



City of Bowie

15901 Excalibur Road
Bowie, Maryland 20716

Important Dates

Application Deadline
December 16, 2011

Spring Allocation
Meeting

January 24, 2012

7:00 p.m. :

Baseball, Softball, &
Kickball Organizations

7:30 p.m. :

Soccer & Lacrosse

Contact Information

Field Status Line:

www.cityofbowie.org
301-262-6200

Park Operations &
Field Allocations

Phone: 301-809-3086
Fax: 301-809-2314

Park Ranger
Assistance

240-508-3881

November 3, 2011

Dear Field Users:

City of Bowie Recreation and Parks division is accepting requests from Bowie sports organizations wishing to utilize playing fields for **Spring 2012**. The Bowie Recreation and Parks office will coordinate the field allocation process. Complete all of the enclosed forms and return them to the Recreation Office, Attn: Nick Spurgeon, 15901 Excalibur Road, Bowie MD 20716, **NO later than Friday, December 16, 2011.** Completed applications can also be submitted via fax or email.

Organizations assigned use of athletic fields will be required to provide the following items prior to permit issuance:

- A. **Certificate of Insurance.** (*City Owned Fields*) Comprehensive public liability insurance coverage naming the City of Bowie as additionally insured.
- B. **Signed Field Use Agreement** from each individual sports commissioners involved in the organization.
- C. **Payment** of applicable concessions, alcohol, and field usage fees prior to start of season.

I appreciate your cooperation in working together. It is important that we work cooperatively to ensure a positive recreational experience for our community. Please contact me at (301) 809-3086, or e-mail at nspurgeon@cityofbowie.org if you have any questions, concerns, or suggestions.

Sincerely,

Nick Spurgeon
Park Operations Manager



FIELD USE AGREEMENT CONTRACT

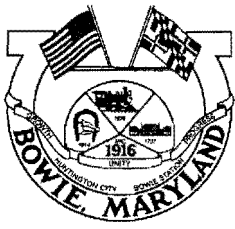
I, _____, have applied for field use as an authorized

Representative of _____. I hereby certify, on behalf of my organization, that we understand and agree:

1. To abide by, and enforce, all guidelines and regulations listed in the City of Bowie Field Allocation Packet, and to inform our members of the guidelines and regulations.
2. For use of City owned fields, the User shall procure and maintain for the duration of the agreement, insurance against claims for injuries to persons or damage to property, which may arise from, or in connection with, the use of the premises. If issued City of Bowie owned fields, the User shall provide a certificate of insurance to the City of Bowie Recreation and Parks division evidencing general liability insurance covering premises, products completed operations, and contractual liability. The City of Bowie shall be named as insured on the Users General Liability insurance policy. The General Liability insurance shall be written with limits no less than \$1,000,000 per occurrence, \$2,000,000 aggregate.
3. To accept the terms and conditions outlined in the City of Bowie Field Allocation Packet.
4. To defend, indemnify, and hold harmless the City of Bowie and its officers, officials, employees, and volunteers, from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property which arises out of the use of premises, or from any activity, work or thing done, permitted, or suffered by the User in or about the premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Bowie.
5. That permission to use the facilities granted may be revoked or cancelled at any time by the City of Bowie, and our association or league will have no claim or right to damages or reimbursement for any loss, damage, or expense resulting from revocation or cancellation.
6. To pay the required fees and deposits as described in the City of Bowie Field Allocation Packet and/or on usage permits.

I have read and understand all conditions, guidelines, and rules specified in the City of Bowie Field Allocation Packet and in the Agreement Contract. I agree to abide by all posted park rules, published park regulations, County Code and State and Federal law. I am authorized to sign n behalf of the group listed above.

Signature: _____ Date: _____



FIELD USE GUIDELINES & RULES

All user groups are required to abide by and enforce these guidelines and regulations with participants, coaches, fans, and officials:

1. City of Bowie sponsored functions and activities shall have priority over other requests, regardless of prior approvals or the date of application.
2. School activities have priority use of all school fields regardless of prior approvals or the date of application.
3. City of Bowie reserves the right to restructure facility schedules to accommodate tournament use regardless of prior approvals or the date of application.
4. City of Bowie reserves the right to refuse any application or cancel a previously authorized permit when it deems such action is in the best interest of the City of Bowie.
5. Authorization for the use of fields shall not be considered an endorsement or approval of any user group, nor the purposes they represent.
6. Sponsoring organizations or individuals requesting the use of a City of Bowie facility shall not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, or physical or mental disability.
7. Sponsoring organizations shall have sufficient competent adult supervision.
8. The purpose of the use of the field must be clearly stated on the application. Deviation will be considered a breach of contract and may result in the permit being terminated.
9. The City of Bowie reserves the right to reject any application deemed in the best interest of the City of Bowie or its residents.
10. All applicants may be held responsible for any expenses incurred by the City of Bowie arising from the use of the facility. In the event of damage, each applicant agrees to promptly pay the City of Bowie invoice for the amount due. Depending on the nature of the requested event, an advanced damage deposit, calculated on a case-by-case basis, may be required.
11. Facilities will not be made available for any use that might result in undue damage or wear.

12. The City of Bowie shall have the right to monitor all user events and may require termination of any event that does not comply with City policy, or is contrary to law.
13. Fields that are closed due to poor field conditions, maintenance, safety issues, ext., are off limits to use by anyone. Failure to comply with this procedure may result in the complete termination of present and/or future field use. Individual participants or teams using closed facilities will be considered representatives of the league in which they participate.
14. Organizations will schedule and use only those fields that have been allocated to them in writing by the City of Bowie. Users must abide by the dates and times specified on their field permit.
15. All non-lighted fields close at dusk. When lighted usage of a field is permitted, the field user must vacate the park property no later than 15 minutes after the end of the field permit time, as stated on the field permit. Lighted field usage is only available to organized athletic leagues with standing relationship with the City.
16. Facility users must maintain a copy of the field permit with them while using a field, and must furnish a copy to City, School, or M-NCPPC staff upon request. Failure to provide a copy of a valid permit (date & times specific to usage) may result in immediate removal from field, and may result in cancellation of any other valid field permits.
17. The consumption and/or possession of alcoholic beverages in City parks is prohibited without prior alcohol permit issuance.
18. Alcohol consumption and possession is prohibited on school and M.N.C.P.P.C. properties.
19. Field users are responsible for ensuring athletic fields are cleaned of litter prior to departing the field. Failure to clean the athletic field may result in temporary field closures (following evening usage) or termination of permit.

APPLICANTS NAME (Please Print): _____

Organization/League Name: _____

Signature: _____ Date: _____

ALLOCATIONS *OUTDOOR* REQUEST FORM

(ATTACHMENT II)

ORGANIZATION NAME: _____
 PRIMARY CONTACT: _____ ALTERNATE CONTACT: _____
 ADDRESS: _____ ADDRESS: _____
 PHONE: _____ PHONE: _____
 E-MAIL: _____

FIELD NAME	FIELD WITH LIGHTS	EST. NUMBER TEAMS USING FIELD	TEAM TYPE (SELECT, COUNTY OR CLUB)	WEEKDAY (MTWTHF)		WEEKEND (SatSun)		DATES FROM - TO:
				DAYS	HOURS	DAYS	HOURS	
SOCCER:								
ACORN HILL TOT								
ALLEN POND TOT								
AMBER MEADOWS								
ANDY BROWN (ALLEN POND3)	X							
BOWIE ANNEX								
BOWIE ANNEX MINI								
Buckingham/Baseball 3 Overlap								
WHITEHALL								
COLLINGTON								
CHAPEL FORGE								
CITY HALL								
ENFIELD CHASE 1								
ENFIELD CHASE 2								
FOXHILL REC								
Spring - Baseball / Fall - Soccer								
GLEN ALLEN								
HEATHER HILLS								
HIGHBRIDGE REC								
Permitted by M-NCPPC. Contact Fran Hull @ (301) 446-6816								
HUNTINGTON NORTH								
HUNTINGTON SOUTH								
HUSTON (Bermuda Field)	X							
Season: 4/1 - 6/15, 8/15 - 11/15 . Closed 6/16 - 8/14 & 11/16 - 4/1. Closed 10/7 - 10/21 for Overseeding								
KENILWORTH 1								
KENILWORTH 2								
MITCHELLVILLE RD 1								
MITCHELLVILLE RD 2								
MITCHELLVILLE RD 3								
MITCHELLVILLE RD 4								
MITCHELLVILLE RD 5								
MITCHELLVILLE RD 6								
MITCHELLVILLE RD 7								
MITCHELLVILLE SOUTH								
MURTAGH 1								
SYNTHETIC TURF FIELD - SEPARATE PERMITTING PROCESS								
MURTAGH 2 (Bermuda Field)	X							
Season: 4/1 - 6/15, 8/15 - 11/15 . Closed 6/16 - 8/14 & 11/16 - 4/1. Closed 10/7 - 10/21 for Overseeding								
NORTH OAK PARK								
OGLE								
OGLE TOT								
POINTER RIDGE								
POINTER RIDGE MINI								
POPES CREEK								
POPES CREEK MINI								
REIG MINI								

ALLOCATIONS *OUTDOOR* REQUEST FORM

(ATTACHMENT II)

ORGANIZATION NAME: _____

PRIMARY CONTACT: _____ ALTERNATE CONTACT: _____

ADDRESS: _____ ADDRESS: _____

PHONE: _____ PHONE: _____

E-MAIL: _____

FIELD NAME	FIELD WITH LIGHTS	EST. NUMBER TEAMS USING FIELD	TEAM TYPE (SELECT, COUNTY OR CLUB)	WEEKDAY (MTWTHF)		WEEKEND (SatSun)		DATES FROM - TO:
				DAYS	HOURS	DAYS	HOURS	
ROCKLEDGE ELEMENTARY								
ROCKLEDGE REC PARK								
SADDLEBROOK EAST #1								
SADDLEBROOK EAST #2								
SANDY HILL								
SPRINGLAKE SOUTH								
TALL OAKS								
TALL OAKS MINI								
TASKER								
TASKER MINI								
TULIP GROVE 1								
TULIP GROVE 2								
TULIP GROVE MINI								
VISTAS								
YORKTOWN 1								
YORKTOWN 2								
FOOTBALL, BASEBALL, SOFTBALL								
CHURCH RD 1								
Church Road 2	X							Closed November 15- July 31
Church Road 3	X							Closed November 15- July 31
WHITEMARSH FOOTBALL	X							CLOSED - SYNTHETIC TURF FIELD INSTALL EXPECTED
WHITEMARSH BB	X							
WHITEMARSH LOWER	X							CLOSED - SITE WORK AREA FOR TURF PROJECT - RESEEDING EXPECTED
WHITEMARSH MULTI-USE	X							
ALLEN POND SB1	X							
ALLEN POND SB2	X							
ALLEN POND 3/Andy Brown	X							
AMBER MEADOWS								
BLACKSOX BB	X							
BLACKSOX SB1	X							
BLACKSOX SB2	X							
BLACKSOX SB3								
BLACKSOX SB4								
BOWIE ANNEX 1								
BOWIE ANNEX 2								
BOWIE ANNEX 3								
BUCKINGHAM BB1								
BUCKINGHAM BB2								
BUCKINGHAM BB3/Soccer Overlap								

ALLOCATIONS *OUTDOOR* REQUEST FORM

(ATTACHMENT II)

ORGANIZATION NAME: _____

PRIMARY CONTACT: _____

ADDRESS: _____

PHONE: _____

E-MAIL: _____

ALTERNATE CONTACT: _____

ADDRESS: _____

PHONE: _____

FIELD NAME	FIELD WITH LIGHTS	EST. NUMBER TEAMS USING FIELD	TEAM TYPE (SELECT, COUNTY OR CLUB)	WEEKDAY (MTWTHF)		WEEKEND (SatSun)		DATES FROM - TO:
				DAYS	HOURS	DAYS	HOURS	
CHAPEL FORGE 1								
CHAPEL FORGE 2								
CITY HALL 1								
CITY HALL 2								
FOXHILL 1								
				Spring - Baseball / Fall - Soccer				
FOXHILL 2								
				Spring - Baseball / Fall - Soccer				
FOXHILL BB3	X							
				Spring - Baseball / Fall - Soccer				
FOXHILL 4								
				Spring - Baseball / Fall - Soccer				
GLEN ALLEN BB								
HEATHER HILLS								
HIGHBRIDGE REC				Permitted by M-NCPPC. Contact Fran Hull @ (301) 446-6816				
HUNTINGTON NORTH								
HUNTINGTON SOUTH								
JERICO PARK SB	X							
JERICO PARK BB #1	X							
JERICO PARK BB #2	X							
JERICO PARK #3	X							
KENILWORTH 1								
KENILWORTH B2								
MITCHELLVILLE SOUTH								
OGLE BB								
OGLE SB								
POINTER RIDGE B1								
POINTER RIDGE 2								
POPES CREEK SB								
REIG								
ROCKLEDGE B1								
ROCKLEDGE 2								
ROCKLEDGE REC								
SANDY HILL SB								
SPRINGLAKE SOUTH								
TALL OAKS								
TASKER BB								
TASKER SB								
TULIP GROVE B1								
TULIP GROVE 2								
WHITEMARSH BB	X							
YORKTOWN 1								
YORKTOWN 2								



TOURNAMENT & CAMPS FORM

PLEASE PRINT:

Application Date: _____

Tournament/Camp Name: _____

Sponsoring Organization: _____

Activity: _____

Contact Person: _____ E-mail Address: _____

Phone Numbers: Daytime _____ Evening _____

Event Location: _____

Event Dates: _____

Number of Fields Needed: _____

Setup Time Required: _____

Event Times: _____

Takedown/Cleanup Time: _____

Expected Number of Teams: _____ Participants: _____

Vendor Information: _____

Special Requests: _____

Tournament Requests Must be Submitted to the City of Bowie Recreation and Parks office a minimum of **60 days prior to intended event date**. Tournament organizers must meet with the City a minimum of **30 days before the intended event date**.



MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Sports, Health and Wellness Division

7833 Walker Drive, Suite 430, Greenbelt, MD 20770

(301) 446-6816 Fax: (301) 446-6801 TTY: (301) 446-6802

M-NCPPC ATHLETIC FIELD APPLICATION FORM

Applicant Name: _____

Applicant Address: _____
(Include City and Zip Code)

Home Phone: _____ Daytime or Cell Phone: _____

E-mail Address/Web Site: _____

League Name: _____ Team Name: _____

Number of Teams: _____ Number of Participants: _____ Youth (Under 18) _____ Adult _____

TYPE OF SPORT: Baseball Softball Football Soccer Cricket Lacrosse Rugby

FIELD(S) REQUESTED	DATE(S) REQUESTED	***TIME REQUESTED

INCLUDED WITH THIS APPLICATION YOU MUST SUBMIT:



FOR OFFICIAL USE ONLY	DATE RECEIVED:	PERMIT # :
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