



# MIRACLE FIELD REQUEST FORM

Applications must be submitted two (2) weeks in advance of permit date

Montgomery Parks, M-NCPPC, Park Permit Office, 2425 Reedie Drive, Wheaton, MD 20902

## CONTACT INFORMATION:

Date of Application: \_\_\_\_\_

MM/DD/YYYY

Event Organizer Name: \_\_\_\_\_ (FIRST) \_\_\_\_\_ (LAST)

Full Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Email Address: \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

On Site Representative: \_\_\_\_\_ Contact Information: (\_\_\_\_) \_\_\_\_\_

## EVENT INFORMATION:

\*Event Date(s): \_\_\_\_\_ \*Start Time: \_\_\_\_\_ \*End Time: \_\_\_\_\_ Day Night Overnight

MM/DD/YYYY

\*Set-up Date/ Time: \_\_\_\_\_ \*Takedown Date/ Time: \_\_\_\_\_

\*Name of Event: \_\_\_\_\_

\*Name of Park Location(s) Requested: \_\_\_\_\_

\*Type of event: Community Event Concert Fair/Festival Fundraiser In-House Park Event Public Assembly School  
 Activity School Field Day Show/Exhibit Tournament Walk/Run

Other: \_\_\_\_\_

Detailed description of event (attach agenda of activities):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Maximum estimated number of attendees (Including organizers, volunteers, participants and spectators): \_\_\_\_\_

Will money be collected onsite (admission or registration fees, etc.)? No Yes (anticipated amount): \$ \_\_\_\_\_

If yes, please explain the type of fee, amount, purpose, and parties that will receive the proceeds: \_\_\_\_\_

Will there be food, beverage or merchandise vendors? No Yes (how many): \_\_\_\_\_

Will you have a moonbounce or other commercial amusement? No Yes (describe): \_\_\_\_\_

Do you plan to provide other entertainment? No Yes

If yes, please describe or attach a copy of your program: \_\_\_\_\_

Will you have volunteers working the event? No Yes (how many): \_\_\_\_\_

Will you be using a public announcement or amplified speaker system? No Yes

Do you plan to provide musical entertainment? No Yes

If yes, please describe (dance, theatre, musical band, etc.) and attach a copy of your program: \_\_\_\_\_

### Will you be using any of the following equipment for your event?

The Department of Parks does not provide equipment. All equipment below must be in compliance with state and county codes. NOTE: A detailed site plan or drawing

indicating the location of the items listed above is required.

Generator	No	Yes	# _____	Reason _____
Port-a-johns	No	Yes	# _____	Reason _____
Stage/ Podium	No	Yes	# _____	Reason _____
Tables/ chairs	No	Yes	# _____	Reason _____
Tent / Temporary Structures	No	Yes	# _____	Reason _____
Trash Cans/ Recycling	No	Yes	# _____	Reason _____
Other:	No	Yes	# _____	Reason _____

Any special requests or other related comments for consideration? (Attach additional pages if needed)

\_\_\_\_\_

**MIRACLE FIELD: CONDITIONS OF USE**

1. **The following is prohibited on the Miracle League Field surface:**
  - Use of stakes, cleats, high heeled shoes or other items that may puncture or damage the field surface.
  - Placement of heavy equipment or vehicles; stage and similar items must be placed on gravel areas ONLY.
  - Smoking, placing lighted materials on, or putting lighted materials out.
  - Pets relieving themselves. If there is an accident, the field surface must be cleaned.
2. The group must abide by all posted and contract Park regulations.
3. Community groups may not use the field or surrounding outdoor area without approval via a permit and payment of required fees.
4. To be valid, this permit must be in permit holder's possession at the field site.
5. The Miracle League Field Use is by permit only. NO DROP IN PLAY is permitted on the surface field. Games and Events may not occur until the Field Supervisor has unlocked the gates. The gate will not be unlocked if the field is not in playable condition.
6. Vehicle parking is allowed in designated parking areas only. Limited parking--please carpool!
7. All trash MUST be taken offsite with permittee for proper disposal/recycling.
8. No exchanges of monies or collection of fees permitted on park property. The sale of food or merchandise is PROHIBITED without prior approval for a concession from the Park Manager.
9. Alcoholic beverages are PROHIBITED.

M-NCPPC INCLEMENT WEATHER POLICY: Use of an athletic field is prohibited when:

- a steady rain is falling
- a lightning or electrical storm is occurring
- water is standing on the field
- the ground is muddy and soil clumps or clings to shoes
- the ground feels "spongy" and/or soil is frozen.

NOTE: Officials must cancel all games if any of the above conditions is present

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**

\_\_\_/\_\_\_/\_\_\_\_\_  
**MM/DD/YYYY**