @ PVILLE

Rental Fees: The length of the rental period includes preparation, set up and tear down/ clean – up times

APPLICATION PROCEDURE:
Groups interested in using County Park facilities must submit an application to the Parks and Recreation Department at least 7 days prior to the date of the requested event. Each application must contain a signature of the individual directly in charge of said activity. Once use is approved an invoice will be sent to the applicant. A 10% deposit will hold the request. Payment in full will guarantee the scheduled use. Each application must be submitted with PROOF OF LIABILITY INSURANCE. CECIL COUNTY MARYLAND MUST BE NAMED AS AN ADDITIONAL INSURED.

AGREEMENT
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 the 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. I have read the Calvert Guidelines and am aware of all of the fees, requirements and regulations associated with my requested event.

Applicant’s Signature: ___________________________ Date: ___________________________