



Rise Together

City of Rockville
Department of Recreation and Parks
Sports Division
Premier Field Permit Policy

Overview

Premier fields in the City of Rockville are **available by permit only** and are **not open to the general public**. These fields—**Dogwood Park, Broome Athletic Park, and Mattie Stepanek Park**—are fully fenced, locked, and receive enhanced maintenance to support high-quality league play.

Permits may be granted for private use when fields are not in use by City programs or partners. Use must not conflict with existing City-sponsored activities.

Permit Priority

Permits are granted in the following order:

1. City programs, partners, and maintenance
 2. Historical annual users
 3. New applicants
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Insurance Requirements

- **General Liability Coverage:**
 - Minimum: \$1,000,000 per occurrence
 - Participant accident coverage: At least \$25,000
 - Policy must be issued by a licensed Maryland carrier
 - **Additional Insured:**
 - Must name **The Mayor and Council of Rockville** and all officers, officials, and employees
 - Endorsements must be submitted with the COI
 - **Certificate Holder:**
 - Mayor and Council of Rockville
City Hall
111 Maryland Avenue
Rockville, MD 20850
 - **Policy Cancellation:**
 - Requires 30 days' written notice to the City's Risk Management Division
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Fees

- **Field Use:** \$35/hour per field
 - **Lights:** \$35/hour per field
 - **City Staff (unlock/lock):** \$40/day
 - **Security Deposit:** 25% of the total cost
 - Due one week before start date
 - Applied to final bill after field use is verified compliant
 - Final payment due within two weeks after field use
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Rental Process

1. Initial Inquiry

Submit online permit application to Sports Division: [Premier Field Permit Application](#)

2. Request Form Sent

Staff will provide the user with a **Field Permit Request Packet** outlining:

- o Fees and policies
- o Use rules and requirements
- o Insurance requirements

3. User Submission

Users return:

- o Completed permit request form
- o Certificate of Liability Insurance (COI)
- o If the COI is missing, Sports Division staff will follow up.

4. Review & Coordination

Staff will:

- o Review field availability
- o Coordinate with Parks maintenance staff
- o Resolve any scheduling or space conflicts with the user

5. Insurance Approval

The COI is forwarded to Risk Management for approval.

6. Payment

Once approved, the user is sent a **payment link** for the rental fee.

7. Permit Issued

Upon payment:

- o The permit is issued
- o Staff are scheduled to unlock/lock fields and restrooms if applicable

8. Cancellation

If needed, the Sports Division will assist with **rescheduling or refund processing**.

9. Post-Use Follow-Up

Staff may contact the user to address any issues and improve future rentals.

User Responsibilities & Field Rules

- Users are responsible for:
 - o **Damage or loss** of City property caused by their participants, staff, or patrons
 - o **Proper disposal** of trash and recyclables
 - o **Monitoring weather conditions** and ceasing use during inclement weather
- **Field Restrictions:**
 - o No pets, food, gum, sunflower seeds, or liquids other than water
 - o No sharp objects (e.g., stakes, flags), bikes, or unauthorized vehicles
 - o No modifications to the field (lining, moving mounds, etc.)
- **Field Status:**
 - o Determined daily by the City
 - o Call **240-314-5055** or visit rockvillemd.gov/rainoutline after 3:00 PM on weekdays and 7:30 AM on weekends.

Legal & Safety Notices

- The City reserves the right to **revoke a permit at any time** due to safety, weather, or field conditions.
- Users must **release and indemnify** the City from claims for injury or property loss during field use.
- Users accept the **inherent risks** associated with field activities.