



How To Create Athletic Field Reservations:

1. In a web browser go to: <https://secure.rec1.com/MD/baltimore-md>.
2. Click the Log In/Create Account button in the upper left. Login to your account or create an account if you are new user.
3. Click on the Account button located in the upper left of the screen. and select 4th option "Sports Field Permits"

The screenshot shows the website's header with navigation links: Catalog, Account, Connect, Policies, Help, Log Out, and a Cart icon. Below the header is a search bar and a 'Clear All Filters' button. A 'Filter' section includes a keyword search and a 'Select Locations' dropdown. The main content area displays a grid of service categories with their respective counts:

Category	Count
How to Info Page	0
Rec Center Activities	320
Pavilions & Picnics	27
Sports Field Permit	159
Dog Parks	1
Fitness Center	7
Sports	93
Sports Facilities	11
Summer Camp	8
Outdoor Activities	58
Pool Tickets	0
Aquatics Programs	205
Health & Wellness	3
After-School Programs	74
Nature / Environment	95
Memberships/Pass...	8
Senior Programs	38
Therapeutic Recre...	56
BCRP Stage Rental	0
Admin Services	4
Arts	50
City Farms	13
Virtual Rec Center	1
Ticketed Admissions	27
STEM	53
Plants Sales	9
Ravens Game Day ...	7
Special Facility Pro...	34

4. Select the park from the generated list, and once populated select the field you would like to reserve.

[Betty Hyatt Park](#) X

Park

Futsal Court	Multiple Rates
Tennis Court #1	Multiple Rates

[Bocek Park](#) (6) Frank C Bocek Park has several sp...

[C.C. Jackson Park](#) (1) Park

[List](#) [Carroll Park Map](#) X

[Carroll Park](#)

Park

Basketball Court #1	Multiple Rates
Basketball Court #2	Multiple Rates
Basketball Court #3	Multiple Rates
Basketball Court #4	Multiple Rates
Field #1	Multiple Rates
Field #2	Multiple Rates
Field #3	Multiple Rates
Field #4	Multiple Rates
Field #5	Multiple Rates
Field #6	Multiple Rates
Field #7	Multiple Rates
Field #8	Multiple Rates

5. After selecting the field, choose the date of your reservation, select the appropriate rate and time needed for reservation. *Available dates appear as green on the calendar. Dates with limited availability appear as orange* When finished click “ Add to Cart ” , and select “check out.”

Field #1 (Bowl Baseball/Softball) Multiple Rates

Field #2 (Bowl Baseball/Softball) Multiple Rates



Facility Field #2 (Bowl Baseball/Softball)

Location Druid Hill Park

Phone 410-396-7070

Address 3001 East Drive Baltimore, 21217

[View Facility Rules](#)

Make a Reservation

1. **SELECT DATE**

Nov 2023

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

AVAILABLE TIMES:

08:00 AM to 11:00 PM
Adult Sport High Usage Park Fall

08:00 AM to 11:00 PM
Youth Sport High Usage Park Fall

2. **SELECT RATE**

Adult Sport High Usage Park Fall ()

3. **SELECT TIME**

From: 08:00 AM To: 09:00 AM

RECURRING

Repeat this reservation?

[Add To Cart](#)

6. The option to review attachments, fill in information for required prompts , and sign the waivers will populate. You will then have the option to upload documentation . Please bypass this option as you will be required to do this in another area of the portal.

7. On the payment screen, please select review transaction, and if all details appear correctly, click the option to “complete transaction”

Review & Confirm

Item	Quantity	Price
1. Rental of Druid Hill Park Field #2 (Bowl Baseball/Softball) 11/24/2023 8a-9a (Adult Sport High Usage Park Fall)	1	\$25.00 Paid Later
Lighting Times from 08:00 AM to 09:00 AM From 8:00 AM To 9:00 AM Apply	1	\$0.00
	Total Charges	\$25.00
	Pay Later	\$25.00
	Net Charges	\$0.00

CHECKOUT FOR SIMONE PITTMAN

- Browse Catalog
- Attachments
- Prompts
- Waivers
- Payment
- Review & Confirm
- Receipt

[Complete Transaction ➤](#)

8. A copy of the receipt will be emailed to you. Your request will be reviewed and if approved, email notification will be sent out detailing deadlines in which payment and the required documentation must be uploaded.

What to do once approved :

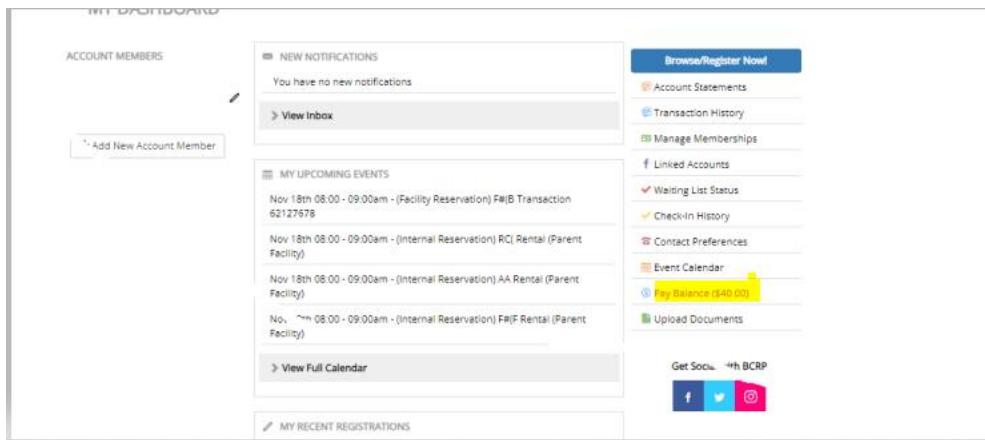
Making a payment and Uploading documentation:

1. After receiving notification that the request has been approved , In a web browser go to: <https://secure.rec1.com/MD/baltimore-md>.
2. Select the “Account” option on the top left side of the screen



MY DASHBOARD

3. On the right side of the screen a list will populate and you will select the option to pay your balance .

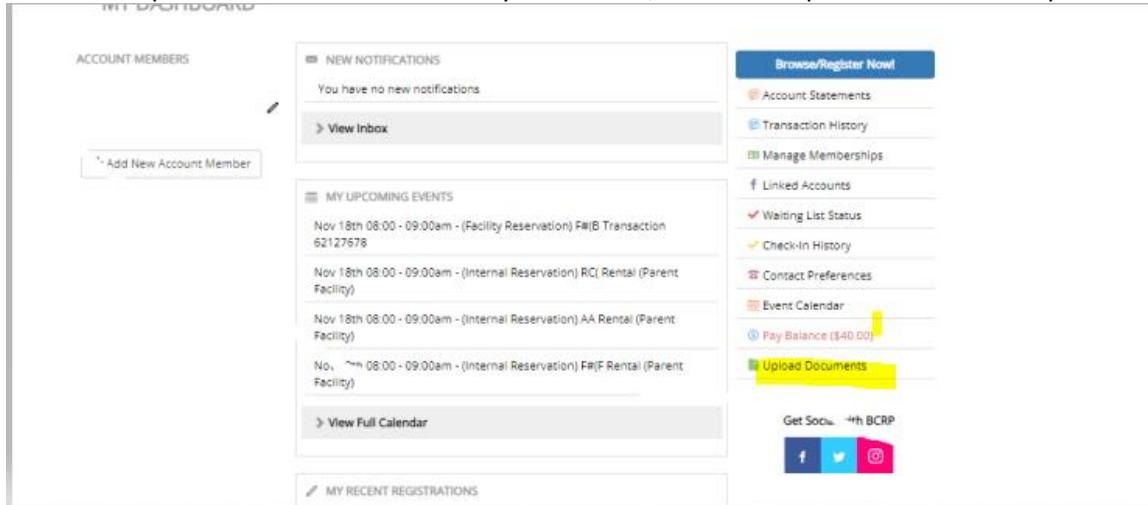


*A list will generate with the reservation requests and if correct you will pay the selected balance. A receipt will be emailed confirming payment was made for the listed dates.

4. After payment has been made YOU ARE REQUIRED to upload a certificate of liability insurance. This certificate must have the following verbiage :

"The Mayor and City Council of Baltimore, the Department of Recreation & Parks and employees of the City of Baltimore are named as additional insured for (Name/League Name) on (Policy beginning date- Policy ending date) to be held at (All BCRP Parks)."

- To upload the certificate of liability insurance , click the “ Upload documents” option



- When selected the below screen will appear and you will be able to choose the file for upload .

Upload Documents

The document(s) listed below are associated to registered sessions or facility reservations and may be required to complete registration.

MEMBER	DOCUMENT TYPE	STATUS	EXPIRES IN	?
	Proof of Liability Insurance	*	<div style="border: 2px dashed #ccc; width: 150px; height: 100px; margin: 10px auto; text-align: center;">Click or drag to add a file...</div>	

Rows per page: 10 ▾ 1-1 of 1 < >

*Required

Please note :

1. Decisions made regarding application approval will be sent out via email no later than 30 days prior to the start of the permit season.
2. Only one park location per application. If multiple parks are selected on an application, the application will be denied.
3. Payment IN FULL and ALL required documentation (Certificate of Insurance, game and practice schedule and state issued driver's license) is due no later than 21 days prior to the reservation start date. *Failure to make payment in full and upload requested documents will result in cancellation of reservation. *
4. Reservations must be submitted at least 14 days in advance .
Application requests that are not submitted within the proper submission window will , if able to be approved will be charged a Rush permit fee. This fee includes the application fee (\$10.00) + cost of the field + rush fee (\$20.00)
5. All youth football teams are required to submit a full game and practice schedule which should list the games that will need field lining. Please enter this information in the note section of the permit application.

Note : If this information is not provided we cannot guarantee lining for your games.

