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***City of New Carrollton:  
Recreation Facilities Rules and Regulations***

**Policy:**

To encourage maximum use of the City’s recreational facilities for recreation and social purposes for New Carrollton organizations and residents. Residents of New Carrollton will receive preferential treatment in the registration and use of City recreational facilities for their personal use only. Residents do not need a permit for pick unscheduled use on an outdoor recreation facility during “open time” as defined below.

**I. 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) **“City Recreation Board”**: The New Carrollton Board of Recreation Facilities, (Recreation Board), is made up of the Assistant City Administrator, City Clerk, a representative of the City’s Police Department, and a representative of the Public Works Department.
- 4) **“City”**: The City of New Carrollton, 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” *See appendix A.*
- 6) **“City Located Youth Organization(s)”**: Any recreational organization whose membership consists primarily of young residents under the age of 18 of the City of New Carrollton, (at least 75%) who meet regularly at a physical location within the current corporate limits of the City and New Carrollton based school sponsored sports activities.
- 7) **“Emergency Request”**: Those requests for use of City owned or operated recreation facilities that are submitted during the actual week of the requested time for recreation facility use.
- 8) **“Fall”**: The fall season refers to the fall season for use of city fields and facilities. The fall season is from August 1 through the second Saturday of November of said year.

9) **“Open time”**: All hours specifically reserved for unorganized use by the residents of the City of New Carrollton. 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.

10) **“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 New Carrollton, who meet regularly at a physical location within the current corporate limits of the City.

11) **“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.

12) **“Outside Organization(s)”**: Any organization requesting recreation facility use that does not meet the definitions set forth in both Definitions #6 and #10 above.

13) **“Permit”**: Permit for recreation facility use for a specific requesting organization, as approved by the Board.

14) **“Resident”**: Any individual who currently resides at an address within the corporate limits of the City.

15) **“Rules and Regulations”**: The current “City Recreation Facilities Rules and Regulations”

16) **“Spring/ Summer”**: The spring/ summer season refers to the spring/ summer season for use of city fields and facilities. The spring/ summer season is from March 1 through July 31 of said year.

17) **“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 New Carrollton Public Works Department shall make this determination.

## II. General Information

*Mission of the Recreation Board:* The Recreation Board shall be responsible for insuring the maximum appropriate usage of City owned or operated recreation facilities. Furthermore, the City Board shall also work to promote the usage of City recreation facilities by the community. The City Board shall be charged with maintaining full recreation facility use schedules, including designated open times for general use, during any given period of time. The board shall meet at least twice a year, on the first business day after December 15 and June 15.

## III. Scheduling Procedures for City Recreation Facilities

1. Application for use may be made, in writing, to: City of New Carrollton, 6016 Princess Garden Parkway, New Carrollton, MD 20784 or by filling out the online application on our website. Organized teams must submit, in writing, a proposed schedule for each sport along with the “Application for Recreation Facility Use” for approval by the Mayor and the Recreation Board. Extensions, schedule adjustments, or additional items must be submitted separately, when and if needed. Use prior to permitted dates and times is not allowed and will lead to an automatic rejection of an application/permit. Whether or not a school or other entity applying for field use has access to other fields that are usable for the same purpose is relevant in determining whether to grant requests for use of City fields.

- a. Requests for spring/ summer use shall be submitted with a preliminary schedule by the preceding **March 31 (close of business)**. Final schedules must be submitted by **May 15** based on actual field usage need (number of teams, practices, players, etc.).
- b. Requests for fall use shall be submitted with a preliminary schedule by the preceding **July 31 (close of business)**. Final schedules must be submitted by **August 15** based on actual field usage need (number of teams, practices, players, etc.).
- c. Requests for special event use shall be submitted **no later than one (1) months prior** to the date requested. Special events will be reviewed by the Recreation Board and approved by the Mayor or his designee.

2. It is intent and purpose of the Mayor 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 scheduling, a meeting will be held with the youth organizations and representative of the Recreation Board to resolve the conflict. If the New Carrollton Boys and Girls Club (“NCB&GC”) and another user cannot reach a resolution then the NCB&GC shall have precedence. The recommendation of the Recreation Board will be presented to the Mayor and a final decision rendered.

3. Permission may be granted by the Recreation Board or the Mayor 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 a written request to the Mayor and the Recreation Board, (as described in Article III, 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 Mayor and the Recreation 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 the **“Rules and Regulations,”** documented misuse of any City owned or operated recreation facilities, or improper recreation facility cleanup.

5. The City of New Carrollton, City employees, and/or 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 sanctioned 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. The City of New Carrollton must be named as also insured on the applicant Certificate of Insurance.

6. After receiving all requests for recreation facility use for any given season, the Recreation Board, will 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 also to allow the City 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. An up-to-date copy of these “Rules and Regulations” shall be provided to all requesting organizations at the time of the Orientation Meeting. Additionally, an up-to-date copy of these “Rules and Regulations” shall be posted on the city’s website. It shall be the responsibility of each requesting organizations’ Contact Person to 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 shall be asked to designate a specific “Contact Person” who shall be charged with keeping all interested parties informed of any issues that may arise in regards to their use of City recreation facilities. A Contact List shall be developed and distributed to all requesting organizations that have received a permit for use of City owned or operated recreation facilities. 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 Recreation Board; and the names and the telephone numbers of the designated representatives of the City of New Carrollton 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.

#### IV. User Fees

All organizations that utilize City owned or operated recreation facilities have the responsibility to share equally in the costs of upkeep for these facilities. Consequently, the following basic User Fee Schedule (for both regularly scheduled use and special event use) shall exist:

**1. City located youth organizations:** Any youth organization that is headquartered in the City and/or has a majority (75%) of their members/participants as City residents, 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. (However, the \$200 deposit must still be submitted).

**2. Outside Organizations:** Any requesting organizations that are neither located within the City nor have a majority of their members as City residents shall be required to pay a season fee of \$100/day/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 Mayor 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. Supplemental Service Charges:** In addition to the basic user fees described above, the following additional charges exist:

**a.** An additional season fee of \$25/day/field of use shall be charged for the use of lighting at any City owned or operated recreation facility if the facility has lighting and is reserved for use going beyond 4:00 PM

**b.** An additional service charge of \$20/day/field 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, the “Application for Recreation Facility Use” shall govern the rights and responsibilities of both the Recreation Board and the City, and the requesting organization, in relation to the usage of City owned or operated recreation facilities.

**5.** The Recreation Board reserves the right to periodically review this User Fee Schedule and to make any adjustments deemed appropriate at that time.

**6.** The Mayor may, at his/her discretion, waive these fees and location based requirements for organizations or individuals, so long as the organization or individual’s event has over seventy-five percent (75%) of its participants as residents of the City of New Carrollton; demonstrated by a roster of names and addresses of those persons participating in the organization or event.

**7.** The following may not be waived by the Mayor: All organizations are required to put down a refundable maintenance deposit of **\$200 per application**. Any individual/organization that is given a key to a facility will forfeit the \$200 deposit if the key is not returned at the end of the season.

*ALL PAYMENTS ARE TO BE MADE TO THE "CITY OF NEW CARROLLTON". THE CITY ACCEPTS CHECKS, MONEY ORDERS, OR CREDIT CARDS ONLY.*

## **V. Specific Rules Regarding the Use of Recreation Facilities**

1. **Permits.** 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 Recreation Board, with the exception of designated open times for unorganized use. 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 Mayor, with the input of the Board as a whole.

2. **Commercial Use.** The City's recreation facilities are to be used for sports, recreation and other approved non-profit uses. The use of any City owned field for any commercial, for-profit, or recruiting purposes must be approved by the Recreation Board. Any individual or organization found to be in violation of this rule shall immediately have their license revoked, requested to leave the city owned field, and forfeit all fees and deposits.

3. **Youth Memorial Sports Park.** Scheduled use of the Youth Memorial Sports Park shall be restricted to only soccer teams consisting of children 18 years of age or under. Organizations or teams not meeting this requirement shall not be permitted to use the Youth Memorial Sports Park Field. These "Rules and Regulations" shall govern the use of this particular facility.

4. **Vehicles.** No vehicles (including bicycles and motorcycles), except those authorized by the City, shall be allowed on the field portion of any City owned or operated recreation facility at any time or under any circumstances.

5. **Field Usage Times.** All organized activities shall begin no earlier than 8:00 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 Mayor.

6. **Sunday Use.** Under normal circumstances, only the Mayor, with the advice 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 – but the Mayor of the City is not available prior to the date of the proposed field use, authority is granted to the City Administrative Officer or highest available city officer to provide final authorization for the event. The City Administrative Officer or acting grantor is required to report such action to the Mayor in a timely manner.

7. **Fields Deemed Unsuitable For Use.** 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 on the City's website. 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 reopened by an appropriate representative of the City staff. If any City owned or operated recreation facility is posted closed at 9:00 am on a Saturday, a Sunday, or a holiday, then no further consideration for reopening 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 the City website for 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 or post these postings of facility closures.

After any specific game has begun, the umpire/official has the authority to declare that particular recreation facility as unsuitable for use.

**8. Severe/Inclement Weather Policy.** The City of New Carrollton has adopted the following policy with respect to severe weather. All organizations using City Recreation Facilities must adhere to these rules:

- a) Thunder/Lightning Policy
  - 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.
  - In the event that thunder and/or lightning can be heard and/or seen, you must allow thirty (30) minutes to pass after the last sound of thunder and/or last lightning strike prior to resuming play. If during that 30 minutes thunder and/or lightning can be heard and/or seen again, you must restart the 30-minute "watch".
  - If you can't 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.
- b) Other Inclement Weather
  - In the event of heavy rain, especially where "pooling" occurs on the field, play should be halted until such time as the rain has subsided.
  - Play should also be halted and shelter sought in the case of hail, dangerous high winds or other weather events.

**9. Field Lighting.** Only the City of New Carrollton 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 Works 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 Sunday: Lights on at dark, off at 10:15 p.m.
- Exceptions: This granted by the Mayor

**10. Storage of Personal Equipment.** The Field Use Permit does not include the use of City of New Carrollton facilities to store sports equipment. The City is not responsible for equipment left at or in any City recreational facility, shed or building.

**11. Field Maintenance.** Maintenance and/or conditioning of City owned or operated recreation facilities shall be the exclusive responsibility of the City of New Carrollton 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. Lining of the fields is permitted with a non-permanent field lining material.

**12. Alcoholic Beverages Prohibited.** Sale, possession, or consumption of any alcoholic beverage or any glass-bottled beverage of any kind is prohibited in or at any City owned or operated recreation facility. From time to time, exceptions may be granted with the approval of the City Council.

**13. Harassment.** Harassment of any representative of either the Recreation Board or of the City of New Carrollton may subject the individual or group to the cancellation of their permit to use City owned or operated recreation facilities.

**14. Misuse of Recreational Facilities.** Additionally, any egregious misuse of City owned or operated recreation facilities may subject the individual or group to either: make appropriate financial restitution (in addition to forgoing their maintenance deposit) 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 Recreation Board.

**15. Special Circumstances.** In the event that there are any special situations or circumstances that are not specifically described within this document, the Recreation Board and/or the Mayor reserve the right, after appropriate consideration, to make a reasonable determination as to how that situation or circumstance shall be governed.

Any individuals or organizations that have questions about the contents of this document are to forward these questions to the: City of New Carrollton Board of Recreation Facilities, 6016 Princess Garden Parkway, New Carrollton, MD 20784