



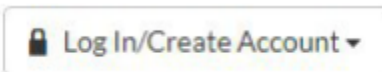
## How To Create Athletic Field Reservations for BCRP Exempt Organizations

*Please use this tab to apply for permits if you are a BCRP Exempt Organization. Exempt Organizations include:*

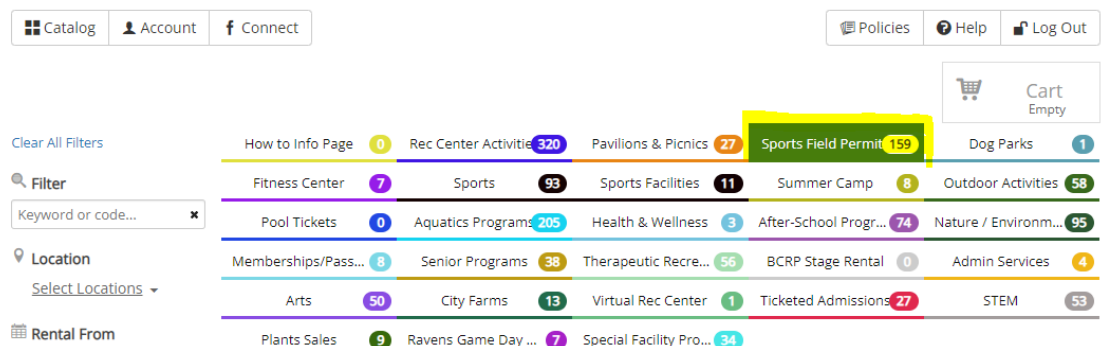
- **Baltimore City Public Schools**
- **Friends of Groups**
- **and Others**

*A valid Photo ID may be requested by our Permits Staff for additional verification. Please contact us at [park.permits@baltimorecity.gov](mailto:park.permits@baltimorecity.gov) if you have any questions.*

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 4<sup>th</sup> option “Sports Field Permits”



4. Select the park from the generated list, and once populated select the “BCRP exempt organizations” icon at the top left side.

BCRP Exempt Organizatio...

\$0/Hour

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**and Others**

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Facility BCRP Exempt Organizations Request

Location Clifton Park

Address 2701 St. Lo Drive Baltimore, 21213

[View Facility Rules](#)

### Make a Reservation

1. SELECT DATE

Dec 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
31						

AVAILABLE TIMES:

2. SELECT TIME: \$0/HOUR

12/07/2023: Must reserve facility no less than 14 day(s) from the reservation date.

RECURRING

☐ Repeat this reservation?

[Add To Cart](#)

5. After selecting the field, choose the date of your reservation, select the appropriate date 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					

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](#)

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

- The option to 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.

\*Please be sure to make a selection on question number 7 . this is where you would select the field that you would like to permit\*

#### General Prompts

- What type of sport or activity are you using the field/court for? 

Baseball- Youth
- Please specify your game dates and your practice dates. 

03/12/2024
- Please list the number of activities per field (i.e. 2 kickball games on Field 1 and 2 kickball games on Field 2 at same time): \*Additional Field Fees per activity may apply. 

2

#### Prompts for Simone Pittman

- Please provide 2 emergency contacts: names, relationships and phone numbers
- Please submit additional docs (XYZ) to the permits office @ (email address) and reference your receipt number in the email subject. Permit requests will not be approved until documentation is received.
-

#### Rental of Clifton Park BCRP Exempt Organizations Request

- Please select the facility that you would like to reserve.

Select an option...

Field #1  
Field #2  
Field #3  
Field #5 Multi-Use  
Field #6 Multi-Use  
Field #7 Multi-Use  
Field #8 Multi-Use  
Pickleball/Tennis Courts #6  
Pickleball/Tennis Courts #7  
Pickleball/Tennis Courts #8  
Tennis Courts #1  
Tennis Courts #2

- 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 (Bowling/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	1	\$0.00
From: 8:00 AM To: 9:00 AM Apply		
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

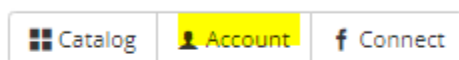
Complete Transaction >

- 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 :

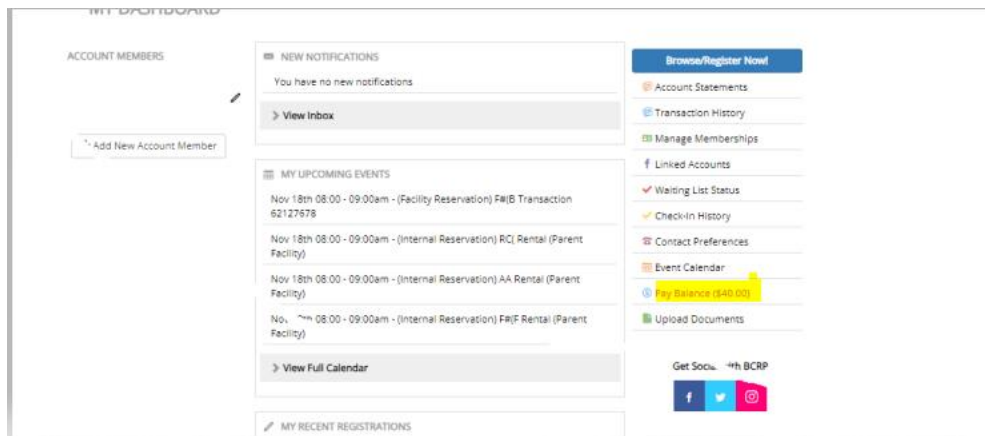
### Making a payment and Uploading documentation:

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



### MY DASHBOARD

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

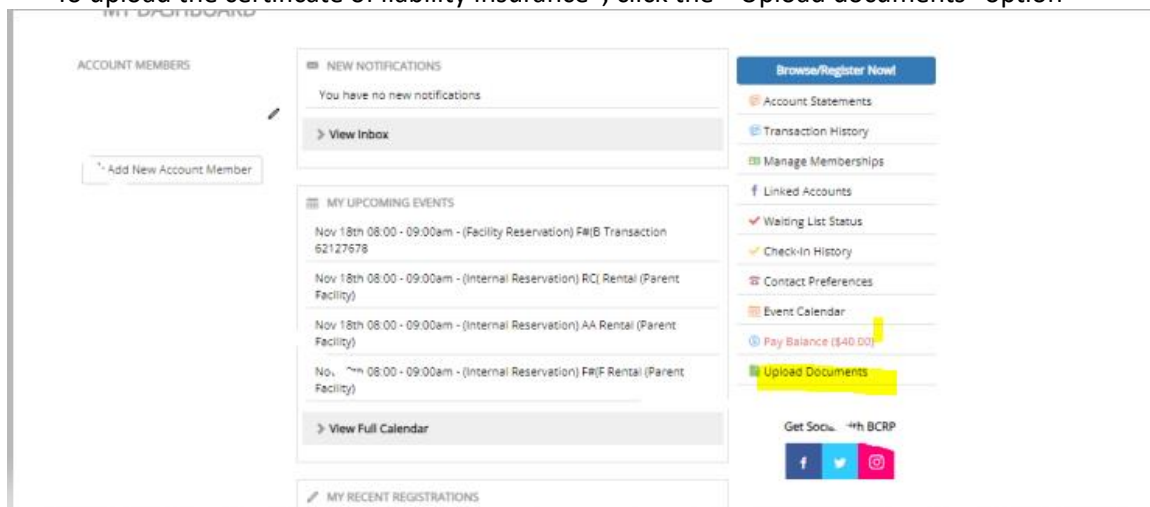


\*A list will generate with the reservation requests and if correct you will pay the selected balance. A receipt will be emailed confirming payment was made for the listed dates.

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 *	Click or drag to add a file...	

Rows per page: 10 1-1 of 1

\*Required

**Please note :**

1. Decisions made regarding application approval will be sent out via email February 2024.
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) 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. This can be emailed to [park.permits@Baltimorecity.gov](mailto:park.permits@Baltimorecity.gov). Please provide the team name in the subject line and the associated season. (I.e : Baltimore Ravens Fall 2023)
  - a. If this information is not provided we cannot guarantee lining for your games.