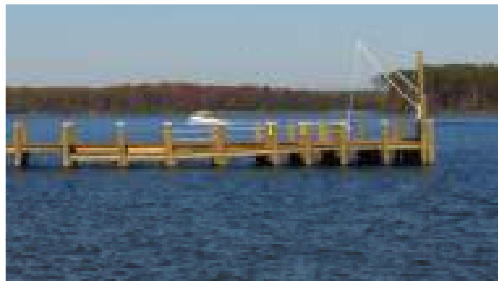


St. Mary's County Department of Recreation and Parks



Park Policies and Procedures Manual



**Adopted by the Recreation and Parks Board
March 2, 2017**

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Alcohol Policy

Consumption of alcohol in county parks is prohibited except by permit at designated areas. Park permits authorizing consumption of alcohol in county parks by families, groups and organizations shall be issued upon approval by the Recreation & Parks Board contingent upon criteria set forth herein.

The Board may delegate this authority to the Director of Recreation & Parks.

The following facilities are designated as areas where consumption of alcohol may be allowed by permit:

5th District Park – Picnic Pavilion

Baggett Park – Picnic Pavilion

Dorsey Park – Picnic Pavilion

Cecil Park – Picnic Pavilion

Alcohol permit fee for Picnic Pavilions - \$100.00

The following facilities are designated as alcohol free areas:

Nicolet Park

Laurel Ridge Park

Lancaster Park

Chaptico Park

Chancellor's Run Regional Park

Seventh District Park

Cardinal Gibbons Park

Elms Beach Park

Myrtle Point Park

Wicomico Shores Park

Other Recreation and Parks areas may be designated for special events as determined appropriate by Recreation and Parks Board on a case by case basis; this authorization shall not be delegated.

Restricted Usage: For picnic pavilions, consumption shall be restricted to the pavilion and designated area. For each location, a map will be issued with the permit depicting the specific area where consumption is authorized.

For the Chancellor's Run Regional Park, consumption shall be restricted to interior spaces within the Activity Center when rented for banquets, wedding receptions, etc.

Permits for consumption of alcohol at designated areas shall not be approved if it is determined by the Recreation and Parks Director that use shall conflict with youth sports games or activities which have been previously scheduled.

Groups or organizations desiring to sell alcohol in county parks must first be approved by the Recreation & Parks Board and obtain a permit for consumption from Recreation and Parks, and then obtain a special license for sale from the Alcohol Beverage Board.

A copy of the license must then be provided to Recreation and Parks. The license must also be prominently displayed on site during sales.

If alcohol is sold in a park it shall be dispensed in plastic cups; absolutely no glass containers or cans shall be allowed in the sale of alcoholic beverages.

Sale of alcohol shall only be considered for one or two-day events and only with authorization from the Alcohol Beverage Board. Sale shall not be considered for ongoing, regularly scheduled programs or activities.

Appropriate signage shall be prominently displayed in all parks indicating that it is unlawful to consume alcohol except by permit.

It is the responsibility of Recreation and Parks to supervise and monitor the activities and functions in the parks.

Recreation and Parks shall encourage local and state law enforcement agencies to strictly enforce state laws and local ordinances regarding disorderly intoxication, operation of vehicles and watercraft, and the possession and consumption of alcohol in county parks.

Park Pavilion Policy

PARK PAVILIONS AVAILABLE FOR RENTAL

Pavilions are rented Monday through Sundays and must be reserved in advance. Pavilions are shared spaces when they are not rented. Reservations have preference over general public use. Pavilions available for rental include:

Large Pavilions (Can seat 100 people)

Dorsey Park #1 (Electric and water available)

Cecil Park (Electric and water available)

Elms Beach (Electric is available, but no running water; portable restrooms provided)

5th District Park (Electric and water available)

Small Pavilions (Can Seat 60 people):

Chancellor's Run Regional Park (No electric or water)

John Baggett Park (Water and Electric)

Nicolet Park #1 (No electric, No Water)

Lancaster Park #1 & #2 (No electric or water)

Dorsey park #2 (No water, No electric)

PAVILION FEES

Large Pavilion Fee - \$150.00 (5th District, Cecil, Dorsey #1 & Elms)

A mandatory Park Attendant staffing fee for groups over 200 will be charged at a rate of \$10/hr for number of hours of event. Group rentals of 200+ people must be reserved a minimum of two weeks prior to rental.

Small Pavilion Fee - \$100.00 (Nicolet #1 & #2, Dorsey #2, Chancellor's, Baggett and Lancaster #1 & #2)

Alcohol Permit - \$100.00 (Not permitted at Elms, Nicolet, Chancellor's and Lancaster)

For more information please call the Recreation and Parks main office at 301-475-4200 ext. 1800. For more information visit the county webpage at:

www.stmarysmd.com/recreate/facilities/index.asp

Park Picnic Pavilion Usage Regulations and Permits

An employee will periodically be checking activities in the park and monitoring pavilion usage regulations.

It is unlawful to consume alcoholic beverages in county parks, except by a permit issued from Recreation and Parks. Some parks are designated as alcohol free parks; therefore permits will not be issued for these parks. Unless otherwise stated on the permit, alcohol usage is restricted to the Picnic Pavilion. See below for further information.

Where grills are available, please extinguish all charcoal fires before leaving the park.

ABSOLUTELY NO OPEN CAMP FIRES.

Due to the potential fire hazards, St. Mary's County does not allow open fires or personal charcoal grills to be brought into county parks. Personal gas grills or "wood" smokers pulled behind a vehicle are permitted.

Medical Insurance is not provided. No lifeguards are on duty at any waterfront park. Park usage is at your own risk.

To receive a refund, pavilion cancellations must be made in writing, at least four (4) weeks prior to reserved date. No other refunds, including inclement weather, will be considered.

Parks close at sunset unless otherwise noted. Users must be out of the pavilion at the designated time unless the Department of Recreation and Parks grants special permission, in writing.

Please dispose of all trash and refuse in receptacles.

If you anticipate using a ball field, you should obtain a field permit. **Organized youth and adult leagues and groups with a permit have priority for use of the ball fields.**

Please bring your pavilion rental receipt, letter of confirmation and Alcohol Permit with you on the day of your event.

Elms Beach Pavilion is not available for rental on holiday weekends.

In the event of inclement weather check the Department cancellation line at 301-475-4200 ext. *1840 or visit the website at www.stmarysmd.com/recreate; click on updates. Inclement weather refunds are only given if the Department of Recreation and Parks cancels a reservation. If pavilion rentals are canceled due to inclement weather the cancellation information will state pavilion rentals cancelled; "field closures" do not mean pavilion rentals are canceled.














A fee will be assessed if numbers attending go over the projected amount at the time of rental.

Elms Beach Park requires a park entrance fee between May 1st and Labor Day Weekend. Any guests to a pavilion rental during those dates will be required to pay the entrance fee.

Pet Policy at County Parks and Facilities

Pets are allowed in outside county park areas and must be on a leash at all times. Pets are to be under direct supervision of an adult while in the park area. Pets are not to be tied to trees, picnic tables, chairs, etc. or left unattended. Pets are not allowed on athletic fields. Owners are responsible for cleaning up after their pets and disposing of waste in the proper manner. Owners are legally responsible for their pet's behavior. Pets must have up-to-date vaccinations. Pets are not allowed inside indoor facilities with the exception of assistance animals.

Dog Park at Lancaster Park

-  Owners must be inside the fenced off-leash area at all times, with leash in hand. Outside of fenced area, dogs must be leashed.
-  **Dogs showing any sign of aggression must be removed immediately from park.**
-  Owners are legally responsible for their dog's behavior. St. Mary's County Government is not responsible for injuries to persons or pets. Use park at your own risk.
-  Owners must immediately clean up after their dogs and fill in any holes.
-  Bring children at your own risk. Young children must be with an adult and remain seated on benches provided.
-  Dogs in heat are prohibited.
-  Puppies under four (4) months are prohibited.
-  No more than two (2) dogs per handler allowed.
-  Dogs must be licensed and immunized. No dogs with communicable diseases or infections.
-  Professional dog trainers may not use this facility to conduct their business.
-  Dog toys are not allowed in dog park.
-  No food or treats (human or dog) are allowed in dog park.
-  No smoking or tobacco in/around the dog park.

Skate Park/BMX at Nicolet Park Rules and Regulations

1. This facility is used by both experienced and inexperienced skateboarders, in-line skaters and BMX bicycle riders. Serious injury may result from being hit by skateboard or falling or colliding with other users. St. Mary's County Government does not assume responsibility for injuries- **SKATEBOARDING, IN-LINE, & BMX BICYCLE RIDING IS AT YOUR OWN RISK.** Medical insurance is not provided.
2. Patrons must abide by staff instruction at all times.
3. All participants 18 years old and older must complete and sign a waiver form to enter the facility.
4. All patrons 17 years of age and under must have a parent or guardian complete and sign the waiver form to enter the facility. The waiver must be signed in front of a park employee.
5. All skaters, in-liners & BMX bicycle riders must wear a helmet.
6. All safety gear must be in good condition. Patrons not wearing the appropriate safety gear will not be allowed to skate.
7. **Due to safety concerns, spectators who are not skating, in-lining or riding BMX bicycles may not enter the Skate Park while activity is in progress. Spectators must remain outside the fence.**
8. Smoking, alcohol or drugs are not allowed. The skatepark is an alcohol and drug free facility.
9. The Department of Recreation and Parks reserves the right to change the schedule as necessary; see posted hours of operation.
10. BMX stunt pegs must be **REMOVED** from bikes before entering the park.
11. BMX bikes are **NOT ALLOWED** in the cloverleaf pool area.
12. All skateboards, in-line & BMX bikes must be in a good repair as determined by staff.
13. All food and drink must be consumed in the pavilion area.
14. Trespassers will be arrested and prosecuted.
15. For inclement weather cancellations, please call 301-475-4200 ext. *1840.
16. Vendors must contact Recreation and Parks before being allowed on the premises.
17. Wet conditions on the concrete skating surface will close the park.
18. Snow and ice on the concrete skating surface will close the park.
19. On days when temperatures are forecasted to be below 40 degrees, the skatepark will be closed.

*Legal Guardian includes those whom have been given the legal authority to make decisions on behalf of a minor. Friends of the family, relatives, etc. whom the child is visiting are not eligible to claim legal guardianship. In the event a parent or legal guardian is unable to accompany the minor at the time of registration, the County will accept a notarized signature on the official waiver form.

Spray Park at Nicolet Park Rules and Regulations

1. Children ages 8 & under must be accompanied/supervised by a parent or guardian at least 13 years of age or older.
2. Parents/Guardians must remain with children for supervision while in the spray park area.
3. Refunds will not be issued for cancellations.
4. If the Department cancels your party due to inclement weather or mechanical failure an alternate date may be offered, if an alternate is not available, a full refund will be issued.
5. In the case of inclement weather, check the Department cancellation line at 301-475-4200 ext. *1840 or visit the website at www.stmarysmd.com/recreate, click on the red Announcements and Latest Updates. Inclement weather refunds are only given if Recreation and Parks cancels a reservation.
6. No pets allowed in or on the Spray Park or pavilion area.
7. Children wearing diapers must wear a "swim diaper" if using the Spray Park
8. Only rubber soled shoes allowed on Spray Park rubber deck.
9. For your safety, please do not climb on spray apparatus, railings or barriers.
10. No skateboards, bicycles or roller skates are allowed on the Spray Park.
11. Medical Insurance is not provided. No lifeguards are on duty at the spray park. Park usage is at your own risk.
12. Parties renting the morning time slots must exit by 11:45 a.m.; individuals are permitted to re-enter the Spray Park after paying the \$2.00 entry fee (per person).
13. Spray Park party rentals will have the use of the shared pavilion adjacent to the Spray Park.
14. Alcoholic beverages are not permitted in Nicolet Park.
15. Smoking is not permitted in the fenced Spray Park area.
16. Please dispose of all trash and refuse in receptacles.
17. Please bring your party confirmation receipt with you on the day of your event.

Merchandise Sale Policy

The sale of merchandise in County Parks or Recreation Facilities to include food, beverage, clothing, and equipment, shall be permissible only under the following conditions:

1. If the activity, program, or event is sponsored or co-sponsored by Recreation and Parks.
2. If the activity, program, or event is sponsored by a Youth or Adult Sports League which is an Affiliated League of Recreation and Parks as determined by the Department.
3. If the activity, program, or event is sponsored by a not-for-profit organization with all proceeds from the sale going to the not-for-profit organization.
4. Groups or organizations conducting sale of food and beverage must comply with all pertinent local and state Health Department Regulations. Groups must contact the Health Department two weeks prior to event. A copy of all Health Department certifications must be presented to Recreation and Parks prior to event. The Health Department permit must be prominently displayed in public view while event is taking place.
5. Groups or organizations conducting sales of merchandise must comply with all pertinent local, state, and federal laws pertaining to sales tax and reporting of income.
6. Private businesses, individuals, or vendors shall not be permitted to sell merchandise unless permitted to do so by the Recreation and Parks Director or designee. An appropriate fee shall be charged for issuance of permits. All private vendors related to sale of food, must have a St. Mary's County Health Department license and liability insurance certificate on file with Recreation and Parks.
7. Any league, group, organization or business wishing to sell food, beverage, or merchandise in a County Park and Recreation Facility shall submit a Merchandise Sale Request form and be issued a permit to do so.

Fee Schedule:

Seasonal Fee

Sponsored/Volunteer League (self-administered) = No Charge

League vendor contracted by the league = \$250

Tournaments

Adult Tournament = \$100 per day per field

Youth Tournament = \$75 per day per field

Pre-Employment Requirements for Employees

AGE	The minimum age for employment with Recreation and Parks is 16 years of age.
SCHOOL	Youth between the ages of 16 to 18 applying for employment are required to meet the State of Maryland and St. Mary's County school attendance guidelines and provide a work permit.

Hunting and Camping on Park Lands

There shall be no hunting or overnight camping on any lands managed or leased by the Department of Recreation and Parks unless specifically authorized.

Recreation and Parks will make a public announcement if hunting or camping will be permitted in a specifically designated area. The department will also specify the dates and time of these occasions.

Public Bow Hunting at the County Managed Elms Site

To apply for an annual bow hunting permit at the Elms site, visit the Recreation and Parks office weekdays between 8:00 a.m.–5:00 p.m. at 23150 Leonard Hall Drive, Governmental Center Complex, Leonardtown, MD 20650. Applicants may also call 301-475-4200 x1800 for an information packet or download forms from the website at www.stmarysmd.com/recreate and mail in/fax in the registration. Hunters must have a valid Maryland Hunting License and complete and return a Waiver of Liability form to apply.

1. Only bow hunting is allowed on this 85-acre site. The annual deer bow hunting season is generally between September 15 and January 31 each year (see State hunting regulations for specific dates).
2. The Department of Recreation and Parks (R&P) is the managing County agency for this site and will administer the hunter registration and permit system. The Department's Park Operations Coordinator is responsible for site management.
3. Hunter access to the County managed site is from the Elms Beach Park entrance road, just off Bay Forest Road. A hunter's kiosk, information board, and small parking area are available for hunter use. Hunters are not allowed to access the site from the State of Maryland managed hunting area.
4. No more than six (6) bow hunters are allowed on the site at any given time. This will be monitored by a daily hunter sign-in sheet on an honor system basis and periodic monitoring by R&P staff. The St. Mary's County Sheriff's office will handle enforcement of regulations related to unauthorized hunters on the site.
5. To hunt on this site, hunters must have a valid Maryland hunters' license; a permit from R&P displayed on the vehicle dash; and sign-in and sign-in out at the information kiosk.

Permission to bow hunt does not include permission to use a fire arm, trap, target shoot, build tree stands, camp, build fires or litter. Failure to comply with these rules may result in a suspension or revocation of hunting permit

Public Bow Hunting at Myrtle Point Park

Bow hunting is available at Myrtle Point Park. This is in partnership with the Maryland Department of Natural Resources. The managed program will follow all established season dates and limits; however, no Saturday hunting will be permitted in October. Saturday hunting will be allowed in November, December and January.

Access to the park will require possession of a free Southern Region Public Hunting Permit and a daily reservation. Hunters must park in designated areas only and observe all posted boundaries. The seasonal parking permit must also be displayed on windshields.

Permitting of this hunting activity is through DNR's Wildlife Heritage Division at the Myrtle Grove Wildlife Management Area. For additional information, contact Myrtle Grove Work Center at (301) 743-5161.

Metal Detector Use in Parks

Metal detectors may be used in park facilities, but absolutely no digging is allowed. If an item is found above ground, patrons may pick it up. Patrons are not allowed to dig.

Remote Controlled Vehicles

The use of remote controlled airplanes, cars/trucks, rockets, helicopters, drones etc. is prohibited in all county parks.

Geocaching

GUIDELINES FOR HIDING A CACHE

All county parks are open for potential Geocaching. However approval must be obtained from the St. Mary's County Recreation and Parks **prior to placing a cache.** To obtain approval, you must submit a completed Cache Approval Form. In most cases, you will be advised of a decision within three (3) business days.

1. In cases where a cache location is not approved, R&P will recommend a more appropriate location for placement.
2. A **transparent container is required.** DO NOT use PVC pipe, ammo cans or any other military-looking container that may cause alarm should an unsuspecting person happen upon the cache.
3. DO NOT dig any holes or disturb the surrounding environment. DO NOT attach caches to live trees or structures of any kind.
4. DO NOT place your cache in plain view. Attempt to conceal the cache to minimize the chances that a non-participant will spot it, which could lead to worry, theft or vandalism. Try to hide the cache off the beaten path by at least a few yards to provide the finder some measure of privacy to sign the log without arousing undue alarm.
5. Clearly mark the container with the appropriate identification, such as Geocaching.com and the name of the cache. Place a stash note that includes an explanation of the sport to any non-participants who may discover the cache.
6. Think SAFETY when hiding and/or seeking a cache. Use common sense!
7. As a cache seeker or cache owner, **you must abide by park hours and all other rules and regulations.** Carry documentation such as the cache detail sheet, so that you can explain your activity to anyone who may ask.

Park Athletic Field Fee Policy

To offset the direct costs of operation of some County park facilities, a user fee shall be charged. This fee shall be established by the Recreation & Parks Board upon the recommendation of the Director and shall be reviewed annually by the Board.

Fees shall be established for special facilities to include all lighted ball fields, all athletic fields at Chancellors Run Regional Park, and reservations for picnic pavilions.

1. ATHLETIC FIELDS

A. Cost for Day Games – Regional Park Only:

1. Adult Baseball/Softball \$25 per Game
2. Adult Soccer \$25 per Game

B. Cost for Night Usage on Lighted Fields

1. Youth Baseball/Softball \$35 per Game
2. Adult Softball/Baseball \$35 per Game
3. Youth Soccer/Football/Lacrosse \$35 per Game
4. Adult Soccer/Football/Lacrosse \$35 per Game

C. Tournaments

The Recreation and Parks Director or designee shall determine the fee for field usage for tournaments. This fee shall, at a minimum, recover costs associated with the tournament but will take into consideration potential concession revenue, etc. The fee may be based upon the per-game cost, a flat fee per field, or another negotiated basis.

Current Fee Guidelines:

\$200 deposit for each park that a tournament is scheduled
(due at the time of reservation to hold fees)
\$35 per team entered plus
\$15 per day game, plus
\$35 per night game

D. Camp Fees

- i. Private Vendor = 10% of registration fee per participant
- ii. Volunteer Youth Sports League – 5% of registration per participant.

2. COURTS – TENNIS/PICKLEBALL/BASKETBALL

A. Town Creek lights - metered

B. Camp Fees

- i. Private Vendor = 10% of registration per participant
- ii. Volunteer Youth Sports League – 5% of registration per participant.

The Recreation and Parks Director or designee may at his/her discretion adjust the fee under certain circumstances, such as if the user provides approved field maintenance.

Facility Usage and Fees Athletic Fields and Lights

<u>PARK</u>	<u>TYPE OF FIELD</u>	<u>USER GROUP</u>
5 th District	Football/Soccer/Lacrosse	Youth Football League Youth Lacrosse League Adult Field Hockey League
5 th District	Baseball 90'	Youth Baseball League Multiple Youth Travel Baseball Teams
5 th District Dorsey Park	Soccer (Field #1 & #2) Football/Soccer/Lacrosse	Youth Soccer League Youth Football Leagues Youth Travel Football League Youth Soccer League Youth Lacrosse League Youth Travel Lacrosse League Adult Rugby League Adult Soccer League
Dorsey Park	Baseball 90'	Youth Baseball League Travel Baseball Leagues
Dorsey Park	Baseball 60' (3)	Youth Baseball Leagues R&P Kickball League Youth Travel Baseball
Dorsey Park	Tennis Courts	Youth & Adult Tennis Assoc. Adult Pickleball League
Chancellors	Baseball 90'	Youth Baseball League Adult Baseball League Youth Travel Baseball League Soccer/Football (fall practice)
Chancellors	Softball 60' (3 fields)	Youth Baseball League Adult Softball Leagues (4) Youth Soccer League (fall practice) Youth Football League (fall practice)
	Soccer	Youth Soccer League Youth Travel Soccer League Youth Lacrosse League
Lancaster	Multipurpose	Youth Football League Youth Lacrosse League Youth Travel Lacrosse League
Cecil Park	Baseball 90'	Youth Baseball League Adult Baseball League

Athletic Field Lighting shall not stay lit past 11:00 p.m. on any evening without prior permission by the Parks Division. Games must end by 10:45 p.m. to allow time for spectators and players to exit area safely.

Fees for lighted fields:

Currently various groups are paying the electric bills for the various fields that they typically utilize. Due to the increase in the number of leagues that are requesting lighted fields, the Department may need to start utilizing these fields for additional groups. By doing so, staff will need to establish a set fee for field use with lights.

Current cost for use of athletic fields with lights - \$17.50 per hour (2 hour minimum).

Tennis Courts/Pickleball Courts with Lights

Tennis Courts with Lights

Locations: Dorsey Park: Double Court (Tennis)
Three Courts (Pickleball) (Designated with dots)

Town Creek – Double Court

Dorsey Park

Lights are available year round.

Lights are on an on-demand system and timed.

Town Creek

Lights available year round.

Coin operated system – Lights cannot operate after 11:00 p.m.

Tennis Courts/Pickleball Courts without Lights

TENNIS

Cardinal Gibbons – Single Court

Cecil Park – Two Double Courts

Chancellors Run Regional Park – Double Court

Fifth District Park – Double Court

Jarboesville Park – Five Junior Courts

Baggett Park – Double Court

Seventh District Park – Double Court

PICKLEBALL

Seventh District Park – 5 courts

Baggett Park – 3 courts

Chancellors Run Regional Park – 3 courts (designated with dots)

Athletic Field Permits & Court Reservations Policies and Procedures

Organized leagues and groups with a field permit have first priority for field use. Multi-purpose game fields (football, soccer, lacrosse and field hockey) are reserved for league games and authorized practice only. However, multi-purpose practice fields or grassy areas are available for the general public when not in use by leagues. Baseball/softball fields, Tennis Courts/Pickleball Courts may be used by the general public when not in use by leagues with permits. A permit can be obtained by contacting Tyrone Harris's office at 301-475-4200, ext. *1670. Permits are issued by the following policies:

1st Priority: Youth Sports Leagues that have been utilizing specific field space for 5 years or more have the first priority to those fields during their respective season.

2nd Priority: Adult Sports Leagues that have been utilizing specific field space for 5 years or more have the second priority to those fields during their respective season.

3rd Priority: Youth Sports Leagues that have been utilizing specific field space less than 5 years.

4th Priority: Adult Sports Leagues that have been utilizing specific field space less than 5 years.

5th Priority: Youth Sports Leagues requesting additional space will be issued additional space, if the space is available and the league has shown the need for additional space.

6th Priority: Youth Sports Leagues beginning their first season will be issued field space that is available as determined by the Parks Division.

7th Priority: Existing Adult Leagues looking for space.

8th Priority: Adult Sports Leagues beginning their first season will be issued field space that is available as determined by the Parks Division.

Regulations:

Leagues requesting fields outside of their typical seasons will not get first priority. First priority is given to those leagues within their typical season.

League fields being permitted will be based on existing registration numbers. If growth occurs within the league, re-submission of field requests will be needed.

Permits that have been issued for fields and found not to be utilized will be re-assigned to other programs.

Copies of each League's field permits are to be given to any and all coaches/administrators who will be physically utilizing the field space. Field usage is routinely monitored and teams will be approached to see copy of permit. Failure to comply could lead to revoking the permit.

Athletic Field Permit Requests are due by the sports leagues on the following dates:

Spring and Summer Season: Due by February 1 of that year.

Fall and Winter Season: Due by July 1 of that year

St. Mary's County Recreation and Parks reserves the right to override field assignments, tennis court/pickle ball court assignments and approve or deny any requests made for athletic field space, tennis court/pickle ball court space within the county parks system.

Primary Season Description:

Spring:

- Soccer Spring Season (March – June) on Soccer Fields
- Lacrosse Spring Season (March – June) on Football Fields
- Baseball/Softball (March – June) on Baseball/Softball Fields
- Rugby Spring Season (March – June) on Football Fields
- Youth Flag Football (March – June) on Flag Football Fields
- Youth/Adult Tennis/Pickle Ball (April – July)

Summer:

- Adult Softball (July – August) on Softball fields
- Adult Soccer (July – September) on Soccer Fields
- JETS Girls Lacrosse (June – August) on Soccer Fields
- Youth/Adult Tennis/Pickle Ball (July – August)

Fall:

- Soccer Fall Season (August – Nov) on Soccer Fields
- Baseball/Softball (August – Nov) on Baseball/Softball Fields
- Rugby Fall Season (Aug-Nov) on Baseball outfields.
- Flag Football Fall Season (August – Nov) on Flag Football Fields
- Youth Adult Tennis/Pickle Ball (August – Nov)

Fall/Winter:

- Football (Sept – Dec) on Football Fields

Adult Recreation Programs

Adult recreation programs are expected to be financially self-sufficient.

Adult recreation programs shall be conducted by directly affiliated special interest volunteer groups.

Recreation and Parks shall provide facilities when requested, leadership and organization for Church League Softball, adult basketball and volleyball.

The department shall provide technical and scheduling assistance as required.

The department shall provide face-to-face leadership, with the exception of Department of Aging & Human Services programs.

Soccer Goal Policy

The Department will ensure that all Recreation and Parks or league provided metal goals at parks and schools are anchored to the ground to avoid the danger of tipping. Any goals in need of repair will be removed, repaired and then anchored into place.

Wet Field Cancellation Policy

Cancellation of games and practices due to wet fields will be a decision made by a representative of the Department of Recreation and Parks. Items that may influence the decision to cancel the use of a field could be, but are not limited to: standing water, field saturation (when foot pressure is applied to the ground, water rises to the surface), or damage to field or any item that could lead to an unsafe playing surface or environment. Practices or games may be canceled on an individual basis if some locations are deemed unsafe as determined by the Department. League presidents may contact Parks staff to request approval to play on certain fields, if field conditions allow; the league will assume all liability for damages to the fields in those cases.

Field Cancellation Notification

Cancellation of games at Recreation and Parks facilities will be determined by Recreation and Parks staff. Notice of cancellation will be posted on the county website, on the main cancellation line and the information line at Chancellor's Run Regional Park. Determination of cancellation will be made as early as possible. All county leagues are expected to abide by Recreation and Parks' decisions to cancel field usage.

Cancellation Line Phone #: 301-475-4200 ext. *1840

<http://www.stmarysmd.com/recreate>
Recreation and Parks Website

Thunder and Lightning Guidelines

Lightning is the second leading cause of storm related deaths (flooding is first). Lightning can strike up to 10 miles outside of a thunderstorm, literally a bolt from the blue. The danger from lightning can persist for 20-30 minutes or more after a thunderstorm has passed. The National Weather Service does not issue watches or warnings for lightning by itself. However the National Weather Service does advise that if you see a lightning bolt and hear the thunder in 30 seconds or less, you must seek shelter and wait 30 minutes before resuming outdoor activity. This is also consistent with the Southern Maryland Athletic Conference policy on Thunder and Lightning.

If a person can hear thunder, or see lightning, the danger already is present. A clear, sunny sky overhead with storm clouds nearby can still be dangerous.

Referees and Coaches should adhere to the following guidelines:

- If lightning is within 5 miles, the game(s) should be suspended and shelter sought. A lightning detector can identify the distance accurately but may not be available. A rough guideline is to **measure the time between the lightning flash and hearing the corresponding thunder. If it is 30 seconds or less, seek shelter.** It may not be possible to determine which lightning strike generated which roll of thunder. A simple rule: **If you can hear it, clear it!**
- Shelter should be in larger, enclosed structures. Smaller, open structures, tents, trees, isolated areas, etc., should be avoided. Cars, with windows rolled up, or buses can provide good shelter. Avoid contact with metal or other conducting materials to the outside surfaces. Do not stay in open, unprotected areas.
- **Games should not be restarted for at least 30 minutes** after the last roll of thunder is heard.
- Tournaments should inform participating teams of notification and evacuation plans and shelters near the playing sites.

Extreme Heat Guidelines

Heat is the number one weather related killer in the U.S. NOAA’s National Weather Service statistical data shows that heat causes more fatalities per year than floods, lightning, tornadoes and hurricanes combined. Heat is a problem when it prevents the body from cooling itself. The hotter the body gets, the more likely it is to increase fatigue levels, develop cramps, and increase the possibility of heat exhaustion and heat stroke. The hotter and more humid the weather, the faster these problems can develop. The Heat Index is a measure of how hot it really feels when relative humidity is added to the actual air temperature.

League administrators and tournament officials are responsible for monitoring the Heat Index (by weather radio, online or the Weather Channel) and keeping the participating teams and game officials informed of the Heat Index. Coaches are encouraged to also monitor the conditions.

The following Heat Index is provided to assist park staff and users in understanding the dangers involved in participating in sporting and recreational activities in extreme heat.

Heat Index Chart (Temperature & Relative Humidity)																
RH (%)	Temperature (° F)															
	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105
90	119	123	128	132	137	141	146	152	157	163	168	174	180	186	193	199
85	115	119	123	127	132	136	141	145	150	155	161	166	172	178	184	190
80	112	115	119	123	127	131	135	140	144	149	154	159	164	169	175	180
75	109	112	115	119	122	126	130	134	138	143	147	152	156	161	166	171
70	106	109	112	115	118	122	125	129	133	137	141	145	149	154	158	163
65	103	106	108	111	114	117	121	124	127	131	135	139	143	147	151	155
60	100	103	105	108	111	114	116	120	123	126	129	133	136	140	144	148
55	98	100	103	105	107	110	113	115	118	121	124	127	131	134	137	141
50	96	98	100	102	104	107	109	112	114	117	119	122	125	128	131	135
45	94	96	98	100	102	104	106	108	110	113	115	118	120	123	126	129
40	92	94	96	97	99	101	103	105	107	109	111	113	116	118	121	123
35	91	92	94	95	97	98	100	102	104	106	107	109	112	114	116	118
30	89	90	92	93	95	96	98	99	101	102	104	106	108	110	112	114
<i>Note: Exposure to full sunshine can increase HI values by up to 15° F</i>																

For the more information, please see Heat Index Charts and information at:
<http://www.weatherimages.org/data/heatindex.htm>

Private Field Liability Insurance Policies

Any private field owner wishing to put their location under the Recreation and Parks liability insurance must follow the procedures listed below and must meet all requirements.

1. Contact the Parks Operation Coordinator and supply:
 - a. Name of Property Owner
 - b. Physical Address of Property
 - c. Property amenities and dimensions
 - d. Set up appointment date and time to meet with coordinator at location
2. Complete inspection of the property with coordinator, property must meet these requirements:
 - a. Ground area is to be free of holes
 - b. Area must be level
 - c. If fencing is present it must be in good condition and safe
 - d. Area must have adequate parking
 - e. Area must be easily accessible
 - f. Area of play and surrounding general area must be free of debris and possible hazards
3. If after inspection the area is approved, the Parks Operation Coordinator will send all information to Human Resources to have the area listed on the County's Certificate of Liability as an additional insured property. A yearly copy of this certificate will be sent to the property owner.

Equipment Loan

Recreation and Parks will not loan or rent any equipment to any organization that is not a county sponsored or co-sponsored organization with St. Mary's County Government. All groups will be grandfathered that have previously used our equipment. Furthermore, equipment will only be used for county sponsored or co-sponsored events. Equipment such as tractors and trucks will only be operated by approved county employees. Equipment can be: tables, chairs, stages, etc.

Elms Beach and Myrtle Point Park Entrance Fees

WEEKEND AND HOLIDAY ENTRANCE FEE

1. Entrance fee \$5 for County residents and \$10 for non-Residents
2. Season Pass for both parks - County Residents \$20
3. Non-Resident Season Pass for both parks - \$40
4. Single Park season pass residents \$15
5. Single Park season pass non-resident \$30

Entrance fees are charged on weekends and holidays only beginning May 1st and ending Labor Day. Gates are staffed from 8:00 a.m. to 8:00 p.m. at both parks during this time.

Elms Beach and Myrtle Point Park Rules

Park hours are 8:00a.m. until 8:00p.m. **PARK AND PARK GATE CLOSE AT 8:00p.m..All visitors must exit the park at this time.**

It is unlawful to consume alcoholic beverages in County parks.

Unregistered vehicles, ATV's prohibited.

No glass bottles or containers. Please dispose of all trash and refuse in receptacles.

Where grills are available, please extinguish all charcoal fires before leaving the park. **ABSOLUTELY NO OPEN CAMP FIRES.** Citizens may bring a personal gas grill to the park; however **PERSONAL CHARCOAL GRILLS ARE NOT PERMITTED.**

Medical Insurance is not provided. No lifeguards are on duty at any waterfront park. Park usage is at your own risk.

Pets are allowed in county park areas and must be on a leash at all times. Pets are to be under direct supervision of an adult while in the park area. Pets are not to be tied to trees, picnic tables, chairs, etc. or left unattended. Owners are responsible for cleaning up after their pet and disposing of waste in the proper manner. Owners are legally responsible for their pet's behavior. Pets must have up-to-date vaccinations.

There shall be no hunting or overnight camping on any lands managed or leased by the Recreation and Parks Department unless specifically authorized.

Metal detectors may be used in park facilities, but absolutely no digging is allowed. If an item is found above ground, patrons may pick it up. Patrons are not allowed to dig.

The seasonal fee covers the cost of one pass. If registrant loses the pass then they will be required to purchase another. If the pass is damaged, simply bring in the damaged pass to receive a free replacement.

Online registrants will have their pass mailed to them within 5 days of registration.

Elms Beach pavilion is available for rental. For further information on pavilion rental call 301-475-4200, ext. *1800.

Additional amenities (i.e. balloon bounce, water slides, dunking tanks etc.) are not allowed in the park without prior written approval from Recreation and Parks.

For further park information or to report a maintenance issue please call 301-863-8400 ext. 3570 Monday through Friday between the hours of 7:00a.m. – 3:30p.m.

Memorials/Monuments in County Parks

This policy provides guidelines for the location and placement of monuments and memorials at County parks and facilities. Location and placement must be approved by the Department of Recreation and Parks (R&P). Each request will be reviewed on a case-by-case basis to determine feasibility. After installation, R&P will provide routine maintenance of the approved memorial/monument. It is understood that damage may occur due to natural causes, theft or vandalism and the R&P Operating Budget may not be able to cover the cost to repair damages. No special care or guarantee of replacement is provided under this policy. All costs, including installation and any required permits, are the responsibility of the donor or donor organization. The location of memorials and monuments may change due to necessary upgrades and renovations required in parks. Should this situation arise, every reasonable effort will be made to contact the donor.

Types of monuments and memorials considered

- Trees: oak, maple, or others as approved (note: trees are not perpetual memorials; every effort will be made to replace trees that die; however, that is not guaranteed).
- Plaques: maximum size 12"x18" (wording and design must be approved by R&P)
- Flag poles: proper flag etiquette must be followed (i.e. lighting, raising and lowering of flags, etc.); R&P may not have staff available to handle those tasks
- Benches: (recycled plastic, wood (treated lumber) or PVC coated metal)
- Picnic tables: (recycled plastic, wood (treated lumber) or PVC coated metal)
- Bicycle racks
- Memorial bricks or pavers
- Sculpture, play apparatus, or other approved memorial/monument item

Procedure

1. The request shall be submitted in writing to R&P.
2. Background information must be provided which includes the reason why the request is appropriate; why the nominee should be considered; the nominee's significance as relates to St. Mary's County and Recreation and Parks; any outstanding community contributions, accomplishments, achievements, or distinctions of the nominee.
3. The name of the park and the desired location within the park should be noted.
4. The type of monument and specifications for the monument must be provided.
5. Generally, R&P will respond to the requesting organization or individual within 30 days; however, more detailed proposals will require additional review time.
6. R&P reserves the right to deny any request for a memorial, or memorial location, that it deems inappropriate for a public park or facility.
7. If the proposal moves forward, a schedule for installation must be provided to R&P.
8. The method of installation for the memorial or monument must be approved by R&P.
9. Miss Utility must be notified and ground area for utilities checked and marked before any digging can proceed.

Naming of Recreation and Parks Facilities

The naming of county parks and other recreational facilities is very important to the Recreation and Parks Board and Department.

The county will always have a finite inventory of these assets. It cannot respond favorably to all requests for naming parks after deserving individuals.

A well defined criteria must be established for the naming of parks and recreational facilities owned or leased by the county through Recreation and Parks.

Geographic Names:

The main criteria for the naming of parks and recreational facilities shall be for geographic locations. This serves as a useful tool for the public in pointing out the general location of the park or facility. This criteria is least likely to offend individuals.

Historical Names:

Where for some reason the location would be meaningless, the following priority criteria may be used: an outstanding national, state or county historical site, events or personage. The verification of the historical significance must be supported by a credible federal, state, or county historical organization.

A Landmark:

Named for a prominent landmark.

Example: Wicomico Recreation Complex, St. Mary's River State Park.

Individual Names:

Recreation and Parks facilities may be named for an individual. The criteria for this category of names shall be:

- a. The individual, his/her family, descendants or group of people donate acceptable land and/or capital assets with a current fair market value of \$1,000,000 or more
- b. Donates \$1,000,000 in cash for the development of a park or recreational facility
- c. Has an outstanding reputation within the county and has made positive contribution within the community.

Ceremony:

Recreation and Parks and the requesting organization will be responsible for the planning, organization and discharge of the dedication ceremony. A professional staff member of the department will be assigned to the committee for technical coordination.

Recreation and Parks will invite appropriate community and political leaders of the county and state to attend.

Fireworks and Explosives

It is unlawful for any person, firm, or corporation to engage in the retail sale of, or to sell, possess, use, transfer, discharge or explode any fireworks of any kind within the county parks.

Contact Information

For customer service, complaints or other information please contact:

Tyrone Harris
Park Operations Coordinator
301-737-5670, ext. 1673 Office
240-237-8138 Fax
240-434-6669 Cellphone
tyrone.harris@stmarysmd.com

For emergencies, please contact the St. Mary's County Sheriff's Department - Dial 911