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ANNAPOLIS, MARYLAND 21401

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## PARK RULES AND REGULATIONS – COUNTY CODE ARTICLE 14

### § 14-1-101. Definitions.

In this article, the following words have the meanings indicated.

- (1) "Bicycle" means a bicycle as defined in the Transportation Article, § 11-104, of the State Code.
  - (2) "Department" means the Department of Recreation and Parks.
  - (3) "Director" means the Director of Recreation and Parks or the Director's designee.
  - (4) "Park" means a park, reservation, playground, recreation center, or other lot in the County owned, operated, or established by the County and devoted to recreation or a similar purpose.
  - (5) "Play vehicle" means a play vehicle as defined in the Transportation Article, § 21-101, of the State Code.
- (1985 Code, Art. 19, § 1-101)

### § 14-1-102. Rules and regulations.

- (a) **Adoption.** To provide for the safe and enjoyable use by citizens of parks and recreation areas owned or leased by the County or operated in a degree by the Department and to provide for safe and enjoyable participation in athletic and recreational activities supervised by the Department, the Director may adopt rules and regulations on the following subjects:
    - (1) use by the public of County-owned or leased parks and recreation areas;
    - (2) public participation, player conduct, eligibility, and the playing of organized athletics under the Department's jurisdiction; and
    - (3) other subjects that will permit the efficient implementation, administration, and operation of athletic programs and recreational uses.
  - (b) **Submission of proposed rule or regulation.** Before the adoption of a rule or regulation, the Director shall submit the proposed rule or regulation to the Recreation Advisory Board for review. After review, the Board shall advise the Director of its recommendations with respect to the rule or regulation.
  - (c) **Publication.** Except as provided in subsection (d), after adoption of a rule or regulation that applies to each park in the County but before the rule or regulation becomes effective, the Director shall cause a copy of the rule or regulation to be published in a newspaper of general circulation in the County at least once a week for two consecutive weeks, shall send copies of the rule or regulation to the Police Department and the Chief Clerk of the District Court for Anne Arundel County, and whenever possible shall give other publicity to the rule, regulation, order, or directive to bring it to the attention of the public.
  - (d) **Immediate effective dates.** On a determination of immediate need, the Director may adopt rules and regulations that will become effective immediately.
  - (e) **Public records.** The Director shall keep a record of the rules, regulations, orders, and directives issued, and the record shall be open to public inspection at reasonable times. A copy of rules and regulations shall be made available to the public on request and be conspicuously posted in each park whenever practical.
  - (f) **Violation of rules or regulations.** A person may not violate a rule or regulation adopted by the Director in accordance with this section.
- (1985 Code, Art. 19, § 1-102)

### § 14-1-103. Operating hours.

- (a) **Generally.** Parks generally shall be open to the public between sunrise and sunset of each day unless different hours are established by the Director and the hours are posted at the affected parks.

(b) **Closing parks to the public.** A park or section of a park may be declared closed to the public by the Director whenever the Director determines that the closing is necessary because of park conditions, weather, or for another reason that is in the public interest.

(c) **Trespass in closed parks.** A person other than an authorized County employee may not be in a park or a section of a park while it is closed to the public.  
(1985 Code, Art. 19, § 1-103)

**§ 14-1-104. Fees.**

With the advice of the Recreation Advisory Board, the Director may establish fees for participation in recreation programs.  
(1985 Code, Art. 19, § 1-104)

**§ 14-2-101. Alcoholic beverages.**

A person may not drink or possess alcoholic beverages in a park unless as part of a group having permission for exclusive use of the park.  
(1985 Code, Art. 19, § 2-101)

**§ 14-2-102. Camping.**

(a) **Permit.** A person may not camp in a park in other than a designated area and without a permit issued by the Director.

(b) **Sanitation.** Campers shall keep camping areas clean. Garbage, refuse, and rubbish shall be placed in receptacles provided for that purpose.

(c) **Installation of permanent facilities prohibited.** A person may not install permanent camping facilities or dig or level the ground at a campsite in a park.  
(1985 Code, Art. 19, § 2-102)

**§ 14-2-103. Deprivation of use and enjoyment.**

A person may not deprive others of reasonable use and enjoyment of a park by indulging in riotous, boisterous, threatening, or indecent conduct or abusive, threatening, profane, or indecent language.  
(1985 Code, Art. 19, § 2-103)

**§ 14-2-104. Destruction of property.**

(a) **Applicability.** This subsection does not apply to construction projects or maintenance performed on park land or structures.

(b) **Prohibitions.** A person may not:

- (1) tamper with, mar, deface, remove, or destroy an official sign;
- (2) damage, use without authority, or remove an installation, fixture, equipment, or vehicle in or from the park;
- (3) cut, pull up, burn, carve, or in any manner mutilate, misuse, or damage any tree, shrub, plant, grass, or flower on park grounds; or
- (4) intentionally destroy, injure, deface, remove, or disturb soil, rocks, or mineral formations unless incidental to a permitted activity.

(1985 Code, Art. 19, § 2-104)

**§ 14-2-105. Fires.**

(a) **Prohibitions.** A person may not:

- (1) build a fire in a park except in a fireplace or other facility constructed for a fire; or
- (2) use a charcoal grill or a gasoline or gas stove without written permission from the Director.

(b) **Additional regulations relating to fire hazards.** Smoking or the building of fires may be prohibited in parks or limited by the Director whenever in the Director's judgment a potential fire hazard exists.

(c) **Liability for damages.** A person who builds a fire in a park except in a fireplace or other facility constructed for a fire is responsible for damage and expense caused by carelessness.  
(1985 Code, Art. 19, § 2-105)

**§ 14-2-106. Fireworks, firearms, explosives.**

A person may not discharge fireworks, firearms, or explosives in a park without written permission from the Director and the other necessary permits.  
(1985 Code, Art. 19, § 2-106)

**§ 14-2-107. Horses.**

A person may not ride, walk, or otherwise have a horse on park grounds except on bridle paths designated for that purpose by the Director.  
(1985 Code, Art. 19, § 2-107)

**§ 14-2-108. Litter.**

A person may not dump refuse, garbage, or rubbish anywhere on park grounds except in designated receptacles, or bring garbage, refuse, or rubbish into a park and deposit it in park trash receptacles.  
(1985 Code, Art. 19, § 2-108)

**§ 14-2-109. Meetings.**

(a) **Restriction.** A person may not hold a meeting in a park if the meeting will deprive the public of the reasonable use and enjoyment of the park or interfere with the public's right of free passage in the park.

(b) **Written permission required.** A person may not hold an organized gathering of 40 or more individuals in a park without written permission from the Director.  
(1985 Code, Art. 19, § 2-109)

**§ 14-2-110. Model airplanes, rockets, and the like.**

A person may not launch or fly a power model airplane, rocket, or similar device from a park area without written permission from the Director.  
(1985 Code, Art. 19, § 2-110)

**§ 14-2-111. Picnics.**

A person may not picnic in a park in other than a designated area without written permission from the Director.  
(1985 Code, Art. 19, § 2-111)

**§ 14-2-112. Profit-making activities.**

A person may not utilize a tennis court, basketball court, athletic field, or other activity area in a park for conducting private instruction or lessons for which a fee is charged unless the program is conducted or sponsored by the Department.  
(1985 Code, Art. 19, § 2-112)

**§ 14-2-113. Selling.**

A person may not sell anything in a park without written permission from the Director.  
(1985 Code, Art. 19, § 2-113)

**§ 14-2-114. Sound amplification equipment.**

A person may not use sound amplification equipment in a park without written permission from the Director.  
(1985 Code, Art. 19, § 2-114)

**§ 14-2-115. Traffic.**

(a) **Speed limit.** A person may not operate a motor vehicle, bicycle, minibike, play vehicle, or unicycle in a park at a speed in excess of 10 miles per hour unless permitted by posted official notice. The Director shall conspicuously post speed limits in all parks.

(b) **Trucks and commercial vehicles.** A person may not operate a truck or commercial vehicle, other than one owned or operated by the County or used by a person, team, or organization to transport persons participating in athletic or recreational activities in a park, on park premises without written permission from the Director.

(c) **Operation and obstructions generally.** A person may not obstruct a park entrance with a motor vehicle, bicycle, minibike, play vehicle, or unicycle. A person may not operate or stop a motor vehicle, bicycle, minibike, play vehicle, or unicycle in a park area, except on a paved road, without written permission from the Director.

(d) **Overnight parking.** A person may not park a motor vehicle in a park overnight. This subsection does not apply to County-owned, County-operated, or official vehicles.

(e) **Designated parking.** A person shall park a motor vehicle in a park only in designated parking areas.

(1985 Code, Art. 19, § 2-115)

**State Code reference** – Transportation Article, § 25-102(a)(5).

**§ 14-2-116. Vehicle repairs.**

Except in an emergency, a person may not lubricate, repair, or perform mechanical work on a vehicle in a park.

(1985 Code, Art. 19, § 2-116)

**§ 14-2-117. Wild animals.**

A person may not capture, confine, injure, destroy, or interfere with a wild animal in a park.

(1985 Code, Art. 19, § 2-117)

**§ 14-3-101. Enforcement.**

In addition to other enforcement measures allowed by this Code, the Director, for a period of time determined by the Director, may declare a person who violates any provision of this article to be ineligible to participate in County athletic programs or may ban the violator from County owned, leased, or operated facilities.

(1985 Code, Art. 19, § 2-301)

# **FACILITY USER RULES and GUIDELINES**

Effective July 1, 2018

## **COUNTY RIGHT OF ACCESS**

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

No drugs or alcohol of any kind are permitted in or on any Department of Recreation and Parks buildings or grounds at any time.

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 Park Operations coordinates the upkeep of County parkland. Certain parks are maintained by local user groups in partnership with the Department through funding provided by maintenance grants administered by the Department of Recreation and Parks.

Organizations that enter into 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 Park Operations (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 members of their group or attendees of activities. If damage occurs, a representative from the facility user group must attempt to inform the custodian immediately. The Department of Recreation and Parks' Facility Scheduling Office must also be contacted at the beginning of the next business day.

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 a 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 Parks Administrator 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 the Department of 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 remain 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 might have a negative impact on the neighborhood.

Groups using an amplified sound system must obtain prior departmental approval. The use of an amplified sound system is restricted to the hours of 9:00 a.m. through 8:00 p.m.

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

1. Have a copy of the Facility Use Permit in your possession at all times while on site.
2. Occupy the permitted space only during the scheduled time for the approved activity.
3. Immediately report all problems and damage to Facility Scheduling and Principal's Office.
4. Assume responsibility for the cost of repair for any damage to the permitted field or facility during your group's use.
5. Ensure use of the field or facility is restricted to members of the permitted group.
6. Supervise and maintain 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. Parking vehicles on grass areas or fields is prohibited without the permission of the Parks Administrator. A person may not park a vehicle in a park overnight.

## **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 upon 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. Wear only appropriate shoes on the gym floor – no hard shoes or shoes that mark the floor.
8. Prohibit items that could damage the gym floor, such as strollers, skateboards, bikes, liquids, etc.
9. Request custodian's assistance to adjust basketball baskets or standing volleyball systems.
10. Do not play lacrosse, baseball or softball unless the Facility Scheduling Office permits the activity.

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

**Alarms:** Facility user groups bear the cost for the installation and operation of any alarm systems. Alarm codes must be coordinated with the Chief of Park Operations.

**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. If the defacement is particularly offensive, a more prompt response may be required.

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

**Building Interior Maintenance:** Facility user groups are responsible for maintaining the buildings interior in a clean and safe manner. Facility user groups are responsible for all interior improvements to include portable electric devices, supplies and materials. Mandated safety zones and access must be maintained to electrical controls, plumbing and other utilities.

**Domesticated Animals:** All animals brought onto park property must be on a leash at all times and entirely under the control of the person bringing it to the park. Animals within defined dog parks and dog beaches need not be leashed.

Persons bringing a domesticated animal onto park property are responsible for immediate clean up and removal of the animal's defecations. Article 12. Public Safety of the Anne Arundel County Code defines the Animal Control laws associated with dogs and other animals. Some facilities are equipped with "Doggie Stations" for your use.

**Drones in Parks:** Drones may be flown in County Parks provided that the following provisions are adhered to.

**Employees: Interference with Duties:** No person may interfere with any departmental employee acting in the course of his or her official duties.

**Facility and Park Locks:** As soon as locks are changed on buildings in parks, a copy of the keys must be presented immediately to the Chief of Park Operations.

**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 are determined unsafe for scheduled activities.

**Field Preparation:** The County will prepare fields prior to a scheduled sports season so they are safe and playable. Contingent on the availability of funds and materials, the County will provide equitable distribution of topsoil, infield mix, seed and fertilizer. 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.

**Golfing:** The hitting of golf balls within the park is prohibited except at golf courses.

**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 three (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 Park Operations (410-222-7317).

**Lost and Found Objects:** Lost and found objects found on park property must be turned over to the park staff and may be recovered by proper identification at the respective park or Department Headquarters. Lost objects will be held for three (3) months.

**Metal Detectors:** The use of metal detectors within the park is prohibited.

**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 payable to: Anne Arundel County Department of Recreation and Parks.

**Park Signs and Field Advertising:** This policy applies to County parks only. It is not applicable to Board of Education fields or facilities.

Facility user groups are permitted to display banners and signs under the following conditions:

1. Banners and signs must be installed to reflect an organized, uniform and attractive display.
2. Banners or signs promoting alcoholic beverages, tobacco products or activities that encourage a violation of the law or Department regulations are prohibited.
3. Banners and signs must be securely attached to fences or buildings.
4. Banners and signs may measure no larger than 4 feet by 8 feet.
5. For safety reasons, any banner placed lower than 8 feet above the ground, measuring from the bottom of the banner, must be made of a soft durable material such as vinyl or cloth.
6. Banners on backstops must be installed at least 8 feet from the ground, measuring from the bottom of the banner.
7. Signs constructed of hard materials must be placed at least 8 feet from the ground, measuring from the bottom of the sign.

Any request to deviate from this policy must be submitted in writing to the Parks Administrator no later than fourteen (14) days before planned installation of the banner or sign.

The Department reserves the right to remove any banner or sign it deems inappropriate and in violation of this policy.

Scoreboard advertising is not covered by this policy. Requests for advertising on scoreboards will be considered by the Park Administrator on a case-by-case basis.

**Posting Notices:** Attaching or posting notices, signs or any other objects on park property is prohibited except by permit. Interested parties should contact Parks Administration (410-222-7317) for permit information.



**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 8:00 p.m. Public address systems must be in compliance with Anne Arundel County Code of Ordinances.

**Public Restrooms:** Restrooms at community 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. Due to safety concerns, restrooms are secured and not available for use other than during scheduled activities. All community park restrooms will be closed for winterization on December 1<sup>st</sup>. Anne Arundel County Facility Maintenance Division will begin de-winterization on April 1<sup>st</sup>.

**Roller Skates, Roller Blades, Skateboards:** Roller skating, roller blading and skate boarding are permitted only in areas posted for such use and are prohibited in areas designated as hiker/biker trails.

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

**Trash Removal:** The Department will provide trash receptacles at County parks and empty the trash on regularly scheduled weekly intervals at those sites not receiving Maintenance Grants.

**Unauthorized Vehicles:** A person may not operate an unauthorized vehicle within a park without written permission from the Director. Examples of these vehicles include: all-terrain vehicles (ATV), mini-bikes, pocket rockets, motocross bikes or any other similar type powered vehicle.

**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

The Department of Recreation and Parks requires 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. Questions concerning licensing should be directed to the Health Department (410-222-7018).

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 require NSF approved commercial refrigeration for all food facilities, including concession stands. Existing domestic refrigerators may be allowed if they are in good condition and hold 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 Health Department and Fire Marshal.

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

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 County 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
- Four foot clear safety zone surrounding the heat source is maintained
- Grounds and vicinity to grills are kept clean
- Appropriate measures shall be taken to minimize grease spillage onto the ground

Note: A permit must be obtained from the Fire Marshal to perform outdoor grilling under cover.