

Montgomery County Department of Parks, M-NCPPC
Outdoor Tennis Court Use Permit Policy

Policy Statement

The purpose of this policy is to establish an orderly and fair procedure for the reservation of a court or several courts for the purposes of tennis instruction, or organized play such as tournaments. It is the intent of this policy to balance such organized uses with walk-on use by the casual tennis players in our parks. All players must adhere to the guidelines set forth in this policy as well as any additional posted rules and regulations.

Outdoor tennis courts managed by the Montgomery County Department of Parks are free and available for use by the general public to practice and play tennis on a first-come, first-served basis. Montgomery Parks reserves the right to use outdoor courts for programs, camps or classes offered to the general public. All use of outdoor park tennis courts must be in compliance with the criteria, guidelines and regulations outlined below.

Criteria

Permitted time for programs, tournaments and events is available as follows:

Monday-Friday	9am - 5pm*
	<i>*Youth/school programs may be granted a permit until 7pm for a maximum of two weekdays per week.</i>
Saturday-Sunday	9am - 1pm

Permits will be issued upon request for Saturday or Sunday play on a holiday weekend but not for the holiday day. A minimum of ten total court hours per reservation is required to obtain a permit.

Permits are required for private tennis instruction; non-permitted instruction is against M-NCPPC regulations and subject to penalties. Fees for tennis instruction follow the M-NCPPC User Fee Schedule, as approved annually by the Montgomery County Planning Board. Permitted tennis instruction will be allowed only if provided by:

- Governmental or non-profit tennis organizations, which are open to all students regardless of race, gender, national origin, handicap, creed, color, or ability to pay;
- Licensed educational institutions which are located in Montgomery or Prince George's County;
- Organizations providing instruction under the direction of the Montgomery County Recreation Department.

General Outdoor Tennis Court Use Guidelines

- All walk-on play begins and ends on the hour. If a court is unoccupied and no one is waiting, non-permitted players can begin their play immediately but must relinquish the court at the end of the next full hour if other non-permitted players are waiting.
- Non-permitted players must relinquish the court(s) to permit holders for the hours and courts designated on the permit.
- Solicitation of any business, trade or occupation is strictly prohibited unless authorized by permit. This includes conducting class instruction for a fee and the taking of photographs and/or videos for commercial use.
- Play is prohibited when posted or if gates are locked.
- Play on all lit courts must end at 11pm when the lights shut off.
- No dogs, skateboards, bicycles, roller blades or roller skates are allowed on tennis courts.

Olney Manor Recreational Park Outdoor Court Regulations

Tournaments/Special Events

- Tournament permits will only be issued for Court Batteries A, B and C, and the Tournament Court (T). Batteries D and E will remain open to the public at all times.
- Tournaments can use up to eleven courts but must release courts for general public use when no longer needed.
- Special events such as multi-state or regional tournaments can apply for a special use, multi-day permit that will allow use of all eighteen courts for the first day and use of up to eleven courts thereafter. Courts must be released for general public use when no longer needed.

Games/Practices

- Permits for games and practices will be limited to Court Batteries A, B and C, and T. Batteries D and E will remain open to the public at all times.

Cabin John Regional Park Outdoor Court Regulations

Tournaments/Special Events

- Tournament permits will only be issued for Court Batteries A & B. Battery C will remain open to the public at all times.
- Tournaments can use up to eight courts but must release courts for general public use when no longer needed.
- Special events such as multi-state or regional tournaments can apply for a special use, multi-day permit that will allow use of up to eight courts for the length of the tournament. Courts must be released for general public use when no longer needed.

Games/Practices

- Permits for games and practices will be limited to Court Batteries A & B. Battery C will remain open to the public at all times.

Wheaton Regional Park Outdoor Court Regulations

Tournaments/Special Events

- Tournament permits will only be issued for Courts 4-6. Courts 1-3 will remain open to the public at all times.
- Tournaments can use up to three courts but must release courts for general public use when no longer needed.
- Special events such as multi-state or regional tournaments can apply for a special use, multi-day permit that will allow use of all six courts for the first day and use of up to three courts thereafter. Courts must be released for general public use when no longer needed.

Games/Practices

- Permits for games and practices will be limited to Courts 4-6. Courts 1-3 will remain open to the public at all times.

Local Parks and other Regional/Recreational Outdoor Court Regulations

- Permits for games and practices are available for outdoor courts located in local parks; however, half of the total number of courts must remain open to the public at all times.

Montgomery County Department of Parks, M-NCPPC

Athletic Field Use Permit Policy

Policy Statement

The purpose of this policy is to establish an orderly and fair procedure for the reservation of athletic fields for the purposes of practices, games and tournaments or special events. It is the intent of this policy to balance the increase in demand for such organized uses with the maintenance, renovation, and rest necessary to protect the long-term playability of our fields and ensure user safety.

Most regional and recreational park fields require a permit for use¹. Regional and recreational fields may be permitted for official league games only; no practices are allowed on these fields. Permits are required at all times for regional/recreational fields and other fields marked "by permit only."

When no permit has been issued, local park fields may be used on a first-come, first-served basis, unless otherwise posted, or prohibited in this policy. Non-permitted users must cede the field to designated permit holders at all times. Play is strictly prohibited during field work, renovations and inclement weather, or when posted signs prohibit use.

All user groups must adhere to all rules and regulations outlined in this policy and comply with all M-NCPPC Rules & Regulations and Park Permit Office Conditions of Use.

Criteria

Permit requests for games are given priority over practice requests. Permits for practices will not be issued until all scheduled games are permitted. Youth practices will be given priority over other practices. Field allocation for leagues will be based on historic use (i.e., the previous year's game schedules). Allocation of athletic fields for games is determined by the following priority system:

FIRST PRIORITY: Montgomery County Department of Recreation Programs, City of Takoma Park Recreation Programs, Adopt-a-Field groups, public/private partnerships or other contractual agreements, and special event/tournament requests.

SECOND PRIORITY²: Montgomery or Prince George's County community-based leagues and schools, including organized youth leagues.

Permit Application Schedule

Season	Application Window
Spring/Summer (April 1 – August 15)	December 15 – February 1*
Fall/Winter (September 1 – November 30)	June 1 – July 1*

** Please note: First and second priority user groups must submit their requests by December 1 for the Spring/Summer season and May 1 for the Fall/Winter season or their first priority status will be forfeited for that season.*

Holiday Use Regulations

Local Parks: This includes athletic fields in local, neighborhood and stream valley parks. These fields may be reserved by permit or used on a first-come, first-served basis, unless otherwise posted. Permit holders have priority.

Regional/Recreational Parks: Permits will not be issued for some regional or recreational fields on Memorial Day weekend, Labor Day weekend, or on other established M-NCPPC holidays.

Off-Season Use Regulations

All organized, league or team play is prohibited on all athletic fields during the following periods: December 1 – March 31 and August 15 – August 31. These periods are established to allow for rest and seasonal maintenance. Exceptions include Blair and Blake High School fields and contractual partnership agreements.

¹ All athletic fields at Ovid Hazen Wells Recreational Park are available on a first-come, first-served basis. Some fields at Damascus, Fairland, Martin Luther King, and South Germantown Recreational Parks are also available on a first-come, first-served basis. Contact the Park Permit Office for more information. When posted, fields are available by permit only.

² Organizations must be based in Montgomery or Prince George's County and individual team membership must be at least two-thirds Montgomery or Prince George's County residents. Membership rosters will be required for verification.

Field Renovation Guidelines

Fields designated for the annual turf renovation program will be closed for one year, from September to September. All play is prohibited on these fields during this time and these fields will be posted. Use of all fields rotating out of the turf renovation program will be limited to 50% of the last full year's hours of use for that field for one full year after the renovation is complete, from September to September. This includes all park fields.

General Guidelines for Field Use

All field users are expected to adhere to the following guidelines to help keep our fields in an acceptable condition for public use. Violation of these guidelines may result in fines or the loss of future permitting or use privileges:

- All unlit fields must be vacated by dark.
- The permit must be on site in the possession of the permitted group or individual during the permitted time. (A game schedule or a photocopy of the permit will serve as a permit for the Department of Recreation or leagues once verified by Park staff or Park Police.)
- The permit is for the sole use of the team named on the permit contract and is not transferable.
- Loud music, bands, or excessive noise which disturbs the peace are prohibited.
- Permit holders are required to see that players and spectators adhere to all park regulations, including:
 - No beer or alcohol allowed;
 - No urinating or changing clothes in public;
 - No loud noises permitted (boom boxes, horns, car alarms);
 - No littering. All trash must be picked up and placed in the nearest receptacle or carried away for proper disposal. All recyclables must be picked up and placed in the nearest recycling receptacle or carried away for proper disposal;
 - Removal or repositioning of goals installed by authorized M-NCPPC staff or contractors on park fields is not allowed;
 - The use of tobacco products is not permitted on the benches, playing areas, and those areas in proximity to the playing field (this includes cigarettes, cigars, chewing tobacco, and snuff);
 - No selling of food, beverages or merchandise on park property without an approved concession permit;
 - Carpooling is encouraged, and parking is allowed in designated parking areas only.
- Use of an athletic field is prohibited when:
 - It is closed for renovation or repair;
 - Water is standing on the field;
 - Soil is frozen;
 - The soil is wet and "spongy";
 - Steady rain is falling;
 - A lightning/electrical storm is occurring;
 - The field is deemed unplayable by Park staff or Park Police.
- If unsure about whether a field can be used, please call the appropriate rain-out number listed below:

Blair HS: 301-670-8105
Cabin John Area: 301-299-1975
Fairland/Olney Manor Area: 301-774-6611
Meadowbrook Area: 301-650-2622
S. Germantown/Black Hill: 301-601-4404
Wheaton: 301-649-3633

Blake HS: 301-774-6611
Damascus/ Ridge Road Area: 301-972-0723
MLK Area: 301-622-4018
Rock Creek Area: 301-963-2506
Shady Grove Area: 301-670-8196

Permit Denial and Revocation

Any users found to be in violation of the guidelines outlined in this policy will be subject to all applicable fines and penalties, including loss of future permitting and use privileges. A permit may be denied or revoked if the permit holder or any member of the permitted user group:

- Violates the guidelines stated in this policy;
- Does not comply with M-NCPPC Rules & Regulations and Park Permit Office Conditions of Use;
- Fails to use permitted field;
- Removes posted signs or markers, or removes or repositions goals installed by authorized M-NCPPC staff or contractors on park fields;
- Uses a field that is closed due to weather or undergoing renovations or repairs;
- Does not comply with league application procedures;

The Department of Parks reserves the right to revoke or deny a permit as necessary if a field needs to be closed for immediate repair. In all such cases, permit holders will be given as much notice as is possible.

Application Procedures

An official Athletic Field Permit Application Form must be submitted to reserve an athletic field for practices or games. Application instructions and forms are available at our Silver Spring and Germantown Permit Office locations and online at www.ParkPermits.org. Completed application forms may be submitted in one of three ways:

1. In person at either of our Permit Office locations:

Parkside Headquarters
Park Permit Office
9500 Brunett Avenue
Silver Spring, MD 20901

Northern Region Headquarters
Park Permit Office
12900 Middlebrook Road
Germantown, MD 20874

OPEN:
Monday – Friday 8:30am-5pm

OPEN:
Monday – Friday 8:30am-4:30pm

2. Online at www.ParkPermits.org or
3. By faxing or mailing a written request, and a self-addressed, stamped envelope to:

Montgomery County Department of Parks, M-NCPPC
Park Permit Office
9500 Brunett Avenue
Silver Spring, MD 20901

FAX: 301-495-2484

When processing permit applications, the M-NCPPC makes every effort to provide each qualifying organization with a permit for at least some of the field time requested.

FEE SCHEDULE

Athletic Field fees follow the [M-NCPPC User Fee Schedule](#), as approved by the Montgomery County Planning Board. A copy of the current approved fee schedule can be viewed at www.ParkPermits.org or at either Park Permit Office location. Additional fees will be charged for any change made to a permit once payment has been made (e.g., change of date or location). A charge will be assessed for returned checks. These fees are subject to change without notice.

Permit Policies Revised

The Department of Park's Athletic Field Use and Outdoor Tennis Court Use Permit Policies have been updated. The new draft policies are available for your review online at ParkPermits.org.

The updated policies will be presented to the Planning Board for review and approval on June 19th at 7:30pm. Public testimony will be accepted. If you are interested in testifying, please sign-up online at MontgomeryPlanningBoard.org or call 301-495-4600.

Revised Permit Policy Presentation to Planning Board
Thursday, June 19, 7:30 p.m.
MRO Auditorium
8787 Georgia Avenue
Silver Spring, Maryland





P.O. Box 6184
Silver Spring, Maryland 20906
Voice: 301-951-6282
Web: www.mctatennis.org

February 29, 2008

Ms. Kate Stookey
Supervisor
Park Information and Customer Service Office
Montgomery County Department of Parks
9500 Brunett Avenue
Silver Spring, MD 20901

Re: Proposed Revision to Outdoor Tennis Court Use Permit Policy

Dear Kate:

Thank you for sharing with us the staff's proposed revisions to the policy governing Outdoor Tennis Court Use and Permitting. As you know, MCTA is the largest volume purchaser of indoor tennis court time at public facilities to support the tennis programs it organizes for upwards of 6,000 County residents ranging in age from 8-80 years old. MCTA also hosts a select number of statewide (USTA Maryland District) and regional (USTA Mid-Atlantic Section) tennis tournaments at outdoor venues in the Spring, Summer, and Fall.

MCTA welcomes the staff's proposal and supports its implementation. In our judgment, the revised policy carefully balances the Department's primary goal to assure broad public access to its recreational resources, with the need for a fair and limited opportunity for qualified groups to reserve larger blocks of courts where necessary to conduct organized, approved uses (such as tournaments).

Sincerely,

David E. Pullen
Executive Director



COMMUNITY USE OF PUBLIC FACILITIES

Isiah Leggett
County Executive

Ginny Gong
Director

June 10, 2008

Dr. Royce Hanson, Chairman
Montgomery County Planning Board
M-NCPPC
8787 Georgia Avenue
Silver Spring, MD 20910


Dear Dr. Hanson:

Thank you for the opportunity to comment on and lend our support to the revised Department of Parks, M-NCPPC Athletic Field Use Permit Policy. Community use at 15 M-NCPPC fields co-located at elementary and middle schools is scheduled by Community Use of Public Facilities. We continue to welcome opportunities for collaboration that will benefit the community. Availability of safe and quality fields for community use is an important resource that we all need to work toward.

Although implementing a policy that will close renovated fields completely during the 12-month renovation period and limit to 50% of the last full year's hours of use for one full year after the renovation is complete will have an impact on school and community use, we understand the importance of maintenance, renovation and rest to protect the long-term playability of our fields to ensure user safety. We often hear complaints from community users about field quality.

As with any field closed for renovation, our staff will work with our community users to find alternatives. Furthermore, we support any efforts by the Board to address the ever-growing demand, a contributing factor to the over-use of fields.

Sincerely,



Ginny Gong
Director

