



**Cecil County Department of Parks and Recreation (CCPR)  
Calvert Regional Park  
Facility Use Guidelines  
2016**

**Introduction**

These Scheduling guidelines are intended to assist you when making facility reservations. CCPR staff may deviate from these guidelines as determined necessary and appropriate. It is the intent of CCPR staff to see that facilities are used to their full potential while maintaining a safe, quality environment. The CCPR staff will work to avoid scheduling conflicts while servicing multiple user groups. CCPR will also act as a liaison between user groups with similar needs.

**Please direct any questions or concerns on any of the guidelines, procedures, or fees to:**

**Cynthia A. Cantor, R.A.  
Superintendent of Recreation  
443-309-4229**

**or**

**Clyde VanDyke  
Director  
443-307-5656**

**General Rental Guidelines**

- CCPR staff will base the scheduling of events on facility availability and approval. CCPR, prior to public posting must approve all game schedules.
- All events will be negotiated by CCPR, which will determine the extent of CCPR personnel required to safeguard the facilities interest.
- Groups renting CCPR facilities will be held financially responsible for any special cleaning, maintenance, or repair resulting from the event or activity.
- Groups renting CCPR facilities will be held financially responsible for all staffing needed to accommodate parking and security resulting from the event or activity.
- Groups renting CCPR facilities are required to observe all applicable policies of the Cecil County Parks and Recreation Department and Calvert Regional Park, as well as all local, state and federal laws.
- CCPR is not responsible for any lost, stolen, or damaged property belonging to the members of rental groups utilizing the facilities.



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- Groups renting the entire facility will have the use of all designated facilities
  - 7 playing surfaces - Calvert Regional Park (1 synthetic and lighted)
  - 2 playing surfaces - Rising Sun High School (connected to property)(1 lighted)
  - All parking spaces - 600+
  - Bathroom facilities
- Parking is permitted in designated area only.
- Groups renting CCPR facilities are responsible for trash removal in the areas they are renting. All areas should be left in the same condition as when they arrived.
- Smoking and tobacco products are not allowed.
- No alcoholic beverages or illegal drugs may be consumed prior to or while using the facilities.
- Tournament participants are prohibited from scaling perimeter fences to access the fields.
- Pets, other than guide animals, are prohibited.
- Grills are prohibited
- Fields may be closed and/or reservations cancelled when warranted (i.e., special events, maintenance projects, inclement weather).
- Specific policies are posted on site and must be observed. Verbal instructions issued by staff should be strictly followed.
- All visitors to CCPR Facilities are expected to be good citizens and respect the rights of others. Individuals who engage in unacceptable or irresponsible behavior may have their access to Calvert Regional Park revoked or modified indefinitely.
- Field Rental starts when teams arrive for warm-up.

**Field Rental Fees & Associated Charges**

Field Rental:

Grass Field	\$105.00 per hour
Synthetic Turf Field	\$150.00 per hour
Initial field lining	\$165.00 per field (may vary depending upon the sport)
Field Lighting	\$45.00 per hour

\*Portable Bathrooms:

1-20 teams	\$500.00
20+ teams	\$1200.00

\*Additional charges for multiple sites and additional cleanings

Field Repair:	\$175.00 per field – one day event
(Crease and Goal Areas)	\$250.00 per field – two day event



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Security/police officer and traffic control – minimum \$50.00 per hour

\*Event staff charges (trash collection, parking, facility maintenance) – minimum \$15 per hour per person

\*Cost can be replaced by renter event staff and must be coordinated with CCPR.

Roll-Off Trash container - \$550.00 minimum

Rental Fees: The length of the rental period includes preparation, set-up, and tear-down/clean-up times.

**Vendor Guidelines and Fees**

1. No outside food vendors are permitted without the permission of CCPR under any circumstances. Local approved food vendors will provide catering opportunities and the information will be made available to each event director.  
Organizations wishing to have additional vendors participate in conjunction with their approved special event must submit a list of vendors to CCPR 21 days prior to the contracted event. CCPR maintains the right to exclude vendor and any item from being sold, distributed, or advertised.
2. All vendors must provide insurance coverage as described for the event.
3. All vendors must meet the standards and requirements of Cecil County Government.
4. The sponsoring organization will be responsible for cleaning all areas of the facility used for concession as detailed in the Facility Reservation Form or other related documents.
5. In the event that facilities are not cleaned or are damaged as a result of an event, cleaning or maintenance fees will be charged to all groups holding special events.
6. All items sold must pertain to the event being conducted.
7. Vendor Fees
  - Sales Vendors - \$250.00
  - Non Sale Vendors - \$100.00

**Required deposits to reserve tournament/event dates (s)**

Single day tournament/event -	\$2,500.00
Multiple day tournament/event -	\$5,000.00 minimum
Refundable security deposit - Expenses incurred)	\$1,000.00 (refunded at the conclusion of event minus any additional

Final Payment Due Date: Rental fees and all other associated charges are due 30 days prior the event date.



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**Outside Caterers/Food Services**

We recognize that using an outside catering service may be beneficial to a team/group attending your event. Our insurance regulations stipulate that only approved vendors can be used at any CCPR Park/Field event. No other outside caterers or delivery service will be permitted under any circumstance. At least 60 days prior to your event a list of approved vendors and their menu options will be provided for distribution to your teams. Any financial arrangements will be handled directly between the vendor and the team group/involved.

**Temporary Advertising**

Temporary advertising is advertising associated with any activity or event that is distributed or displayed for the duration of a permitted event. Examples of activities or events include games, tournaments, 4th of July celebration, arts festivals and similar functions. Temporary advertising may take the form of banners, inflatables, signs or other displays as approved by the CCPR . CCPR will only approve advertising that is primarily directed to event participants and does not interfere with the use of enjoyment of the park by people who are not participating in the activity or event. The temporary advertising may be affixed to fences, walls, other structures, the ground or the like, as approved by CCPR . CCPR will approve advertising that is affixed in a safe and stable manner that does not damage park infrastructure or park property. The temporary advertising must be placed within or directly adjacent to the physical boundaries of the event, as approved by CCPR. Temporary advertising is limited to the event sponsor and to those authorized by the event sponsor. Temporary advertising will be removed from the park immediately after the event concludes. If the event lasts for more than one day, the advertising does not need to be removed and reinstalled each day, however, CCPR will not be held liable for any damage that occurs overnight.

**Event Renewal**

Tournaments or events have 30 days from the completion of the current event to complete reservation form and submit with the required deposit. If not received within 30 days the date will become open to the public.



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**Inclement Weather**

In case of wet field conditions, a CCPR will have final say whether the fields are playable. CCPR and a tournament representative for the specific field(s) will collaborate and make the appropriate decision(s) regarding any cancellation, postponement, or any other related arrangement. Under no circumstances will a tournament be conducted on field(s) deemed unplayable by the CCPR.

Below are a few reasons for field cancellations:

- Standing water on the field(s)
- Fields are slippery or unsafe
- Turf tears underfoot

It will be the responsibility of the tournament director or user group(s) scheduled to inform participants and their staff of any decision(s) made.

**Cancellation/Refund Policy**

A full refund minus reasonable fixed expenses will be awarded if the tournament or event is cancelled due to weather or is canceled because of an occurrence which is beyond control of CCPR, or the renter, such as an "Act of God," civil disturbance, or other like cause. If the renter cancels the event the deposit will be forfeited. Failure to make final payment 30 days prior to the event can result in the forfeiture of the deposit and cancellation of the event.

**Safety**

The renter must provide an approved trainer or medical staff for each event. Please contact Cecil County Department of Emergency Services medical staff for each event at (410)658-5555.



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**Insurance Requirements:**

Aggregate Limit of Liability	\$2,000,000.00
Per Occurrence Limit	\$1,000,000.00
Personal Injury/Advertising Injury	\$1,000,000.00

CCPR, Cecil County Government must be named as an additional insured. Certificates of insurance must be provided to CCPR at least 48 hours prior to your event. Event shall indemnify and save harmless CCPR, Cecil County and its officers, agents and employees from and against any and all suits, actions, or claims of any character, type or description including all expenses of litigation, court costs and attorney fees brought or made for or on account of any injuries or damages received or sustained by any person or persons or property, arising out of, or occasioned by the act of failure to act of CCPR, Cecil County or its agents, volunteers or employees in the use of the facilities arising out of obligations of the Event as set forth in any and all Agreements.

**The event dates will be reserved when the following conditions are met**

- Calvert Regional Park reservation form is completed
- Required deposit is received

**The event will be officially scheduled when the following conditions are met**

- Reservation form and deposit are received
- Cost estimate is accepted by the rental group
- The preliminary planning meeting(s) have been successfully completed



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If necessary, a meeting will be held with the requesting party and CCPR to discuss the event. Further planning sessions may be required depending on the nature and scope of the proposed event. This meeting will only be scheduled once the event dates are reserved. The following items are discussed:

- Dates and times of the event
- Purpose and scope of the event
- Participants
- Equipment and supervision requirements
- Admission fees
- Facility use policies and guidelines
- Liability insurance requirements if applicable
- Written use agreements
- Concession and vending requirements
- Rental costs and payment methods
- First aid and safety policies and procedures
- Weather contingencies

**Approved Vendors**

**Golf Carts**

Kingsville Karts  
Brian Andrychowski  
443-966-0358  
[kingsvillkarts@comcast.net](mailto:kingsvillkarts@comcast.net)  
[www.kingsvillekarts.com](http://www.kingsvillekarts.com)

**Trainers and Medical Staff**

University of MD Upper Chesapeake Medical Center  
Nate Abright  
443-643-3364  
[nalbright@uchs.org](mailto:nalbright@uchs.org)

**Additional Information:**

Cynthia A. Cantor, Superintendent of Recreation  
Calvert Regional Park  
443-309-4229  
[ccantor@ccgov.org](mailto:ccantor@ccgov.org)