

# **FACILITY USER RULES & GUIDELINES**

Effective December 1, 2006

## **COUNTY RIGHT OF ACCESS**

The Department of Recreation and Parks retains the right to have access to all County-owned property and to inspect the premises at any time. The Department must be provided with keys to all locks installed on County property.

## **UNAUTHORIZED FACILITY USE**

The unauthorized granting of use of a public facility by a permitted organization to another organization without departmental approval is prohibited and may lead to adverse accreditation action for those organizations involved. To obtain written approval to grant another organization the use of a permitted facility, an organization must complete and submit a Facility Use Permit Change Form in advance of sharing the use of the permitted field or facility.

## **TOBACCO, DRUG AND ALCOHOL PROHIBITION**

No tobacco products, drugs or alcohol of any kind are permitted in or on any Board of Education owned or leased buildings or grounds at any time – 24 hours per day, 7 days per week.

No drugs or alcohol of any kind are permitted in or on any Department of Recreation and Parks buildings or grounds at any time – 24 hours per day, 7 days per week. On rare occasions, the Department may grant permission for the possession and consumption of alcoholic beverages in a County park. Strict requirements accompany such an exception.

No tobacco product of any kind is permitted in restrooms, spectator and concession areas, dog parks, aquatic facilities or playgrounds in any County recreational facility or park. Tobacco use of any kind is prohibited within 100 yards of an organized activity at a County recreational facility or park. An organized activity is defined as an event with a defined start and end time that is held in a designated or permitted area. Examples of organized activities include athletic events, concerts, etc.

## **CHARGING FEES FOR USE OF PUBLIC FACILITIES**

The charging of a fee by facility user groups for the use of public facilities is strictly prohibited.

## **MAINTENANCE OF COUNTY PARKLAND**

The Department of Recreation and Parks is responsible for the maintenance of County parkland. The Department's Chief of Parks Maintenance coordinates the maintenance of County parkland. Certain parks are maintained in partnership with the Department by local user groups through funding provided by maintenance grants administered by the Department of Recreation and Parks.

Organizations that enter in a maintenance grant with the Department of Recreation and Parks must provide equal opportunity to all persons in all aspects of the operation of the organization.

## **BOARD OF EDUCATION PROPERTY**

Maintenance of school property is the responsibility of the Board of Education. The Department will assist when possible at school sites. Unsafe conditions on school property should be reported to the Administrative Office at the respective school.

## **NOTIFICATIONS OF UNSAFE CONDITIONS**

Facility user groups must immediately report any unsafe conditions to the Chief of Parks Maintenance – 410 222-7317 – for County parks or the Administrative Offices at the respective school.

## **DAMAGE FROM MISUSE**

The facility user group will bear the cost of damage to buildings or premises caused by misuse or neglect by members of a group or attendees of activities.

Use of playing fields during or immediately after periods of inclement weather such as when there is standing water or other like conditions is considered to be misuse of the premises. When conditions do not permit use of the playing fields without undue damage, all activities should be cancelled.

## **ALTERATION OR CONSTRUCTION**

Facility user groups must obtain written permission from the Department prior to the alteration or construction of any structure on County parkland. Upon completion, all structural improvements become the property of Anne Arundel County. Facility user groups must obtain all necessary County, State and Federal permits. Prior to the start of construction activities, all plans must be approved by Recreation and Parks and copies of all permits must be provided.

Construction on school property requires the permission of the Board of Education and must follow all Board of Education mandated procedures.

## **COMMUNITY RELATIONS**

Facility users must be aware of their impact on the neighbors and surrounding community. Consideration should be exercised when using amplified sound systems, parking automobiles, and conducting activities that may have a negative impact on the neighborhood.

Groups using an amplified sound system must obtain prior departmental approval. The use of amplified sound system is restricted to the hours of 9:00 a.m. through 9:00 p.m.

## **GENERAL RULES FOR THE USE OF A PUBLIC FACILITY**

1. Have a copy of the Facility Use Permit at all times while on site.
2. Occupy the permitted space during the scheduled time for the approved activity only.
3. Report all problems and damage to Facility Scheduling and Principal's Office ASAP.
4. Be responsible for the cost of repair for any damage to the permitted field or facility.
5. Ensure use of the field or facility is restricted to members of the permitted group.
6. Supervise and uphold discipline of all members of the permitted group at all times.
7. Keep the permitted area clean and return the area to its pre-use condition.
8. Remove all trash after each use of an outdoor site and ensure proper disposal of same.
9. Do not alter a field or facility without approval from the appropriate authority.
10. Park all vehicles in designated areas only.

## **GENERAL RULES FOR THE INDOOR USE OF SCHOOL**

1. Use the designated school entrance and do not open other doors.
2. Check in with the custodian when entering the school on each occasion.
3. Comply with specific school requirements (i.e. complete Site Evaluation Form on each use).
4. Do not allow any food or drinks in the school unless expressly permitted.
5. Do not place posters, signs or tape on any surface unless expressly permitted.
6. Dry mop the gym floor prior to and after each use.
7. Use only appropriate shoes on the gym floor – no hard shoes or shoes that mark the floor.
8. Ban items that could damage the gym floor, such as strollers, skateboards, bikes, liquids, etc.
9. Do not adjust basketball baskets or standing volleyball systems; rather, request the assistance of the custodians.
10. Do not play lacrosse, baseball or softball unless expressly permitted.

## **GUIDELINES FOR THE USE OF COUNTY PARKLAND**

**Alarms:** Facility user groups bear the cost for the installation and operation of any alarm systems.

**Building Appearance:** Facility user groups shall maintain the exterior appearance of all buildings, including storage sheds and containers on an as needed basis. Graffiti must be over-painted within five days or a more prompt response if the defacement is particularly offensive.

**Building Exterior Maintenance:** The Department will maintain the structural integrity of buildings and storage containers and provide County standard paint colors to upkeep appearance. When a facility user group chooses a different color scheme, the group is responsible for obtaining departmental approval for using a different color and for supplying the paint and related supplies.

**Building Interior Maintenance:** Facility user groups shall maintain a clean and safe interior of all buildings and be responsible for all interior improvements to include portable electric devices. Supplies and materials for this purpose are the user group's responsibility. Mandated safety zones and access must be maintained to electrical controls, plumbing and other utilities.

**Domesticated Animals:** No animal may be brought upon park property unless it is on a leash, and is at all times entirely within the control of the person bringing it upon park property. Animals within defined dog parks need not be leashed.

Persons bringing a domesticated animal upon park property are responsible for immediate clean up and removal of the animal's defecations.

**Facility and Park Locks:** When necessary to change locks on buildings in parks, a copy of the keys must be presented to Department Headquarters immediately.

**Field Lighting Maintenance:** The Department will maintain field lights. As a guide, bulb replacement will be performed when six or more bulbs are not functioning or when conditions become unsafe for scheduled activities.

**Field Preparation:** Contingent on the availability of funds and materials, the County will prepare the fields prior to a scheduled sports season so they are safe and playable. The County will provide equitable distribution of topsoil, infield mix, seed and fertilizer to the extent that funds are available. Depending on availability, the Department may provide field equipment such as home plates, pitchers plates, goals and benches. In-season sports take precedence in field preparation.

**Gates:** Facility user groups shall open park gates, where provided, every morning and secure the park gates each evening at the end of the scheduled activities or at dark, whichever is later.

**Grass Mowing:** The Department will mow grass in areas of responsibility on a regular basis in keeping with an established schedule. The grass will be mowed to a height of 3 inches. Requests to mow the grass to a lower height for programs such as field hockey will be considered on a case-by-case basis. Such requests should be directed to the Chief of Parks Maintenance – 410 222-7317.

**Moving of Equipment:** Facility user groups may not relocate portable equipment from their assigned park without departmental approval.

**Operation Of Field Lights:** Facility user groups should operate field lights in a responsible manner, using them only for scheduled games or practices when conditions make their use necessary. All field lights must be off by 11:00 p.m. or earlier if required by local regulation. The user group is responsible for observing lighting curfews. Field lights shall be used only when needed.

Turning lights on earlier than necessary or leaving lights on after the last evening activity will result in a charge of \$50.00 per hour per field.

**Park Signs and Field Advertising:** The following policy applies to County parks only and is not applicable to Board of Education fields or facilities. Scoreboard advertising is specifically not covered by this policy. Requests for advertising on scoreboards will be considered on a case-by-case basis.

Facility user groups are permitted the display of banners advertising corporate sponsorship and other signs under the following conditions:

1. A maximum of four (4) banners may be displayed at each athletic field. One additional “team banner” for each team may be placed in proximity to the team bench or dugout area.
2. Each banner may be no larger than 4’ by 8’.
3. Banners must be of a soft, durable material such as vinyl or cloth. For safety reasons, no wooden or metal signs are permitted.
4. Banners must be securely attached to fences or buildings.
5. Banners promoting alcohol beverages, tobacco products or any activity that encourages a violation of law shall not be permitted.
6. Banners may be displayed only during the scheduled special event and must be removed at the conclusion of the event. In the case of multiple day events, banners may be left in place overnight. Leagues may display banners for the duration of their season.
7. The Department reserves the right to remove any banners displayed that are in violation of this policy.
8. Any request to deviate from this policy must be submitted in writing to the Parks Administrator at least 30 day in advance of the event.

**Posting Notices:** Attaching or posting of notices, signs or other objects on park property is prohibited except by permit.

**Public Address Systems:** The use of public address systems in conjunction with permitted activities is restricted to the hours of 9:00 a.m. through 9:00 p.m. Public address systems must be in compliance with Anne Arundel County Code of Ordinances.

**Public Restrooms:** Restrooms at County parks are generally maintained and supplied by the organization holding the maintenance grant for the respective park. Park restrooms are usually open for public use during scheduled activities. Otherwise, due to safety concerns, restrooms are secured and not available for use.

**Telephones:** Facility user groups must obtain prior approval for the installation of a telephone and bear all costs associated with the installation and operation of the telephone.

**Trash Removal:** The Department will provide trash receptacles at the County parks and empty the trash on regularly scheduled weekly intervals.

**Utility Maintenance:** The Department will maintain the existing public water/well and public sewer/septic to buildings as required. Water service is provided between April 1<sup>st</sup> and November 30<sup>th</sup>.

**Utility Rooms:** Fire codes and OSHA regulations require a “clear zone” surrounding electrical panels and utility equipment, thereby providing clear access to these utilities. Under no circumstance should explosive material such as paint, propane or gasoline be stored in utility rooms.

## **FOOD SERVICE CONCESSIONS ON PARK PROPERTY**

Effective January 1, 2008, the Department of Recreation and Parks will require all food concession operations to be licensed by the Anne Arundel County Health Department. Before a license can be issued, facilities and food preparation methods must be compliant with applicable regulations. All organizations shall comply with all Health Department regulations and standards for the preparation and storage of food for public consumption to include approval of the menu.

The Health Department has identified a basic list of requirements for all facilities that serve a limited menu of prepared food, as opposed to pre-packaged food. These requirements include:

- Stainless steel food preparation services
- Triple sinks
- Hand sinks
- Availability of restrooms and waste systems with grease traps

Additionally, State Health Department regulations requires NSF approved commercial refrigeration for all food facilities, including concession stands. Existing domestic refrigerators, however, may be allowed if they are in good condition and capable of holding proper temperatures. The Health Department must be provided with the manufacturer's name, model number and serial number for all allowed domestic units. Any replacements shall be with an approved commercial unit.

Licensing regulations limit kitchen access to workers only. The minimum age for workers is fourteen years of age.

Cooking, deep frying, broiling, etc., utilizing a heat source inside the concession stand can be allowed if the equipment, ventilation and fire suppression systems are approved by the appropriate agencies. (ie. Health Department, Fire Marshal)

If allowed, the licensed concession organization must store waste grease in approved covered grease container on a non-porous cleanable surface. The organization shall maintain a contract with approved grease removal service.

Additionally, when cooking is to be performed inside a County building with a heat source, the licensed concession organization must provide 'gap' insurance to cover losses up to the County's deductible. The current deductible is \$250,000.

The Anne Arundel County Health Department has approved outdoor grilling with the following guidelines:

- Outdoor grilling does not include the use of deep fat fryer
- Clamshell style grills are recommended
- A 4 ft. clear safety zone surrounding the heat source is maintained
- Grounds and vicinity to grills must be kept clean
- Appropriate measures shall be taken to minimize grease spillage onto the ground

Note: For outdoor grilling, if cooking is to be performed under cover, a permit must be obtained from the fire marshal

Prior to January 1, 2008, the Anne Arundel County Health Department is working with all organizations to prepare for licensing. In 2007, organizations that have concession operations must follow the policy concerning food concessions on Park property (dated Jan 1,2005). To obtain this document contact our Parks Administration office at 410.222.7317.