

DIRECTIVES

TABLE OF CONTENTS

Section A

1. Report Deadlines
2. Legal Opinions
3. Testimony Before the General Assembly
4. Serving as Officer of Recreation and Parks Councils
5. Media Productions at Recreation and Parks Facilities
6. Courthouse Donation Policy
7. Naming of Parks and Facilities
8. Sponsorship and Recognition
9. Citizen Generated Capital Projects/Equipment Donation
10. Court Hearings, Subpoenas and Restitution
11. Easements and Restrictive Covenants on Recreation and Parks Properties
12. Keys
13. Commercial Use of Parkland

Section B

1. Group Leadership/ Gifts and Grants Program
2. Employment of Fifteen Year Olds as Part-time Leaders
3. Overtime-Monthly and Seasonal Employees
4. Program Seasons for 02 Leadership
5. Guidelines for Fees, Charges and Receipts
6. Council Requested Donations in Conjunction with the Use of Recreation Facilities
7. Council Operated Concession Stands
8. Beer and Wine Permits
9. Rental of County Recreation and Parks Facility (excluding Revenue Generating Facilities)

Section C

1. Priority Order for Use of Recreation Facilities
2. Lightning
3. Inclement Weather Procedures
4. Management of Basketball Courts
5. Athletic Lighting
6. Council Sponsored Carnivals at Recreation and Parks Sites
7. Temporary Fencing at Recreation Facilities
8. Paint Ball Games

9. Anchoring Portable Goals
10. Use of Artificial Turf Fields
11. Program Safety Standards

Section D

1. Recreation and Parks Powerboat Policy
2. Transporting Participants
3. Overnight Camping
4. Use of Trampolines, Mini Tramp, Springboard, Dunk Tanks, and Inflatables
5. Supervision of Participants
6. Guidelines for Reporting Suspected Abuse or Neglect
7. Recreation and Parks Facility use for Flea Markets or Similar Fund-Raising Activities
8. Stage Use Policy
9. Use of Metal Detectors in Parks
10. Ponies, Horses, or Petting Zoos in the Park

SECTION A

1. Report Deadlines
2. Legal Opinions
3. Testimony Before the General Assembly
4. Serving as Officer of Recreation and Parks Councils
5. Media Productions at Recreation and Parks Facilities
6. Courthouse Donation Policy
7. Naming of Parks and Facilities
8. Sponsorship and Recognition
9. Citizen Generated Capital Projects/Equipment Donation
10. Court Hearings, Subpoenas and Restitution
11. Easements and Restrictive Covenants on Recreation and Parks Properties
12. Keys
13. Commercial Use of Parkland

RECREATION AND PARKS DIRECTIVE A-1

TITLE: **Report Deadlines**

DIRECTIVE: Staff members will comply with the following schedule of due dates for reports. The dates listed are when report is due to the Administrative Office. The Regional Coordinator will determine the date the reports are due to the Regional Office.

Due dates to Administrative Office:

1st Friday of the month- Mileage

18th of the month- Procurement Card Reports

27th of the month- Time Sheets

End of the month- RPSS Report

Revised 9/14/12
Originated 3/17/80

RECREATION AND PARKS DIRECTIVE A-2

TITLE: **Legal Opinions**

DIRECTIVE: All requests for legal opinions shall be forwarded to the Office of
the Director for further action.

Revised 9/14/12
Originated 6/14/85

RECREATION AND PARKS DIRECTIVE A-3

TITLE: **Testimony Before the General Assembly**

DIRECTIVE: Any individual requested to speak or testify before any committee of the Maryland General Assembly as a representative of Baltimore County Department of Recreation and Parks is required to obtain permission from the Office of the Director in advance of speaking or testifying. Such approval will ensure the County's overall best interest is represented.

Speaking or testifying before any Legislative Body, as a representative of the Department/County is considered to be work related. However, any employee who independently, and not as a representative of the Department/County, testifies before the General Assembly during their normal work hours will be required to take formal leave (vacation, personal leave or compensatory leave.)

RECREATION AND PARKS DIRECTIVE A-4

TITLE: **Serving as Officer of Recreation and Parks Councils**

DIRECTIVE: Recreation and Parks employees are precluded from serving as Baltimore County Recreation and Parks Council officers or chairpersons in any capacity that is in a rule/policy making position in any Baltimore County Recreation and Parks Council. This shall also include any position having the responsibility for the collection, solicitation, disbursement, or management of any Baltimore County Recreation and Parks Council funds.

Revised 4/3/12
Originated 11/21/94

RECREATION AND PARKS DIRECTIVE A-5

TITLE: **Media Productions at Recreation and Parks Facilities**

DIRECTIVE: The following guidelines have been developed to assist staff when receiving such requests.

1. All requests from media production companies are to be submitted in writing to the Department Planner. Upon approval from recreation and parks, the request will be forwarded to the Administrative Office for County approval and contract execution.
2. Insurance and liability requirements and hold harmless agreements must be agreed upon as stated in the Right of Entry Agreement and Production Agreement, which will be drawn up by the Administrative Office when final approval is obtained.

RECREATION AND PARKS DIRECTIVE A-6

TITLE: **Courthouse Donation Policy**

DIRECTIVE: In accordance with the Baltimore County Courthouse Gardens Donation Policy, all Courthouse Donations will be handled as follows:

Individuals or organizations wishing to make a donation for a specific purpose in the gardens must make their request in writing, along with a documentation of value, to:

County Administrative Office
400 Washington Avenue
Towson, MD 21204

If the proposed donation is considered to be appropriate by the Administrative Officer, the Director of Recreation and Parks, Property Management, and the County landscape architect, a Resolution for acceptance by the Baltimore County Council will be prepared and submitted for approval by the Council. Upon approval of the Resolution, the Department of Recreation and Parks will work with the donor and the County's Landscape Architect to ensure proper disposition of the donation.

BALTIMORE COUNTY COURTHOUSE GARDENS DONATION POLICY

WHEREAS, the gardens around the Baltimore County Courthouse are developed in accordance with accepted landscape architectural guidelines. Donations to the gardens may be accepted in the following manner.

SECTION I: APPROVAL OF COUNTY COUNCIL

Donations are not deemed accepted by Baltimore County (the "County") until and unless the donations are accepted by the Baltimore County Council (the "Council"). Pursuant to Section 306 of the Baltimore County Charter, the Council has the authority to accept or refuse any donation to the County.

SECTION II: GENERAL PROVISIONS

- A. Individuals or organizations wishing to make a donation for a specific purpose in the gardens, which may include plant material, benches, sculptures, memorials, or cash, must make their requests in writing along with documentation of value to:

County Administrative Office
400 Washington Avenue
Towson, MD 21204

- B. If the proposed donation to the Courthouse gardens is initially considered to be appropriate, the Administrative Office will refer the request to the Director of Recreation and Parks and the County's Landscape Architect to render professional advice regarding compatibility with the existing landscape and future plans. The Administrative Officer reserves the right to reject any donation if the Administrative Officer determines that the donation is not in the best interests of the County. Donations rejected by the Administrative Officer will not be submitted to the Council for approval.
- C. The landscape Architect and the Department of Recreation and Parks will provide recommendations to the Administrative Officer regarding compatibility of the donated items as well as suggestions as to its proper location, maintenance and other related costs.
- D. Upon final review and approval by the County Administrative officer, a Resolution for acceptance by the Baltimore County Council will be prepared and submitted for approval by the Council.

- E. Upon approval of the Resolution, the Department of Recreation and Parks will work with the donor and the County's Landscape Architect to ensure proper disposition of the donation.

SECTION III: ACCEPTANCE OF A DONATION MUST BE IN THE PUBLIC'S INTEREST

Any structure proposed for the Courthouse gardens must be in the public's interest.

SECTION IV: ACCEPTANCE OF A DONATION DOES NOT CONSTITUTE ENDORSEMENT BY THE COUNTY

Acceptance of a donation and recognition of the donor does not constitute endorsement by the County of the donor, its services or products.

June 16, 1999

RECREATION AND PARKS DIRECTIVE A-7

TITLE: **Naming of Parks and Facilities**

DIRECTIVE:

I. The following policy will be used in the naming of parks and facilities:

A. Parks will be named based on historical and/or geographical features, which are of significance to the area/community involved. Parks will not be named for a volunteer or individual excepting those parks, which has been donated to Baltimore County can be named according to the wishes of the donor.

B. Facilities in areas within parks may be named based on historical and/or geographical features.

C. Facilities and areas within parks may also be named to honor an individual(s) who has contributed significantly to the recreational area/community where the facility is located.

1. The name of the individual nominated will be submitted to the local recreation and parks council for review.
2. If the nominee is approved, the recreation and parks council must submit a letter of request to the chairperson of the Board of Recreation and Parks indicating the facility to be named and the reason.
3. The board and department will review and act on all requests of recreation councils.

II. The following policy will apply as to all signage designs, locations, and installations:

A. Must be approved by the director or designee of the department of recreation and parks and

B. Must meet the criteria below:

1. Plaque/markers will be no larger than 15 x 20 inches; may be metal, stone or wood only.
2. Examples of types of areas and facilities:
 - a. A field at a park site

- b. Backstop or designated location within a park site
 - c. A local recreation community building or display showcase
 - d. The activity room of a school recreation center or display showcase
 - e. Tot lot or pavilion
 - f. Storage room/field building.
3. Plaques and cost of their installation shall be paid by the community recreation and parks council.

Revised 4/3/12
Originated 4/13/92

RECREATION AND PARKS DIRECTIVE A-8

TITLE: **Sponsorship and Recognition**

DIRECTIVE: All donations, cash or property must be reviewed and accepted by the Department. Donations may be directed to a specific program, event or recreation facility. Any cost associated with a donation is the responsibility of the donor. The form and amount of recognition a sponsor receives will be in accordance with the Executive Order.

If the proposed Sponsorship is approved by the Department, a Resolution for acceptance by the Baltimore County Council will be prepared and submitted for approval by the Council. Upon approval of the Resolution, the Department of Recreation and Parks will work with the donor in regards to recognition.

Revised 4/3/12
Originated 2/7/02

RECREATION AND PARKS DIRECTIVE A-9

TITLE: **Citizen Generated Capital Projects/Equipment Donation**

DIRECTIVE: Listed below are the procedures by which a citizen may complete a project on Baltimore County property in the Department of Recreation and Parks inventory. Also, included is a checklist that must be submitted with the project plans to be used during the approval process.

1. Citizen prepares proposal and presents to Community Supervisor. Proposal includes plans (if applicable), letter stating work to be done or equipment being donated, cost and timetable. Community Supervisor reviews proposal and explains procedures and rules.
 - a. Projects costing \$5000 or more must go through full County Council approval. This procedure can take as much as ten weeks. Projects costing under \$5000 are to be submitted to the County Administrative Officer for approval and then forwarded to the County Council for a 14-day review period. This process can take as much as five weeks.
2. Community Supervisor reviews and presents to local Recreation Council for their approval. If both approve of the proposal, it goes on to the Regional Coordinator for their review and approval/disapproval.
3. If approved by Regional Coordinator, on to Chief of Recreation Services and Property Management for review and approval/disapproval.
4. If approved by Chief and Property Management, proposal is given to Chief of Administrative Services for routing to County Council approval.
5. Projects may only move forward upon County Council approval. The Community Supervisor will notify the citizen(s) with the approval or denial.
6. Construction of buildings, sheds, pavilions, bridges, retaining walls, or any structure that could adversely affect the health, safety and welfare of the general public shall

generally not be allowed to be undertaken by citizen volunteer groups.

7. Citizen groups may not hire outside contractors to accomplish work on public park property. The Department will secure proposals from their on-call contractors and accept the citizen organization's donation of the on-call's cost to accomplish the project.

Revised 4/3/12

CITIZEN GENERATED PROJECTS

PROJECT:

DATE:

SITE:

PURPOSE:

SCOPE OF PROJECT:

COST OF PROJECT:

TIME FRAME:

REQUIRED: MAP DIAGRAMS OTHER _____

APPROVALS: *(Please check Yes/No and initial)*

YES NO Community Supervisor

YES NO _____, Recreation Council Date

YES NO _____, Regional Coordinator Date

YES NO _____, Chief Recreation Services Date

Recommendations _____

YES NO _____, Property Management Date

Recommendations _____

Recommended Permits _____

COMPLETE , Chief Administrative Services Date

Donation Process (if needed) _____

RECREATION AND PARKS DIRECTIVE A-10

TITLE: **Court Hearings, Subpoenas, and Restitution**

DIRECTIVE: The Department of Recreation and Parks Administrative Services is responsible for coordinating all department testimony in court cases involving recreation and parks property. Staff members receiving a subpoena or other relevant documents (such as police reports, correspondence from the State's Attorney's Office, etc.) are to forward a copy of this information to Administrative Services. The appropriate recreation and parks staff will be requested to represent the department at the court proceedings.

In cases where restitution is ordered by the court, Administrative Services will be responsible for the collection, disposition and record keeping of all funds.

Revised 4/3/12
Originated 1/9/03

RECREATION AND PARKS DIRECTIVE A-11

TITLE: **Easements and Restrictive Covenants on Recreation and Parks Properties**

DIRECTIVE: The Baltimore County Department of Recreation and Parks, seeking to preserve both the recreational potential and monetary value of the Baltimore County owned properties over which it has been given authority, sets the following policy.

No perpetual easement/restrictive covenant of any sort shall be placed upon property assigned to the Department of Recreation and Parks, with the following possible exceptions:

1. Deed restrictions, covenants or similar instruments required through a park-funding program such as Program Open Space.
2. Necessary drainage, utility, and access easement.
3. Easements, covenants, etc. that were placed on the property prior to or as a condition of County acquisition, and which are “inherited” via the deed transfer.
4. Easements granted in exchange for considerations. Such considerations may include fees from private interests, or funding through a program/organization such as Maryland Historical Trust.

All proposed easements, covenants, or other restrictive mechanisms must be approved by the Director of Recreation and Parks (or designee) and the Baltimore County Office of Law and must be signed by the Baltimore County Administrative Officer.

RECREATION AND PARKS DIRECTIVE A-12

TITLE: KEYS

DIRECTIVE: Keys are to be issued to recreation personnel (full & part-time) in order to secure and limit access to the interior of a school or recreation facility. Unauthorized use of keys to County Facilities by full and/or part-time staff may result in either disciplinary action or termination.

So that volunteers will not be denied access to storage of council owned material/equipment, keys that do not allow access to interior sections of a school or recreation facility may be issued to volunteers. Unauthorized use of keys to County Facilities by volunteers may result in the Council assuming the costs of re-keying the facility.

All keys issued to recreation staff or volunteers must be documented in a key log. In addition, the person receiving the key(s) must complete the Sign Out of County Issued Keys form. (attached).

Revised 11/4/12

BALTIMORE COUNTY
DEPARTMENT OF RECREATION AND PARKS
SIGN OUT OF
COUNTY ISSUED KEYS

Name of Person Receiving Key(s): _____

Address: _____

Phone Number: Home _____ Cell _____

Baltimore County Employee

Volunteer Program: _____

| Date Issued | Key Number/Identification | Description (i.e. Towson HSRC – Exterior gym door) | Date Returned | Initials of receiver of keys | Initials of returnee of keys |
|-------------|---------------------------|--|---------------|------------------------------|------------------------------|
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All keys signed out will be returned at the conclusion of the program or the termination of employment, or at any time deemed necessary by the full-time staff member.

Issued keys cannot be copied.

Signature of Issuer of Key(s)

Date

Signature of Receiver of Key(s)

Date

RECREATION AND PARKS DIRECTIVE A-13

TITLE: **Commercial Use of Parkland**

DIRECTIVE: Per County Code Section 30-1-201 (1), commercial activities may not be conducted on parkland without a permit. All requests for such a permit must be reviewed by the Director or their designee and be accompanied by a letter detailing the activity, justification of the need for the particular site and a projected income statement. The county will recoup all costs associated with the activity including but not limited to issuance of permit, facility and staff scheduling, staffing, maintenance (including refuse removal, field repair, delivery of supplies/equipment, etc.), and overhead. Vendor is responsible for all additional permits and providing insurance in compliance with current Baltimore County standards (see attached). (Exception-Media Productions Directive A-5)

Employees of the for-profit organization who will exercise authority, supervision or control over children are subject to criminal background checks.

Originated 4/12/12

Commercial Use of Recreation Facilities

Profit Groups- certificate of insurance + payment for leadership + rental for the area

Hourly Rental Fees Effective 12/5/2010

| | |
|---|----------|
| Athletic fields and diamonds | \$85.00 |
| Artificial Turf Fields (inside and outside) | \$150.00 |
| Meeting Room | \$15.00 |
| Gymnasium | \$30.00 |
| Multipurpose Room | \$20.00 |
| Auditorium | \$30.00 |

Local staff will set minimum hours. The fees include the specific areas of the facility, utilities and adjacent lavatories. This fee does not cover additional staff hours or special supplies required.

The use of equipment and other rights and privileges are not implied.

Charges may be applied for additional staff hours.

All rental fees shall be paid by check payable to Baltimore County, Maryland and must be forwarded to the Department's Division of Administrative Services with a completed Miscellaneous Cash Receipt.

Originated 4/12/12

SECTION B

1. Group Leadership/ Gifts and Grants Program
2. Employment of Fifteen Year Olds as Part-time Leaders
3. Overtime-Monthly and Seasonal Employees
4. Program Seasons for 02 Leadership
5. Guidelines for Fees, Charges and Receipts
6. Council Requested Donations in Conjunction with the Use of Recreation Facilities
7. Council Operated Concession Stands
8. Beer and Wine Permits
9. Rental of County Recreation and Parks Facility (excluding Revenue Generating Facilities)

RECREATION AND PARKS DIRECTIVE B-1

TITLE: **Group Leadership Program**

DIRECTIVE: The Department of Recreation and Parks does not provide paid leadership for the following: adult programs, tournaments, out of season (See Directive B-4), tots and childcare programs, and program instructors (i.e. ballet, aerobics). The Group Leadership Program enables the County's Recreation and Parks Councils to donate funds to pay leadership for these programs or to expand other programs beyond funding.

Department staff and recreation and parks councils desiring to participate in this program shall follow the following procedures:

1. Staff will determine which programs to designate for participation in this process.
2. Staff, with the cooperation of recreation council volunteers, will determine leadership costs and complete the Agreement for Employment and the Conditions of Employment form.
3. Part-time staff members who are employed in the Group Leadership Grant Program may not have a current position of leadership with the local recreation council in accordance with Directive A-4.
4. Staff will be responsible for:
 - a. Ensuring the recreation and parks council submits a check to the department to cover leadership costs with submittal of timesheets. All checks are to be made payable to "Baltimore County, MD".
 - b. Forwarding all checks to the Regional Coordinator's Office who will check for accuracy, then forward to the appropriate staff member in the department's main office. All checks are to be accompanied by a pre-numbered miscellaneous cash receipt. These forms may be obtained from the appropriate staff member in the department's main office. A copy of the invoice verified by the Office of Budget and Finance will be returned to the Regional Coordinator.
4. All checks will be deposited into the Group Leadership account. Any surplus balance will be carried into the next year

and used for future programs or can be refunded to the recreation and parks council (minimum refund is \$100). Recreation council must request refunds via a written memorandum to the Department of Recreation and Parks.

5. Area and local staff must use appropriate accounting method provided by Department to track the deposits and expenditures for this program.

Revised 11/4/12
Originated 3/26/92

**BALTIMORE COUNTY DEPARTMENT OF RECREATION AND PARKS
AGREEMENT FOR EMPLOYMENT**

WHEREAS, the _____ Recreation and Parks Council desires to conduct a _____ program which requires the services of a qualified _____; and

(Job Title)

WHEREAS, _____, has offered to perform the services required for the above program as a non-merit, monthly employee of the Baltimore County Department of Recreation and Parks to be funded through the aforementioned recreation and parks council's donation to the Baltimore County Gifts and Grants fund; and

(Name)

As an employee of the Baltimore County Department of Recreation and Parks I agree to comply with current state and county regulations. I further understand and agree that failure to do so will result in my no longer being considered for this position.

THEREFORE, the Baltimore County Department of Recreation and Parks agrees to pay _____ for the required services at an hourly rate, as determined by the _____ Recreation and Parks Council, of (\$ _____) for services performed during the period starting July 1, _____ and ending June 30, _____.

(Name)

WHEREAS, each party reserves the right to cancel this agreement upon written notice of two weeks, and the parties have affixed their signatures below on the date indicated.

Employee Date

Recreation Council Representative Date

County Representative Date

**BALTIMORE COUNTY DEPARTMENT OF RECREATION AND PARKS
AGREEMENT/CONDITIONS OF EMPLOYMENT**

GENERAL CONDITIONS OF EMPLOYMENT

1. The Baltimore County Department of Recreation and Parks will pay employees on a monthly basis with the payroll period starting on the 21st of the month and ending on the 20th of the following month.
2. The program length will determine the length of employment.
3. Baltimore County may dismiss the employee at any time for any reason.
4. The sponsoring Recreation and Parks Council must pay salary costs and associated fringe benefit charges or program and employment will be terminated.
5. Salary will be established by the Recreation and Parks Council and will not change unless approved by the Recreation Council and Parks Council.

Recreation and Parks Council: _____

Program/Activity Name: _____

Working Title: _____

Employee: _____

Hourly Rate: _____

Program/Employment Period: _____

Approved by:

Employee Date

Recreation and Parks Council Representative Date

County Representative Date

RECREATION AND PARKS DIRECTIVE B-2

TITLE: **Employment of Fifteen Year Olds as Part-Time Leaders**

DIRECTIVE: The Department will permit the employment of fifteen year olds as part-time leaders equivalent to the job classification of junior attendant, provided they are not solely responsible for the supervision of the program, activity or facility. Staff must ensure adult supervision is present as leaders responsible for program operations and be responsible for the adherence of Federal and State regulations. The department can employ no one under the age of 15.

RECREATION AND PARKS DIRECTIVE B-3

TITLE: **Overtime- Monthly and Seasonal Employees**

DIRECTIVE: Monthly and alternate bi-weekly employees are not to work beyond 30 hours in any given workweek (Saturday- Friday). Community Supervisors are responsible for monitoring hours of employees working multiple programs. Regional Coordinators are responsible for monitoring hours of employees working multiple communities and review previous month's timesheets for carry over hours.

Seasonal employees may work over 34 hours with proper authorization.

Revised 11/4/12
Originated 4/1/91

RECREATION AND PARKS DIRECTIVE B-4

TITLE: Monthly Program Standards and Seasons for .02 Leadership

DIRECTIVE: The attached criteria will be used when planning and operating a program, and when assigning part time leadership to a program.

Program Seasons

The attached list of program seasons is provided as a guide for staff to follow. While this is a valuable management tool for staff to use, the Department needs to maintain flexibility in order to respond to the differing needs of recreation and parks councils. In season youth programs will have priority.

Out of season programs can run based on facility availability with no .02 funding, or can be operated with Group Leadership funds. Out of season youth programs which share facilities with a youth in season program can operate without Group Leadership if no additional staffing is required.

Issuance of Field Use Permits

Permits may be issued for lacrosse and spring soccer effective March 1st of each year. Permits may be issued for football and fall soccer effective August 1st of each year.

Field use permits for baseball and softball may be issued to be effective April 1 of each year; however, it must be understood that the Department cannot assure that infields will be worked until April 15. Managers and coaches using fields between April 1 and April 14 must be instructed to conduct daily inspections of infields to be certain that playing conditions are safe. (It is suggested that baseball/softball opening days are not scheduled before the last weekend in April.)

Permits for all outdoor field/diamond usage will end November 30th except those issued for artificial fields.

PROGRAM SEASONS

| ACTIVITY | SUGGESTED SEASONS |
|-------------------------|---------------------------|
| Archery | Year-Round |
| Badminton | September thru May |
| Baseball | April thru July |
| Basketball | November 15 thru March 31 |
| Canoeing, Rowing | April thru October |
| Cheerleading | August thru December |
| Fitness | Year-Round |
| Football, Tackle, Youth | August thru November |
| Football, Touch/Flag | September thru November |
| Golf | Year-Round |
| Gymnastics | Year-Round |
| Hockey, Field | September thru November |
| Lacrosse | March thru June |
| Roller Skating | September thru May |
| Sailing, Boating | April thru November |
| Self Defense | Year-Round |
| Skate Boarding | March thru November |
| Skiing | Winter |
| Sledding | Winter |
| Soccer, Outdoor | August thru November |
| Soccer, Indoor | November thru March |
| Softball | April thru July |
| Table Tennis | September thru May |
| Tennis, Outdoor | April thru November |
| Track and Field | Year-Round |
| Tumbling | September thru May |
| Volleyball | September thru May |
| Weight Training | Year-Round |
| Wrestling | November thru March |

Revised 10/28/16

Originated 4/19/90

RECREATION AND PARKS DIRECTIVE B-5

TITLE: Guidelines for Fees, Charges and Receipts

DIRECTIVE: In order to establish a uniform approach to handling County and Recreation Council funds by Department staff, the following guidelines are hereby established.

County Funds:

1. All County fees and charges collected shall be forwarded to the Department's main office as soon as possible and must be accompanied by a pre-numbered miscellaneous cash receipt. Payment by check or money order must be made payable to Baltimore County, Maryland and must reference the park or facility to which the payment is being made.
2. All County fees and charges must be authorized by the Administrative Officer and approved by the Baltimore County Council.
3. All County fees and charges collected shall be deposited to a Baltimore County account. While it is acceptable for the recreation and parks councils to request a donation to assist in their operations, it is imperative that prospective users fully understand that such a request is a donation and has no bearing on the County rental or leadership fee, nor does such a donation affect the right to use Recreation and Parks facilities.

Council Funds:

1. County employees may provide guidance regarding Recreation Council finances.
2. In those instances where participants drop off registration donations, every effort should be made to receive payment by check. When this is not feasible, a receipt should be given to the participant with a signed copy retained. When money is turned in to the council treasurer, the staff member should have the receipt signed for his/her record and protection.
3. **Under no circumstances will Recreation and Parks staff handle/manage a recreation and parks council petty cash account.** This does not mean that petty cash cannot be made available for needed purchases when necessary. Such a petty cash account could be held by the Council President, Treasurer, or designated liaison for day-to-day operations. This ensures all purchases are controlled and approved in advance.

4. Staff will not become involved in the independent sale of items in gift shops, snack bars, and other similar operations that operate on a regular basis.

Revised 4/3/12

RECREATION AND PARKS DIRECTIVE B-6

TITLE: **Council Requested Donations in Conjunction with the Use of Recreation Facilities**

DIRECTIVE: Many recreation and parks councils request a financial donation from groups who use county parks. These donations are to be used to support efforts to improve our parks. The procedure for accepting financial donations from user groups is as follows:

1. Requests for permits shall be directed to the local community office. After issuing the permit, staff will provide information to the recreation and parks council, if requested, so that the user group may be contacted for a donation.
2. All funds collected must be utilized by the local recreation and parks council for recreation purposes.
3. All donations should be checks or money orders made payable directly to the recreation and parks council.

Revised 4/3/12
Originated 6/1/89

RECREATION AND PARKS DIRECTIVE B-7

TITLE: Council Operated Concession Stands

DIRECTIVE: Recreation and parks councils may operate concessions during their programs and special events held at recreation and parks sites. Funds raised must be used to support recreation and parks programs. The policies for operating concession stands are as follows:

1. Concessions that are not sold from a concession stand must operate under the Baltimore County low level Food Service Facility Permit. This permit allows for the sale of some prepared foods and prepackaged foods and drinks.
2. Concessions that are sold from a concession stand must be in compliance with the Food Service Facility Permit issued for the site.
3. All concession stands must be operated in compliance with the agency's HACCP Plan. A copy of this plan is available from the community office.
4. Recreation Councils who contract the operation of their concessions out to a vendor must be in compliance with this directive and the following policies:
 - a. A copy of the agreement between the vendor and council must be kept on file at the local recreation office.
 - b. The vendor must provide a certificate of insurance. The certificate of insurance must be in an amount established by Baltimore County, naming the Recreation and Parks Councils and its officers, Baltimore County and its agents and where appropriate, the Board of Education of Baltimore County as additional insured. A copy of the certificate of insurance must be kept on file at the local recreation office.
 - c. The vendor must have a valid vendor license.

Originated 4/10/15

RECREATION AND PARKS DIRECTIVE B-8

TITLE: Beer and Wine Permits

DIRECTIVE: Consumption of beer and wine may be permitted in those parks, which meet the following criteria:

Parks of over 5 (five) acres with designated picnic area/groves that are more than 100 (one hundred) yards from the closest resident, have restroom facility, and have limited roadway access, making the park more controllable.

The following parks have been approved:

| | |
|--|----------------------------|
| Belmont Park | Merritt Point Park |
| Benjamin Banneker Historical Park and Museum | Mt. Vista Park |
| Carroll Manor Park | Oella Neighborhood Park |
| Catonsville Community Park | Oregon Ridge Park |
| Chesterwood Park | Lake Roland |
| Cox's Point Park | Rocky Point Beach and Park |
| Cromwell Valley Park | Rosedale Park |
| Double Rock Park | Southwest Area Park |
| Fort Howard Park | Woodlawn Memorial Park |
| Gwynn Oak Park | |
| Hannah More Park | |
| Hillcrest Park | |
| Marshy Point Nature Center | |

In those parks not meeting these criteria, special exceptions will be considered for local community/neighborhood non-profit group fundraising and special events. Special exceptions shall not exceed two per month in each park, and recreation and parks councils are given first choice of dates. The flow of participants shall be controlled by a restraining area with a specific entrance.

Individuals consuming beer/non fortified wine must stay inside the designated area. If fencing is required see Directive C-7. Special exceptions must be approved in writing by the appropriate Regional Coordinator and the Chief of Recreation Services.

If beer and /or wine is to be sold or if an admission fee is charged for an event involving the consumption of beer and/or wine, a One Day Beer and Wine Permit must be obtained from the Baltimore County Liquor Board in addition to a park permit.

Parks may be added or removed at the discretion of the Director.

RECREATION AND PARKS DIRECTIVE B-9

TITLE: **Rental of County Recreation and Parks Facility –Non/Not For Profit and Individuals**

DIRECTIVE: Listed below are standard procedures to follow regarding rental of facilities.

1. The County Council approves all fees and charges for the rental of recreation facilities. (see attached) All rentals will be in accordance with the approved fees and charges schedule.
2. Recreation and Parks Council sponsored programs will be granted use of Recreation and Parks Facilities (with the exception of Revenue Generating Facilities) free of charge.
3. The facility shall be granted for meetings free of rental charge for community groups provided they are registered with the Department of Planning. Other events and activities may be subject to the charges listed under Rental Fees at Recreation Facilities, Section B of this directive.
4. Private parties of any type are subject to rental fees, e.g. birthday, anniversary, retirement, bridal parties, wedding receptions.
5. In addition to fees for facility use, all users will be required to pay the cost of any additional staff or supplies required due to the event.
6. Any requests for more than one-day use of facilities are to be referred to the appropriate Regional Coordinator to determine if a lease or other written assignment is required.

Rental Fees at Recreation Facilities

The following indicates what is needed for groups that wish to rent non-school recreation facilities.

- A. Non Profit Groups- certificate of insurance + payment for leadership
- B. Not For Profit Groups (no official organization/private groups)- a signed permit, payment for leadership + rent for the area
- C. For Profit Groups-certificate of insurance + payment for leadership + rental for the area
- D. Community/Homeowner's Associations, approved and listed by Baltimore County Department of Planning, will not be charged for rent or leadership and are not required to provide a certificate of insurance for meetings only.

Hourly Rental Fees Effective 12/5/2010

| | |
|------------------------------------|----------|
| Athletic fields and diamonds | \$85.00 |
| Artificial Fields (inside and out) | \$150.00 |
| Meeting Room | \$15.00 |
| Gymnasium | \$30.00 |
| Multipurpose Room | \$20.00 |
| Auditorium | \$30.00 |

Local staff will set minimum hours. The fees include the specific areas of the facility, utilities and adjacent lavatories. This fee does not cover additional staff hours or special supplies required.

The use of equipment and other rights and privileges are not implied and must be arranged and approved by the Community Supervisor and/or local Recreation Council.

Charges may be applied for additional staff hours. Every effort should be made to minimize those charges to non-profit community groups.

All rental fees shall be paid by check made out to Baltimore County, Maryland and must be forwarded to the Department's Division of Administrative Services with a completed Miscellaneous Cash Receipt.

SECTION C

1. Priority Order for Use of Recreation Facilities
2. Lightning
3. Inclement Weather Procedures
4. Management of Basketball Courts
5. Athletic Lighting
6. Council Sponsored Carnivals at Recreation and Parks Sites
7. Temporary Fencing at Recreation Facilities
8. Paint Ball Games
9. Anchoring Portable Goals
10. Use of Artificial Turf Fields
11. Program Safety Standards

RECREATION AND PARKS DIRECTIVE C-1

TITLE: **Priority Order for Use of Recreation Facilities**

DIRECTIVE: The Department of Recreation and Parks is establishing a priority order of those who may use a recreation facility.

1. Baltimore County Department of Recreation and Parks sponsored events.
2. Local recreation council's youth, in-house program
3. Recreation councils' inter-council's youth program
4. Local recreation council's youth travel program
5. Neighboring recreation council youth program – with regional coordinator's approval
6. Local recreation council's adult program
7. Neighboring recreation council's adult program.
8. Local recreation council's affiliate youth program
9. Local recreation council's affiliate adult program
10. Local recreation council's out of season, youth in-house program
11. Recreation council's out of season youth inter-council program
12. Local recreation council's out of season travel program
13. Local recreation council's out of season adult program
14. Local recreation council's out of season youth affiliate program
15. Local recreation council's out of season adult affiliate program
16. Baltimore County School sponsored sport activity
17. Non-affiliate, not for profit organization youth program
18. Non-affiliate, not for profit organization adult program
19. For profit entity (See Directive B-9)

RECREATION AND PARKS DIRECTIVE C-2

TITLE: **Lightning**

DIRECTIVE: Upon the first sound of thunder or sighting of lightning, Department staff will direct all in attendance to immediately go to their cars or enter a building, if possible. No one will be allowed to return to the field until 30 minutes after the last sound of thunder and/or sighting of lightning. Staff will have complete authority on any decisions made at our facilities. In the absence of Department staff, volunteer coaches and officials must follow the same procedure.

Revised 4/3/12
Originated 8/15/94

RECREATION AND PARKS DIRECTIVE C-3

TITLE: Inclement Weather Procedures

DIRECTIVE: School Recreation Centers

Weekdays: Whenever schools are closed by snow, ice, hurricanes, tropical storms, or other severe weather conditions all day or prior to the regular dismissal, all activities (programs and meetings) scheduled for that day are cancelled at the time of closing. The use of a school facility will proceed according to schedule the day following the early closing unless schools remain closed due to continued inclement weather conditions.

If schools cancel all afternoon and evening activities following a regular dismissal, all recreation activities will be cancelled at the conclusion of the school day.

If the snow emergency plan is put into effect after regular school dismissal, all recreation programs are cancelled at the time of implementation.

When schools are delayed the opening of the program will be the same as the opening of the school.

Weekends/School Holidays: In the event of any significant accumulation of snow/ice or other inclement weather conditions when school is not in session, recreation programs will be cancelled whenever the snow emergency plan is in effect. When the snow emergency plan is lifted, school parking lots and sidewalks are clear and safe; a Baltimore County Public Schools representative from the Office of Operations will contact the Department's Chief of Recreation Services to authorize resumption of recreation activity. The Chief, or representative, will contact local staff to inform them when schools are available for activities.

Extended Closings: If schools are closed for longer than three days and the snow emergency plan has been lifted, school parking lots and sidewalks are clear and safe; a Baltimore County Public Schools representative from the Office of Operations will contact the Department's Chief of Recreation Services to authorize resumption of recreation activity. The Chief, or representative, will contact local staff to inform them when schools are available for activities.

Separate Recreation and Parks Buildings

Weekdays: If schools are closed by snow, ice, hurricanes, tropical storms, or other severe weather conditions all day or before regular dismissal time, all activities (programs and meetings) scheduled for that day or evening would be cancelled.

If schools cancel all afternoon and evening activities following a regular dismissal, all activities may meet until the snow emergency plan is implemented or instructed to close by the Director or Chief of Recreation Services.

Weekends/School Holidays: Recreation programs will close and/or be cancelled with the implementation of the snow emergency plan or if Recreation and Parks staff determines that other inclement weather conditions (hurricanes, tropical storms, etc.), prevent the safe operation of facilities. See extended closing for separate recreation buildings to determine when a site may reopen.

Extended Closings: If schools remain closed beyond one day or if closing occurred on a weekend or school holiday, separate recreation facilities may reopen if:

- ❖ The snow emergency plan is lifted.
- ❖ The parking lots and sidewalks are clear

Final approval for opening will be determined by the Community Supervisor or approved by the Regional Coordinator.

Closings Due To High Temperatures Programs that are held inside of a school or community building will meet if the facility is air conditioned. If air conditioning is not available the program will be cancelled for the day. If Baltimore County Public Schools have canceled programs then programs held inside of a school will not be held.

Each recreation and parks council and its programs decide on the parameters by which each activity meets during hot weather. Under these weather conditions, coaches and parents are expected to use appropriate judgment in determining the length and type of outdoor activity.

Announcements

Announcements will be made on the Department's web page as well as its inclement weather page. Go to **www.baltimorecountymd.gov/recreation**.

In addition, announcements will be made on WBAL (1090) AM radio as well as other local television and radio stations.

Revised 4/3/12
Originated 2/21/79

RECREATION AND PARKS DIRECTIVE C-4

TITLE: Management of Basketball Courts

DIRECTIVE: The following steps are to be taken regarding disruptive use of outdoor basketball courts.

1. When a complaint is received about disruptive users at school-recreation center sites, Recreation and Parks staff are to contact their supervisor and the Principal.
2. A formal monitoring system for school sites shall be implemented which will include the Principal or his/her representative monitoring the courts during school hours and Recreation and Parks monitoring the courts during non-school hours. Also, the local department staff should notify the local Police Precinct captain.
3. A combined monitoring system will include site visits and observations by BCPS and Recreation and Parks personnel. These observations may include discussions with the user groups to explain complaints and expectations. Disruptive users should be notified that non-compliance could result in legal action. If deemed necessary, written notification should be distributed and/or posted at the site.
4. The Police Department will be requested to monitor the courts by conducting selective enforcement with routine patrols. Selective enforcement usually covers a thirty (30) day period. **Note that the Police Department can address problem areas such as drinking in public, use of obscene language (disorderly conduct) and urinating in public.**
5. After two (2) weeks of monitoring the court, the department staff shall be in contact with the other parties to determine if the problem is being resolved or if increased monitoring and/or Police action is necessary.
6. At the completion of the thirty (30) days, a meeting of all parties is encouraged to determine future action. Should it be determined that the only solution is the removal of rims, the number of rims removed shall be limited to one (1) per basketball court. This will discourage full court use, while enabling limited use by the school system and community.

7. The decision to remove rims shall be the responsibility of the Department of Recreation and Parks, and shall require the concurrence of BCPS and/or the Director of Recreation and Parks.
8. After the removal of one (1) rim per basketball court is completed, another thirty (30) day monitoring process shall be implemented to determine if further action is needed. The above steps and approvals will be required for removal of additional rims.
9. After 180 days and upon request to reinstall rim(s) the Department will reevaluate and if possible reinstall.
10. For Recreation and Parks sites, follow above procedures excluding BCPS personnel.

RECREATION AND PARKS DIRECTIVE C-5

TITLE: **Athletic Lighting**

DIRECTIVE: Use of lights shall be available to youths and adults in order to extend field usage beyond normal daylight hours.

- I. Field Lighting Usage shall be subject to the following:
 - A. Youth practices and games (15 and under) will be called and may not continue after 9:30 p.m. on school nights.
 - B. All lights will be turned off no later than 11:00 p.m. (Exception to this directive is Northwest Regional Park where the lights will be turned off no later than 10:00 p.m. and egress lighting at all facilities.)
 - C. Effective dates for use of field lighting:
 - 1. Lacrosse and spring soccer- March 1
 - 2. Baseball/Softball- April 15
 - 3. Football and Soccer- August 15
 - D. Lights can be utilized at artificial turf fields year round.
 - E. Field lighting will be granted on a priority basis as listed in Directive 1:
 - F. The Department of Recreation and Parks staff will schedule all use of facilities.
- II. Court Lighting Usage shall be subject to the following:
 - A. All lights will be turned off no later than 11:00 p.m. (exception egress lighting)
 - B. Scheduling of court usage will be handled through the Community Office.

RECREATION AND PARKS DIRECTIVE C-6

TITLE: **Council Sponsored Carnivals at Recreation and Park sites**

DIRECTIVE: Permission for recreation councils to hold carnivals on recreation and parks sites will be granted provided:

1. The proposed carnival dates do not conflict with other planned uses.
2. Athletic field areas will not be used.
3. The site and/or surrounding area will adequately accommodate additional traffic and parking. Staff must consult local police precinct.
4. No more than one carnival per year will be permitted in any park.
5. To be prioritized, councils must submit requests to the appropriate office prior to January 15th of each year. Thereafter, scheduling will be on a first come, first serve basis.
6. The carnival owner/operator must secure insurance and appropriate permits that comply with the standard set by Baltimore County Office of Law. A copy of the Certificate of Insurance must be on file in the local Community Supervisor's Office and the Director's Office prior to the start of the event.
7. Recreation council will underwrite all costs associated with the event including, but not limited to, staffing, maintenance, and permits.

RECREATION AND PARKS DIRECTIVE C-7

TITLE: **Temporary Fencing at Recreation Facilities**

DIRECTIVE: The Department will permit local recreation and parks councils and community groups short-term approval (two weeks) to install fencing at recreation facilities for the purpose of crowd control at special games or events. Before installation, the recreation and parks council or community group must agree to the following conditions:

1. Submit plans to local staff to ensure the proposal meets safety requirements as well as to ensure that the fence does not interfere with other planned recreational activities, or conflict with scheduled maintenance.
2. Baltimore County Public Schools must approve the installation of temporary fencing on school sites.
3. User group will purchase necessary fencing and poles.
4. User must perform a daily check of the fence and notify staff of any potential repairs.
5. All installation will be completed by Property Management or approved Baltimore County contractor.

RECREATION AND PARKS DIRECTIVE C-8

TITLE: **Paint Ball Games**

DIRECTIVE: The possession and/or discharge of a paint ball gun is prohibited on all recreation and parks property, unless specifically authorized in writing by the Department.

Revised 4/3/12
Originated 7/6/04

RECREATION AND PARKS DIRECTIVE C-9

TITLE: **Anchoring Portable Soccer Goals**

DIRECTIVE: All soccer goals must be anchored in accordance with manufacturer specifications. Specifications are to be kept on file in the community supervisor's office.

Guidelines for storage or securing when goals are not in use:

1. Place the goal frames face to face and secure them at each goalpost with a chain and lock.
2. Lock and chain to a suitable fixed structure such as a permanent fence.

Revised 4/3/12
Originated 9/22/04

RECREATION AND PARKS DIRECTIVE C-10

TITLE: Use of Artificial Turf Fields

DIRECTIVE: The installation of artificial turf fields creates new opportunities for recreation programming and extended use of the field.

1. Artificial turf fields may be used 12 months per year.
 - a. Refer to Directive B-4 for program seasons for activities held March 1 through November 30.
2. Inclement Weather
 - a. Use of the artificial fields during any inclement weather will be determined by the community supervisor or designated department staff. If thunder and/or lightning occur, follow Directive C-2.
 - b. In a snow event, the snow will be allowed to melt naturally. No snow removal equipment can be used.
3. Drink/Food/Tobacco Products/Pets
 - a. Only non-flavored water is allowed on field.
 - b. No food allowed. This includes gum, fruit, team snacks etc.
 - c. Tobacco products are not allowed on the artificial turf field.
 - d. No pets will be allowed on the artificial turf at any time.
4. County Leadership
 - a. Paid Baltimore County leadership is required for all scheduled activities on artificial turf fields.
5. Priority Use
 - A. Community Parks- see Directive C-1
 - B. Regional Facilities
 - a. Recreation and Parks Council in the primary service area, as listed in the Regional Facility Manual.

- b. Recreation and Parks Councils in the secondary service area, as listed in the Regional Facility Manual.
 - c. Other Baltimore County Recreation and Parks Councils
 - d. Baltimore County Public Schools.
 - e. Outside Groups
- C. Baltimore County Public Schools
- a. Reference the Guidelines for Baltimore County Public Schools and Department of Recreation and Parks Joint Use of High School Stadiums.
- D. Community College of Baltimore County
- a. Reference the Memorandum of Understanding regarding CCBC artificial turf field use.

Revised 4/3/12
Originated 6/1/09

RECREATION AND PARKS DIRECTIVE C-11

TITLE: **Program Safety Standards**

DIRECTIVE: Recreation and Parks Councils are required to adapt the safety standards of either the state or national governing organization for their program. Adherence to these standards is required for both program implementation and maintenance of council-owned equipment. When requested, local staff should provide governing organizations' contact information to recreation council volunteers.

Originated 11/17/12

SECTION D

1. Recreation and Parks Powerboat Policy
2. Transporting Participants
3. Overnight Camping
4. Use of Trampolines, Mini Tramp, Springboard, Dunk Tanks, and Inflatables
5. Supervision of Participants
6. Guidelines for Reporting Suspected Abuse or Neglect
7. Recreation and Parks Facility use for Flea Markets or Similar Fund-Raising Activities
8. Stage Use Policy
9. Use of Metal Detectors in Parks
10. Ponies, Horses, or Petting Zoos in the Park

RECREATION AND PARKS DIRECTIVE D-1

TITLE: **Recreation and Parks Power Boat Policy**

DIRECTIVE: Individuals who operate Department powerboats must meet the following criteria:

1. Have authorization from the Director or designee
2. Be a county employee
3. Complete a safe boating course taught by the Department of Natural Resources, United States Coast Guard Auxiliary, Power Squadron and/or United States Coast Guard Seamanship, Captain or Master Courses (or other related Armed Services Course).

Operation of Department powerboats will be for official county business only and operators must comply with all boating regulations as outlined in the safe boating course.

RECREATION AND PARKS DIRECTIVE D-2

TITLE: **Transporting Participants**

DIRECTIVE: Employees of the Department of Recreation and Parks are not authorized to transport program participants.

Revised 4/3/12
Originated 10/23/85

RECREATION AND PARKS DIRECTIVE D-3

TITLE: **Overnight Camping**

DIRECTIVE: Any Recreation Council program or outside organization who wishes to camp overnight at a Department facility must have approval from the Director of Recreation and Parks. All staff members involved in planning and conducting overnight camping activities must follow these guidelines:

No youth will be permitted on an overnight camping trip without being accompanied by his/her parent or legal guardian. The parent/legal guardian will serve as participant, not as an adult volunteer or leader. Only parents or legal guardians may share a tent with their child under the age of 18. No adult may share a tent with a child legally not related to them.

All participants must be currently registered in a Baltimore County Department of Recreation and Parks Council program.

Revised 9/14/12
Originated 9/11/98

RECREATION AND PARKS DIRECTIVE D-4

TITLE: Use of Trampoline, Mini- Tramp, Springboard, Dunk Tanks, and Inflatables

DIRECTIVE: Trampolines, mini-tramps, springboards, dunk tanks, and inflatables are not to be used in recreation and parks council programs or in department-operated facilities.

Revised 4/3/12
Originated 7/22/85

RECREATION AND PARKS DIRECTIVE D-5

TITLE: **Supervision of Participants**

DIRECTIVE: The Department operates a wide variety of programs for all ages. As a Department, we recruit qualified leaders and volunteers who are responsible for planning and operating a safe and enjoyable recreation program.

Programs will be open for the enjoyment of our participants. Children will be allowed to come and go freely with no implied requirement to attend during the full scheduled program time except for those programs identified below. Although a well-run recreation program will encourage participation, it is the responsibility of parents to determine their youth's attendance requirements.

In those situations whereby the Department does assume full responsibility for our participants such as therapeutic camps, Tot Fun Centers, licensed childcare programs, and self-regulating summer camps, the Department will meet all guidelines as outlined in the youth camp certification policy and procedures and/or daycare policy and procedures.

Programs in which the Department does not assume full responsibility for youth attendance must note on the bottom of all advertising publications:

“This program is designed to provide a healthy and enjoyable leisure experience for your child. However, this is not a licensed childcare program and is not designed to provide childcare. Therefore, parents are encouraged to discuss attendance expectations with their children. Department staff cannot detain youth wishing to leave at anytime.”

RECREATION AND PARKS DIRECTIVE D-6

TITLE: Guidelines For Reporting Suspected Abuse or Neglect

DIRECTIVE: Department of Recreation and Parks employees are required to adhere to the following legal requirements with regard to suspected and/or alleged child abuse or neglect.

The Annotated Code of Maryland Section 35A provides, “causing abuse to a child under eighteen” requires any educator, social worker, teacher, counselor, or professional employee who believes or has reason to believe that a child has been abused to immediately notify and give all necessary information required to the person in charge in the institution or a designated representative thereof. A written incident report is to follow immediately. Further, immunity is, extended by law, to those persons who, in good faith, report suspected abuse or neglect.

“Abuse is the physical, mental or sexual injury of a child (under 18) by a parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child, or by a family member, under circumstances that indicate a child’s health or welfare is harmed or at substantial risk of being harmed.”

“Neglect- leaving a child unattended, or other failure to give proper care and attention to a child or other person who has permanent or temporary care or custody or responsibility for supervision of the child under circumstances (1) that indicate that the child’s health or welfare is harmed or (2) placed at substantial risk of harm or mental injury to the child or a substantial risk of mental injury.

While the law does not specifically identify recreation staff, the Department of Social Services has recommended that the Department of Recreation and Parks follow procedures as outlined in the law. This protects the integrity of staff and the Department and as well ensures the best interest of the youth of Baltimore County.

Therefore, staff who suspect abuse or neglect are required to report the information to the Department of Social Services, Family Services Screening Unit at 410-853-3000 (Select Option 1) or Police Family Crimes Unit at 410-853-3650. After hours call 911.

In order for Social Services and the Police to conduct a thorough and effective investigation, such allegation and/or reports of abuse or neglect should not be discussed with individuals involved. Social Services is required to initiate an investigation, including an interview with the child or children in question, within twenty-four

hours of the initial report or suspected abuse, or five days for suspected neglect.

Reporting staff should notify Supervisor immediately after placing call of suspected abuse.

Revised 4/3/12
Originated 12/11/89

RECREATION AND PARKS DIRECTIVE D-7

TITLE: **Recreation and Park Facility Use for Flea Markets or Similar Fund Raising Activities**

DIRECTIVE: Use of County Recreation and Parks facilities for Flea Markets or similar fund raising activities may be permitted under the following conditions:

1. Parks located in residential areas shall be limited to one such event per month.
2. Parks that are located in commercial and/or shopping areas shall be limited to one such event per week. Judgment must be used to ensure that the activity is not in conflict with the purpose of the commercial establishments.
3. Staff approval must be given in all cases taking in consideration the size and capacity of the park, other scheduled activities in the park and parking availability.
4. Recreation Councils receive priority use and should submit requests to the appropriate recreation and parks community office before February 1st. Thereafter, the facility will be scheduled on a first come, first serve basis.

RECREATION AND PARKS DIRECTIVE D-8

TITLE: STAGE USE POLICY

PURPOSE: To implement a charge and standard procedure for use of the Recreation and Parks stages.

BACKGROUND: With increasing demands for use and increasing overtime costs, it has become necessary to place a charge on the use of stages. Every effort has been made to enhance the efforts of Community Recreation and Parks Councils by minimizing their costs. Although the stage rental fee for Councils may be waived, they may be required to pay the overtime cost. Every effort will be made to keep these charges to a minimum.

ACTION:

- A. Priority use of Stages will be:
 - 1. Baltimore County Government and Department sponsored activities.
 - 2. Recreation and Parks Council sponsored programs/activities.
 - 3. Baltimore County Public Schools and College activities.
 - 4. Events of Non-Profit, community organizations or religious organizations.
- B. Stage requests will be accepted only for 1 and 2 above from January 2nd through March 15th. Requests from 1 and 2 above will be processed and assigned use based on a combination of date received, activity and past honored requests.
- C. After March 15th, requests will be accepted on a first come, first served basis from all groups. Representatives from 3 and 4 above must submit the request in person, by mail or fax to Property Management. Contact information is listed on the Permit for Stages Form.
- D. Staff, when submitting stage requests, are expected to evaluate each request individually to determine which stage is needed. Whenever possible, the smaller stage should be used. Staff will only submit requests for Recreation Council programs. For the purpose of this directive, affiliate organizations are priority 4.

- E. Baltimore County Agency representatives will only submit requests for events that their agency sponsors. Overtime charges will apply.
- F. Small stages A, B, C and D are each assigned to a maintenance shop and will serve a designated region. Efforts will be made to schedule the use of area stages in the designated program area.
- G. In order to avoid overtime costs, every effort should be made to enable the stage to be delivered and returned during normal working hours. User groups must provide security and assume liability for damages to the stage.
- H. Rental and staffing costs are listed on page 2 of the "Permit for Stages" form.
- I. Requesting organizations shall receive executed copies of permits.
- J. Recreation Councils may request a one-time annual fee waiver for the Wenger stage. Waiver requests must be in writing from the Council President to the Director of Recreation and Parks.

BALTIMORE COUNTY
DEPARTMENT OF RECREATION AND PARKS
PERMIT FOR AREA STAGES

Please complete form and return to 12200 Long Green Pike, Glen Arm, MD 21057.
For stage availability call (410) 887-3827. Assignment of stages is subject to change.
*****The County reserves the right to cancel this permit with 60 days notice*****

NAME OF ORGANIZATION _____ DATE _____

Phone (Home) _____

CONTACT PERSON _____ Phone (Work) _____

BILLING ADDRESS _____

FOR WHAT ACTIVITY _____

EXACT LOCATION _____

DATE NEEDED _____

ARRIVAL TIME _____

PERFORMANCE TIME _____

UNTIL _____

EQUIPMENT NEEDED: Please mark all equipment and accessories that are being requested.

Wenger Showmobile Showmobile With Expandable Stage

Stage A Stage B Stage C Stage D

SIGNATURE OF SPONSOR _____

TITLE _____

SPECIAL INSTRUCTIONS _____

OFFICE USE

Date Received _____

Date Approved _____

Date

Rejected _____

Comments _____

Rental Fee: \$ _____

Estimated Labor*\$ _____

_____ per hour x _____ hours

Total Cost \$ _____

Stage Coordinator _____

*The actual fee for the showmobile may vary depending on actual use, set-up time, etc. Sponsor agrees to pay the actual cost as determined by Recreation and Parks

INFORMATION FOR USE OF AREA MOBILE STAGES

The Wenger Showmobile is 28' wide and 14'6" deep. It is a self-contained unit with lights and can be plugged into a regular 110 volt outlet, however, we do not supply the power source. The Wenger Showmobile with extensions opens to a depth of 22'6".

Stages A, B, C, & D are 16' wide and 8' deep with outlets that can be plugged into a regular 110 volt outlet. We do not supply the power source.

ELIGIBILITY

Determined according to the following priority:

1. Baltimore County Government and Department sponsored activities.
2. Baltimore County Recreation and Parks Council events.
3. Baltimore County Public Schools and College events.
4. Events of Non-Profit, community organizations or religious organizations.

PRICE SCHEDULE FOR MOBILE STAGES

| | |
|---|----------|
| Wenger Showmobile | \$275.00 |
| Wenger Showmobile with Expandable staging | \$450.00 |
| Stages A, B, C, or D | \$175.00 |

\$30.00 an hour for each employee needed to work overtime will be added to the above stage cost. The overtime charge will apply to all activities/events.

All checks are to be made payable to: **BALTIMORE COUNTY, MD.**

Requests from the first two categories under eligibility may submit requests beginning January 2nd through March 15th of the calendar year of the event. After March 15th, requests will be accepted on a first come, first served basis from all requests. Any request received less than 30 days notice will be charged a late request fee of \$25.00. No request will be accepted after 12 noon on Wednesday for that weekend.

RESPONSIBILITY

The organization or council that requested use of the stage may be held financially responsible for the care and use of the stage including security when stage is on site during non-event hours. **DO NOT USE NAILS, SCREWS, STAPLES, OR TAPE.**

I have read and agree to the terms above.

Signature and Title of Representative

RECREATION AND PARKS DIRECTIVE D-9

TITLE: Use of Metal Detectors in Parks

DIRECTIVE: Guidelines for use of metal detectors are outlined on the permit. (See attached). Staff must make it clear to metal detector users that any items found are county property (number 6 under *Rules* of the *Metal Detector Permit*). Only parks that do not have athletic fields or ball diamonds are eligible for metal detecting.

Revised 4/3/12
Originated 8/1/89

BALTIMORE COUNTY DEPARTMENT OF RECREATION AND PARKS

METAL DETECTOR PERMIT

Name: _____

Address: _____

Phone Number: _____ Make of Car: _____ License #: _____

Metal Detector Club Membership (if any): _____

Date Issued: _____ Date Expires: _____

Exception Dates: _____

Signature of Baltimore County Department of Recreation and Parks Representative

RULES

1. The local recreation and parks staff member may issue a permit for up to 90 days.
2. All vehicles are to be parked in Park parking lots or street next to the Park.
3. No alcoholic beverages are allowed.
4. Metal detectors allowed only in designated areas, during park operating hours.
 - a. Parks that have athletic fields or ball diamonds are not eligible for metal detecting.
 - b. Metal detectors cannot disrupt other park users.
5. All digging areas must be restored before leaving Park. Only hand held trowels and scoops may be used when digging. Any dirt removed should be laid on a plastic sheet next to the hole, and then returned to the hole with sod tamped down when finished. Digging at a depth lower than 6" is prohibited.
6. **Ownership rights of property found, i.e., "treasure trove", are retained by Baltimore County and any such items found are not the property of the finder but must instead be turned over to County authorities.**
7. Copy of permit should be kept on person who is metal detecting. Permits are non-transferable.
8. If a Department of Recreation and Parks representative is on duty in the Park, report to that person and show your permit.

I agree to the above regulations,

Signature

Date

Distribution:

Original- Metal Detector User

Copy- Community Recreation and Parks Office

Revised: 7/20/15

RECREATION AND PARKS DIRECTIVE D-10

TITLE: Ponies, Horses, or Petting Zoos in the Park

DIRECTIVE: Due to the potential injuries that may be caused and damage to grounds, ponies, horses, and petting and petting zoos will not be allowed in any Baltimore County park (exclusive of Oregon Ridge Park or Agricultural Center). The Director of Recreation and Parks or designees, may grant an exception if:

1. The ponies, horses, or petting zoo is to be part of a community or recreation and parks council program or special event.
2. The owners of the animals provide to the Director or designee, a veterinary record indicating that all necessary vaccinations are up-to-date and a certificate of liability insurance naming Baltimore County as co-insured in an amount identified by the Office of Law.
3. The designated area used to confine the animals must be cleaned and restored to the condition prior to the event.

Approved permit holders at Oregon Ridge Park must comply with #2 and #3 above.

Authority for this directive can be found in the Baltimore County Code 301-1-2-1 Prohibited Activities.