



Parks/Fields Permit Allocation

The permit may be submitted by any resident of the town if it is for personal use. If the permit is for a sports team or organization, the permit must be submitted by the head of the organization, an authorized representative (e.g. Commissioner of a sport or age group) for the organization or individual coach not associated with an organization permit e.g. SAMS Soccer). Businesses should be represented by the owner.

Allocation of fields/parks will be in the following order:

1. Town of Poolesville Municipality Activities
2. In-town organizations
 - a. Non-profit
 - b. For profit
3. In-town individuals
4. County organizations
 - a. Non-profit
 - b. For profit
5. County individuals
6. Non-County organizations
 - a. Non-profit
 - b. For profit
7. Non-County individuals

In the event that a resource is requested by multiple organizations, such as sports teams, the organization with the highest percentage of town residents or representing town residents will be considered over those with a smaller percentage of town residents. Historical use organizations will receive preference over new organizations.

Instructions for permit holder

Permit holders may surrender unused time to the town, so it may be made available to others who may need/want a field or portion of a park.

Sports organizations permit requests are due by February 15 for the spring season and August 1 for the fall season.



Instructions for permit holder (cont.)

Permits are NOT transferable. Insurance certificate must be presented or on file for Sports Organizations. Permit holder is responsible for cleaning up and any damage to the field.

Parks/Fields Status (Open/Closed)

The fields are considered unavailable if the Town closes them due to adverse weather. Do not use the fields if: there is standing water on the field or sinking into the field or play would cause damage to the field. Your permit will be revoked if you use the fields when the town has closed them.

The Town will determine by 3 PM on weekdays if the fields are closed or open. Field status designations may be Open, Closed, Partial Closure (e.g. Infield closed, grass areas open, etc.). After 3 PM, the field status will be determined by the on-site official (e.g. Umpire/Referee). Weekend games/practices will be at the coach's discretion, based upon the posted guidelines for use. These rules and guidelines are also on the User Acknowledgement Page.

Parks/Fields Permit Fees

A rental fee will now be required. Field permit fees* are \$5/hour or any part of an hour. Total fee is due upon issuance of the permit. The Tournament/Event fee structure (for ages 7 and up) is reflected in the following table. "Other" refers to items such as Bike Races, Road Races or non-sport events.

Tournament/Event Fees

Soccer/Lacrosse	\$200/Day per field
Baseball/Softball	\$400/Day per field
Other	\$150/Day per field

Teams and Permit holders will be held responsible for damage to a field.

Cancellations Refunds/Credits

When requested, credits will be issued for field use cancelled due to inclement weather in accordance with Parks/Fields closure protocol. COACHES: If you close a field after hours or on weekends, please email Town Hall at townhall@poolesvillemd.gov stating field status and closure date. Account balances will be reconciled at the end of the season.

[Apply For Permit](#)



Seasonal Permit Holder - User Acknowledgement

Hours of operation

- Town fields and parks, shall be open to the public from dawn to dusk, Sunday through Saturday, March through November, for all facilities unless otherwise designated. It is however required that no field sport activity continue beyond 9:00 PM except by special permission of the Town Manager or authorized designee.

General Rules

The following list is a subset of prohibited activities unless approved by the town Commissioners:

- Drinking or possession of alcoholic beverages.
- Money making ventures except for non-profit groups proving 501(c)(3) tax status, and/or as approved by the Parks Board for Town sponsored events.
- Attaching or posting notices, signs or any other objects.
- Conducting of surveys, interviews, or polls.
- Using metal detectors and digging into the surface on park property.

Guidelines for field use:

- No dogs on the field
- No glass bottles on the field
- The field is not to be used if
 - it is raining or lightning
 - there is standing water
 - it is wet/muddy
 - the ground, when stepped upon, is soft enough that you sink in
 - play could result in damaging the field or injury to a player

If field is closed by someone other than Town Staff (Coach, Umpire, etc.) you must notify Town Hall at townhall@poolesvillemd.gov with reason for closure and date, in order to receive a refund for those hours.

I acknowledge and agree to the above terms.

Signature: _____

Date: _____