



POLICY TITLE: Recreation Council Seasonal Permitting		
Policy Number: 06.004	Review Cycle: Yearly	Effective Date: 8/27/2026
Reviewer: Chief of Recreation Services		Approval Authority: Deputy Director

SCOPE

This policy applies to all Baltimore County Department of Recreation and Parks staff and certified Recreation Councils. This policy is applicable to BCRP-owned and operated sites, community parks, regional parks, recreation facilities, and Baltimore County Public School (BCPS) sites scheduled through BCRP. BCPS locations remain subject to BCPS approval and processing timelines.

POLICY STATEMENT

Baltimore County Recreation and Parks shall use a zone-based seasonal permitting model where all Recreation Council communication, coordination, submissions, review meetings, corrections, post-issuance requirements, usage report review, and unused time follow-up flow through the Regional Coordinator's Office.

GUIDING PRINCIPLES

- One communication path: Recreation Council questions, requests, corrections, and permit concerns flow through the Regional Coordinator's Office.
- One zone owner: the Regional Coordinator maintains Council relationships, priority review, conflict review, operational impact review, and final zone recommendations.
- Two approved submission paths: Recreation Councils may submit eligible seasonal requests through either the approved Seasonal Request Spreadsheet or CivicRec.
- Required CivicRec submissions: NERRC court requests and Special Events, including tournaments, must be submitted directly in CivicRec. Listing one of these requests on the Seasonal Request Spreadsheet does not replace the required CivicRec submission.
- One system of record: CivicRec is the official permit record after review, approval, and final issuance.
- One accountability loop: usage reports, no-shows, unused time, late schedules, incomplete submissions, and late rosters are reviewed and used in future permitting decisions.

SUBMISSION POLICY

- All Council requests, including continuing/renewal use and new/additional requests, must be submitted by the Council during the applicable seasonal submission window using one of the two approved submission paths: the Seasonal Request Spreadsheet or CivicRec.
- NERRC court requests must be entered directly into CivicRec.
- Special Events, including tournaments, must be entered directly into CivicRec.
- Eligible recurring seasonal requests, including fields, facilities, practices, games, meetings, clinics, and other non-special-event use, may be submitted through the Seasonal Request Spreadsheet or CivicRec unless otherwise directed by BCRP.
- If a Council intends to continue prior-year use, the Council must resubmit that use through the appropriate approved method. Prior use is not automatically renewed.
- Requests submitted through the wrong method may be returned to the Council for proper submission and may lose priority if corrected after the applicable deadline.
- Submission of a spreadsheet, CivicRec request, email, draft permit, or pending request does not authorize facility use. Only an approved permit authorizes use.

SPECIAL EVENT DEFINITION

A Special Event is an event taking place on Baltimore County Recreation and Parks (BCRP) premises, or at a Baltimore County Public Schools (BCPS) location when used for a Recreation Council special event or tournament, that meets one or more of the following conditions:

- Anticipated attendance exceeds 250 people.
- Alcohol will be sold.
- Games of chance are conducted, including bingo, raffles, wheels, or similar activities.
- The event is open to the public, meaning members of the general public may purchase a ticket, register, pay admission, or walk up to attend.
- The event requires additional permits, approvals, or coordination from another Baltimore County agency.
- Admission, donation, registration, or participation fees are charged.
- The event requires the rental or exclusive use of an entire park for one full day or longer.
- The event involves an unconventional or non-routine use of park or facility space, as determined by BCRP staff.

Events meeting any of the criteria above shall be processed as a Special Event and are subject to applicable BCRP review, permitting requirements, conditions, fees, and approvals.

PERMIT ALLOCATION

- After the Council submission window closes, or sooner when all submissions are received, the Regional Coordinator's Office shall conduct a Permit Allocation Meeting.
- The Regional Coordinator's Office shall review the Council's Seasonal Request Spreadsheet and authorized CivicRec submissions together so the full seasonal request picture is considered. Review meetings shall identify possible missed requests, inaccurate locations, unrealistic time blocks, duplicate requests, BCPS concerns, facility limitations, known conflicts, no-show or non-use history, and other operational considerations before final permit processing. Allocations shall follow the applicable BCRP priority order in Policy 06.001 - Recreation and School Space Priority and Permitting.

- The review meeting does not replace the Council's responsibility to submit complete requests through the correct approved method. Missed items identified by staff must still be submitted by the Council for approval.
- The Regional Coordinator's Office shall document review meeting attendance, issues identified, follow-up needed, and decisions made.
- The Regional Coordinator can also have allocation meetings with Recreation Council Presidents where needed. The Permit Coordinator will also attend those meetings.

OWNERSHIP AND ROLES

Role	Policy Responsibility
Regional Coordinator (RC)	Lead decision-maker for the zone; owns Council communication, review meetings, priority review, conflict review, operational impact review, and final zone recommendations.
Regional Coordinator's Office	Coordinates intake, review meetings, communication, corrections, documentation, draft review, follow-up, and release communications.
Permit Coordinator	Processes approved requests in CivicRec. For spreadsheet submissions, enters approved allocations into CivicRec; for requests submitted directly in CivicRec, reviews and updates the existing request without creating a duplicate. Reviews completeness, dates, times, locations, permit conditions, and final permit records; creates/finalizes permits and sends issuance notifications.
Office Assistant (OA)	Logs submissions and submission method, tracks missing information, confirms required CivicRec categories were submitted correctly, schedules review meetings, prepares draft summaries, sends reminders, and documents follow-up.
Local Staff	Work with Regional Coordinators for permit requests. Complete field/facility usage reports and document no-shows, unauthorized use, damage, weather, conditions, and other site observations.
Recreation Councils	Serve as permit holders; submit all requests through the correct approved method; enter NERRC court requests and Special Events, including tournaments, directly in CivicRec; meet deadlines; review drafts; release unused time; and comply with permit conditions.

REVIEW, DRAFT AND ISSUANCE

- Following the Permit Allocation Meeting, the Permit Coordinator shall process the Regional Coordinator-approved allocation recommendations in CivicRec and prepare the draft permit information.
- For requests submitted on the Seasonal Request Spreadsheet, the Permit Coordinator shall enter the approved allocation into CivicRec.
- For requests submitted directly in CivicRec, including NERRC court requests and Special Events, the Permit Coordinator shall review and update the existing CivicRec request rather than create a duplicate request.
- The Regional Coordinator's Office shall review Council submissions for completeness before they move to final permit processing.
- The Regional Coordinator's Office shall use review meetings to identify possible omissions before draft permits are finalized.
- Draft permit summaries shall be provided to Councils when operationally feasible before final

issuance.

- Regional Coordinators can have meetings with stakeholders, if appropriate.
- Councils shall have 7 calendar days to review draft summaries and return corrections or questions in one organized response through the Regional Coordinator's Office.
- The Permit Coordinator shall make approved CivicRec updates after the Regional Coordinator confirms corrections, recommendations, and final readiness. Any correction involving an NERRC court request or Special Event must also be reflected in CivicRec.
- The Permit Coordinator shall create and finalize the permit in CivicRec.
- The Regional Coordinator shall approve the permit for issuance.
- The Permit Coordinator shall send the issuance notification to the Council, including permit status, conditions, deadlines, and reminders.
- The final permit is officially issued to the Council in CivicRec. Council use is authorized only after final permit issuance or written final approval.

POST-ISSUANCE REQUIREMENTS

Requirement	Policy Standard
Estimated Practice schedules	Recreation Councils must provide an estimated practice plan 2 weeks before the first permitted practice date.
Rosters	Due 2 weeks before the first practice date listed on the approved permit.
Winter game schedules	Due 2 weeks prior to the first game. Other seasonal game schedule dates shall follow Policy 06.001 or the approved seasonal schedule.
Participant fees	Due according to the approved fee schedule; Winter fees are due January 6 unless otherwise communicated.
Unused time release	Councils must release unneeded time as soon as schedules are set. Repeated non-use may affect future priority.

USAGE REPORTING AND UNUSED TIME

- Local staff shall complete field/facility usage reports documenting whether permitted groups used the space, attendance observations when applicable, no-shows, unauthorized use, field/facility conditions, weather concerns, damage, and follow-up needs.
- Local staff shall upload usage reports weekly for facilities and biweekly for fields to the approved Knowledge Base or file location using required folder and naming conventions.
- The Regional Coordinator shall review uploaded reports for accuracy, trends, repeated non-use, no-shows, unauthorized use, damage, safety concerns, and operational issues.
- The Permit Coordinator shall review unused time and no-show patterns and coordinate with the Regional Coordinator before permit adjustments or release of time.
- The Regional Coordinator's Office shall send written notice to the permit holder when time is being reviewed for release and shall provide 3 business days to respond.
- Local staff shall notify the Regional Coordinator or Permit Coordinator immediately of urgent safety, damage, or unauthorized use concerns.
- If no response is received within 3 business days, or the Council indicates the time is no longer needed, the Permit Coordinator may adjust the permit in CivicRec and release the time after Regional Coordinator confirmation.
- The Regional Coordinator's Office may offer released time to other Councils based on applicable priority and availability. Released time shall be published in CivicRec and made available to eligible users.

REFERENCES:

- Policy 06.001 - Recreation and School Space Priority and Permitting
- Policy 05.001 - Comprehensive Revenue Policy
- Facility Use Permit Application
- Rec Council Seasonal Request Template
- Recreation Council Practice and Game Schedule Templates
- Recreation Council Roster Template
- Policy 08.002 - Inclement Weather
- Recreation Council Memorandum of Understanding (MOU)

REVISIONS:

Created August 27, 2026