



# Tournament Request Application



# TOURNAMENT REQUEST APPLICATION

**Organization Information**

Date Request Submitted: \_\_\_\_\_

First Date of Rental: \_\_\_\_\_

Name of Organization/Club (as listed on Certificate of Insurance): \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Onsite Contact Person (if different): \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Street Address of Organization/Club: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Non Profit Status:    Non-Profit     For Profit     EIN#/Tax ID#: \_\_\_\_\_

**Tournament Options**

Tournament Venues, Fields, & Amenities	
<b>Multipurpose Fields</b>	
Ballenger Creek	Synthetic Field: Chuck Foreman Field, Formal Grass Fields: #4, #7, & #9 (soccer only) Informal Grass Field: #8 #10
Old National Pike	Formal Grass Fields: #1, #2, #4, & #5
Othello Regional Park	Synthetic Field: #2 Formal Grass Fields: #6 Informal Grass Fields #1 (U12 only), #5
Utica District Park	Synthetic Fields: #6 & #7 Formal Grass Fields: #1, #2, #8, #9, & #10 Informal Grass Field: #11
<b>Ball Fields</b>	
Ballenger Creek	Softball fields #1 (285' / 60' 65' 70'), #2 (285' / 60' 65' 70'), #3 (285' / 60' 65' 70'), #5 (300' / 50' 60' 70'), #6 (300' / 50' 60' 70')
Pinecliff Park	Softball fields #1 (270' / 60' 65' 70'), #2 (295' / 60' 65' 70'), #3 (300' / 60' 65' 70'), #4 (270' / 60' 65' 70'), #6 (310' / 60' 65' 70')

Shelters are assigned as impacted by field selection  
Please visit [www.recreator.com/tournament](http://www.recreator.com/tournament) to view tournament facility maps.

Friday: 12 pm – 10 pm

Saturday: 7 am – 10 pm

Sunday: 7 am – 10 pm

**For Daily Rates & Options, please call our office Monday – Friday, 8am – 5pm. 301-600-2151**

**Tournament Information**

Tournament Name: \_\_\_\_\_

Sport/Activity: \_\_\_\_\_ Estimated # of Participants: \_\_\_\_\_

Check one:                      Youth       Adult                       Estimated # of Teams: \_\_\_\_\_

**Tournament Dates:** \_\_\_\_\_ Estimated # of Spectators: \_\_\_\_\_

Days in Tournament:    1 day      2 days      3 days                      **Park Requesting:** \_\_\_\_\_

Types of Fields Interested in:    Synthetic Fields            Number of Fields: \_\_\_\_\_

Natural Grass Fields            Number of Fields: \_\_\_\_\_

Informal Grass Field            Number of Fields: \_\_\_\_\_

Ball Fields                            Number of Fields: \_\_\_\_\_

First Aid/Emergency Medical Provider: \_\_\_\_\_

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## **Tournament Scheduling Procedure**

- Set-up & Clean-up time for your organization or warm up time for teams is to be included in the times set aside each day for tournament scheduling.
- ALL PLAY & CLEAN-UP MUST END at 10pm each day.
- All reservations are staffed with additional ranger, maintenance staff, and/or turf field attendants.
- Tournaments may be scheduled up to 24 months in advance and require a 20% deposit due upon tournament approval.
- Final payment of all fees due 6 MONTHS prior to the tournament after initial walk through and assessment.
- Final walk through and space assignment will be scheduled approximately 30 days prior to the tournament.

## **Additional Charges**

Additional charges may be incurred after assessment of the event. These include, but are not limited to:

- Equipment - tents, radios, tables, chairs and signage
- Facility Charges – synthetic field lining, additional mowing, additional portable toilets, etc.
- Special Requests – sales permits, alcohol permits, etc.

## **Cancellation & Refund Policy**

FCPR reserves the right to cancel a reservation when the safety of the participants or staff is in question. Every effort will be made to give all rental applicants/program participants' prior notice before canceling.

Refunds or credits will be granted for daily rate reservations that are not used by the applicant when a refund or credit request is made at least 20 business days prior to the date(s) in question. A minimal 20% processing fee will be charged per refund transaction. To avoid the processing fee, you may apply the credit to your account for future use. Any refund or credit requests for a reservation that are received less than 20 business days prior to the event will not be honored. Security Deposits are not refunded. Reservation dates cancelled by FCPR are automatically issued full refunds. Please allow at least 3 weeks for refunds to be processed.

*"When Thunder Roars, Go Indoors"* FCPR reservations on any athletic field will be suspended if a thunderstorm appears imminent before or during outdoor activities. If thunder can be heard, lightning is close enough to be a hazard and everyone should head to a safe location immediately. All activities will be suspended until 30 minutes after the last sound of thunder is heard. Spectator and participants will be directed to the nearest safe location which in many instances will be their vehicles. Participants and spectators should only make their way back to a venue after an "all-clear" from FCPR Staff. Consideration must be given to patrons leaving safe locations and returning to the venue.

If your reservation is cancelled due to inclement weather, your Designated Representative should notify FCPR the first business day following your reservation in order to receive a refund or credit of field use fees and security deposit. Any rescheduling is at FCPR's discretion.

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## **References**

If you are a first time user group, please list two references where you have previously held tournaments or leagues.

1) Tournament or Season: \_\_\_\_\_ Dates: \_\_\_\_\_  
Venue: \_\_\_\_\_ Venue Contact Person: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_  
Number of Events: One time  Multiple Events  Annual Events

2) Tournament or Season: \_\_\_\_\_ Dates: \_\_\_\_\_  
Venue: \_\_\_\_\_ Venue Contact Person: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_  
Number of Events: One time  Multiple Events  Annual Events

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## Special Request Components (Approval Process Required)

**Provide all request or information that applies to your event and any additional details, if applicable:**

*Note – These items are examples of requests. All items entered below are not a guarantee of their approval. To expedite routing process, all areas should be fully completed if applicable.*

Item	Brief Description / Location (if applicable)	Office Use Only
<b>Gate Admission, Spectator Fees/Donations</b> are not allowed per Frederick County Code (1959 Code, § 30-18(h)) (Ord. 77-12-89, § II, 9-6-1977; Ord. 05-35-396, 10-25-2005; Ord. 07-23-463, 6-26-2007; Ord. 14-23-678, 11-13-2014)		
<b>Team/Individual Registration or Participation Fee</b> (Financial Form must be completed fully)		
<b>Product/Food Giveaways</b>		
<b>Vendors/Concessions/Food trucks</b> (Sales Permit required for all sales Applicants must follow Frederick County Health Department Codes and Regulations. Please visit <a href="http://md-frederickcountyhealth.civicplus.com">md-frederickcountyhealth.civicplus.com</a> for information.)		
<b>Banners/Signs</b> (i.e. Vendor signs/banners, directional signs, feather flags, etc. Quantity and exact wording of each sign/banner is needed.)		
<b>Alcohol</b> ( <a href="#">alcohol permit</a> required)		
<b>Modifications to grass fields</b> (i.e. – painting lines, dragging, raking, etc. <a href="#">Field Maintenance Online Training</a> required.) <i>FCPR does not provide field maintenance services during tournaments. All fields are dragged Fridays pre-tournament.</i>		
<b>Modifications to synthetic fields</b> (i.e. half field lines, baseball portable mound, etc. May be an additional cost.)		
<b>Temporary structures</b> (i.e.-tents, tables & chairs, portable goals, hitting nets, etc.)		
<b>Use of Additional Portable toilets</b> (if needed due to number of attendees, customer must coordinate & pay for placement of additional portable toilets.)		
<b>Amplified Sound</b> (Music, DJs, etc)		
<b>Public Water access needed</b> (Other than water fountains)		
<b>Generators/ AC/DC powered equipment/ propane heaters</b>		
<b>Other/Miscellaneous Requests</b>		

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## Clean-Up

The organization and contact persons listed on the approved permit are responsible for all trash/waste generated by this event. Refer to the Event Planning Guide. Note that after assessment of the impacts of your event proposal, FCPR reserves the right to require additional stipulations that may incur additional charge(s). Please note: Vendors must remove all concession trash generated. (i.e. – large boxes, cans, or containers from products purchased for the purpose of generating food or goods sales, as well as any grease generated.)

Will you utilize a park dumpster for waste disposal?  Yes  No  
Will you need additional trash cans for waste disposal?  Yes  No

## Acknowledgement and Signature

I, \_\_\_\_\_ (*print name*), an authorized representative of the Renter, confirm that all information provided in this application is true, complete, and accurate. I have read and agree to abide by and enforce at all times all Frederick County Division of Parks and Recreation (FCDPR) policies and code of conduct provided by FCDPR for the rented facility/property, and that any damage and/or destruction of the above named property(s) will result in repair and/or replacement fees billed directly to me. I understand that any deviation from the policies may result in the removal of persons in the group or the entire organization from the facility and cancelation of the reservation. I agree to pay all costs pertaining to field use 6 months prior to the first use.

To the extent allowed by law, Renter shall indemnify Frederick County, Maryland for any and all claims during the course of or in relation to the Renter's activities, including workers' compensation claims and the cost of defense. Renter will not hold Frederick County, Maryland liable for any accident or injuries during the course of or in relation to Renter's activities.

\_\_\_\_\_  
**Signature of Authorized Representative**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

**Submission:** This is an electronic form. Please download or save to your computer. You will then be able to fill it out using the PDF reader on your computer. Please email completed forms to:

[TStarick@FrederickCountyMD.gov](mailto:TStarick@FrederickCountyMD.gov) or [ParksandRecreation@FrederickCountyMD.gov](mailto:ParksandRecreation@FrederickCountyMD.gov)

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## TOURNAMENT FINANCIAL INFORMATION

Organization Name: \_\_\_\_\_

Non Profit Status: Non-Profit  For Profit  EIN#/Tax ID#: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

### **Revenue:**

Fee per Participant/Team: \_\_\_\_\_

Estimated Number of Participants/Teams: \_\_\_\_\_

Total Fees: \_\_\_\_\_

Profit Received from Sale of Food or Goods: \_\_\_\_\_

**Total Revenue Estimated:** \_\_\_\_\_

### **Expenses:**

Tournament Permit Cost: \_\_\_\_\_

Event Staff: \_\_\_\_\_

Officials: \_\_\_\_\_

Advertising: \_\_\_\_\_

Equipment: \_\_\_\_\_

Give-aways: \_\_\_\_\_

Other (list item): \_\_\_\_\_

Other (list item): \_\_\_\_\_

Other (list item): \_\_\_\_\_

Total Additional Expenditure Costs: \_\_\_\_\_

### **Anticipated Profit:**

Profit after expenses: \_\_\_\_\_

***I, the undersigned, understand that no individual, group, or business, is allowed to receive monetary gain from the use of Frederick County facilities without written permission from Frederick County Parks and Recreation. I affirm that the information I have provided is accurate.***

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date