Policy Manual

Approved: _____

Raymond E. Bivens, Director

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Purpose and review

This policy manual is intended for use of all St. Mary's County Recreation and Parks employees. The purpose it to provide guidance in decision making in accordance with the mission and approved policies of the Department.

All policies and procedures will be reviewed periodically, at least every 5 years and shall be updated when:

- Changes occur requiring procedures to be updated
- Frequent common interpretation misunderstandings
- Legal reasons
- Or as determined by Department Director

Original Policy Copies

All original signed copies of individual policies are stored in the Manual of Policies and Procedures Binder outside of the Directors office; electronic copies are stored on the shared drive/administration/Policies and Procedures.

Department overview

Through the Department's Director, the Administration Division provides direction, management and supervision of the Department of Recreation and Parks' five Divisions. The Director serves as the staff liaison to three (3) advisory boards - the Recreation and Parks Board, the Wicomico Shores Golf Advisory Board and the Board of Trustees for the Museum Division.

The Director's responsibilities include:

- Establishing goals and objectives,
- Developing the St. Mary's County (County) comprehensive recreation planning document/parks and recreation master plan (Land Preservation, Parks & Recreation Plan or LPPRP);
- Developing and administering departmental budgets (operating, capital improvement projects (CIP) and two (2) enterprise funds);
- Managing personnel and programs; and
- Implementing various operational policies and procedures.

The following summary provides a snapshot of the work conducted by the Department's other four divisions:

- The Recreation Division is responsible for planning, implementing, supervising and evaluating a broad range of recreational programs, services, activities, events and facilities for County residents of all ages and abilities. Programs are self-supported via an enterprise fund.
- The Parks Division provides the grounds, turf and facility maintenance using established standards at 95 parks, public landings and county buildings. The Division is also responsible for maintaining and overseeing approximately 2,700 acres of county government property. This includes nearly 1,400 acres of parkland and 630 acres of grass cutting by a contractor at county parks, public landings and areas surrounding county buildings.
- The Wicomico Shores Golf Course is a 145-acre recreational facility providing golf, food service and banquet facilities. The operation is primarily self-supporting and is also administered through an enterprise fund. Wicomico Shores includes an 18-hole golf course, practice facility, golf shop, and Riverview Restaurant and banquet room.
- The Museum Division collects, preserves, researches and interprets the historic sites and artifacts that illustrate the natural, cultural and social histories of: St. Clement's Island and the Potomac River; Piney Point Lighthouse, Chesapeake Bay and U-1105 Underwater Shipwreck Preserve; and Drayden African American; The Old Jail and Charlotte Hall schoolhouses.

Vision - "*A leader in cultivating exceptional leisure experiences in our community."*

Mission - *"To provide an enriched quality of life for the community through the preservation of natural, cultural and historical resources, enhancement of parks and outdoor spaces, and promotion of a variety of leisure experiences."*

Administrative Division Index

Policy #	Document Name	Approval Date	Revisions
A1	Administrative Policies & Procedures (INTERNAL)	1/4/2021	5/21/25
A2	Area and Facilities Development Policies and Procedures	9/27/2021	5/21/25
A3	Parkland Acquisition Procedures (INTERNAL)	4/13/2020	6/11/2021 5/21/25
A4	Environmental Sustainability Policy	9/27/2021	5/21/25
A5	Defense Against Encroachment	10/18/2021	5/21/25
A6	Disposal of Parkland Policy and procedures (INTERNAL)	6/11/21	5/21/25
A7	Comprehensive Revenue Policy	12/14/21	5/21/25
A8	Fees and Charges Policy and Procedures	12/14/21	5/21/25
A9	Solicitation of Support	12/14/21	5/21/25
A10	Communication of Park Rules	12/14/21	5/21/25
A11	Handling of Disruptive Behavior Procedures	7/8/2021	5/21/25
A12	Handling of Evidentiary Items Procedures	7/11/2021	5/21/25
A13	Social Media Policy and Procedures (INTERNAL)	12/14/21	9/27/2022 5/21/25 8/17/26
A15	Recreation and Parks Emergency Closure Policy and Procedures (INTERNAL)	1/5/2021	4/4/2023 5/21/25
A16	Abandon Vehicle Policy	6/11/21	5/21/25
A17	Volunteer Policy and Procedures	6/11/21	5/21/2025 8/17/2026
A18	Procedures for Department Sponsored Memorandums of Understanding and Letters of Agreement (INTERNAL)	9/12/22	5/21/25
A19	Social Media for Public	9/27/22	5/21/25

Recreation Division Index

Policy #	Document Name	Approval Date	Revisions
R1	Physical and Verbal Abuse Policy	11/18/2019	6/11/2021 5/21/25
R2	Concussion Protocol/Policy	11/18/2019	5/21/25
R3	Summer Camp Emergency Response Protocol (INTERNAL)	7/5/2018	5/21/25
R4	Recreation Division Cash Handling (INTERNAL)	8/11/2014	8/2/2016 5/21/25
R5	Recreation Division Dress Code (INTERNAL)	3/22/2018	7/12/2020 5/21/25
R6	Inclusion Policy	1/5/2021	5/21/25
R7	Refund and Cancellation Policy	2/20/2015	7/17/2015 5/21/25 8/21/26
R8	Household Credit Policy	2/20/2015	3/31/2021 5/21/25
R9	Recreation Facilities Rental Policy and Procedures	1/1/2015	6/11/2021 5/21/25
R10	Volunteer Coaches Policy	12/1/2017	5/21/25 8/17/26

Parks Division Index

Policy #	Document Name	Approval Date	Revisions
P1	Equipment Loan Policy	2/07/2022	5/21/25
P2	Alcohol In Parks	7/01/1992	1/15/2020 3/13/2021 5/21/25
P3	Athletic Field Permits and Court Reservations	1/15/2020	3/13/21 1/02/25 5/21/25
P4	Athletic Field Use Fee Policy	4/16/1992	2/17/1994 1/15/2020 6/11/21 5/21/25
P5	Camping and Hunting in County Parks	1/15/2020	3/13/21 1/02/25 5/21/25
P6	Geocaching	1/15/2020	3/13/21 5/21/25
P7	Metal Detectors in Parks	1/15/2020	3/13/21 5/21/25
P8	Park Pavilion Rental Policy	2/20/1992	1/15/2020 3/13/21 1/02/25 5/21/25
P9	Pet Policy	1/15/2020	3/13/21; 10/13/21 1/02/25 5/21/25
P10	Remote Vehicles In Parks	2/05/2015	1/15/2020 3/13/21 5/21/25
P11	Sale of Merchandise In Parks	1/15/2020	3/13/21; 2/7/2022 5/21/25
P12	Drone Policy		6/11/21 5/21/25
P13	Memorials/Monuments in County Parks	4/04/2013	1/15/2020 3/13/21 5/21/25
P14	Naming of Recreation and Parks Facilities	3/21/1991	11/18/1993 1/15/2020 3/13/21 5/21/25
P15	Fireworks and Explosives Policy	2/04/2016	1/15/2020 3/13/21 5/21/25
P16	Private Field Liability Insurance policy and procedures		6/11/21 5/21/25

P17	Special Events in the Parks- 3rd Party Rental Policy and Procedures		6/11/21 1/02/25 5/21/25
P18	Soccer Goal Policy	2/07/2022	5/21/25
P19	Inclement Weather Field Cancellation Policy	3/1/2024	
P20	Parks Dress Code (INTERNAL)	2/24/2026	
P21	Parks Lost and Found	2/24/2026	
P22	Park Behavior	2/24/2026	
P23	Parks Facility Rental	2/24/2026	
P24	Parks Cash Handling (INTERNAL)		

Golf Division Index

Policy #	Document Name	Approval Date	Revisions
G1	Accommodations Guidelines & Golf Cart Flag and Accessibility Cart	8/17/2021	5/21/25
G2	Lost and Found Items	8/17/2026	
G3	Golf Course Facility Rentals	8/17/2026	
G4	Golf Course Employee Dress Code (INTERNAL)	8/17/2026	

Museums Division Index

Policy #	Document Name	Approval Date	Revisions
M1	Museum Ethics Policy	2/13/2017	6/11/21 5/21/25
M2	Museum Collections Policy	1984, 2000 & 2015	6/11/21 5/21/25
M3	Museums Facility Usage/Rental Policy	May 2016	6/11/21 5/21/25

Other SMCG Department Documents Index

Policy #	Document Name	Approval Date
C144.4	Records Management Policies & Procedures	1/2022
Coop Plan	Leadership Succession Procedure & Records Disaster Mitigation & Recovery Plan & Procedures	6/11/2021
Finance Policy	Capital Asset Depreciation & Replacement Procedure	6/26/2017
HR Document	Personnel Policies & Procedures Manual- Merit Staff	1/2021
HR Document	Social Media policy for Staff use- Personnel Policies and Procedures	10/2020
HR Document	Personnel Policies & Procedures Manual- Hourly Staff	10/2020
HR Document	Risk Management Policy *(Safety and Health Policy)* Includes: Accident & Incident Report Procedures & Risk Management Procedures	2/2022
IT Policy	Information Technology Use and Security Policy	7/10/2018
PIO document	Public Info Policy & Procedures *(Media Relations Policy)*	12/23/2013
Resolution No. 2On - 25	ADA Compliance and Face-to-Face Resolution	9/15/2017

	Procedure	
PIO document	Social media Policy	6/2017

The following policies are designated as internal use and not available to public postings.

A1 – Administrative Policies & Procedures

A3 – Parkland Acquisition Procedures

A6 – Disposal of Parkland

A13 – Social Media Policy and Procedures

A15 – Recreation and Parks Emergency Closure Policy and Procedures

A18 - Procedures for Department Sponsored Memorandums of Understanding and Letters of Agreement

G4 – Golf Course Employee Dress Code

P20 – Parks Dress Code

P24 – Parks Cash Handling

R3 – Summer Camp Emergency Response Protocol

R4 – Recreation Division Cash Handling

R5 – Recreation Division Dress Code

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Area and Facilities Development Policies and Procedures	A2	All Employees & General Public Internal	9/27/2021
	Raymond E. Bivens, *Director*			**Amended:** 5/21/2025

PURPOSE

The policy and associated procedures provide guidance on the development of park and recreation facilities development and renovation based on the community needs, open space and design standards in coordination with overall planning for the jurisdiction.

St. Mary's County Department of Recreation and Parks strives to provide a variety of recreational and leisure experiences to citizens through the county's diverse system of parks, recreation facilities and open spaces. This is summarized in the department's approved vision and mission statements.

Vision: "A leader in cultivating exceptional leisure experiences in our community."

Mission: "To provide an enriched quality of life for the community through the preservation of natural, cultural and historical resources, enhancement of parks and outdoor spaces, and promotion of a variety of leisure experiences."

Development of parks and facilities is authorized by §1-607 of the *Local Government Article* and the Commissioners of St. Mary's County (CSMC). The Commissioners review and approve the annual capital improvement program which is guided by the recommendations outlined in the county's approved Land Preservation, Parks and Recreation Plan (LPPRP). The five-year Plan serves as the Department's comprehensive park and recreation system master plan and includes analysis of trends, needs, inventories, level of service, and recommendations. In addition to being a requirement to utilize Maryland Program Open Space funds for parkland acquisition and development projects, the Plan helps direct the County's overall efforts to preserve our natural and cultural resources while protecting the environment and farmlands.

The department's Strategic Plan builds upon the LPPRP's direction and sets forth specific goals, recommendations and actions that are categorized as short, medium, long and ongoing efforts. The Strategic Plan is reviewed and updated on an annual basis and fully redeveloped every five years.

PROCEDURES

It is the policy of St. Mary's County Department of Recreation and Parks to address **Community needs and desires** by providing parkland and recreational facilities that meet public needs and desires as determined by the community. This is accomplished by:

- Needs Assessment - every five years through the Land Preservation, Parks and Recreation Plan (LPPRP). A full needs assessment of the community will be completed to identify existing and projected gaps in service and determine land, facility and service priorities.
- Usage data - Annual usage and participation reports will be complied to identify local trends service gap areas, program and facility participation data, and major accomplishments.
- Recreation and Parks will conduct various citizen surveys to examine program and service outcomes and participant satisfaction to determine future needs.
- Public meetings/ad hoc and stakeholder groups - Recreation and Parks will continue to host citizen meetings to gain insight on the public's desires during the planning process of new facilities, programs, services, and project master planning.

Open Space/Design Standards

- Level of Service Standards as determined in the LPPRP.
- Recreation and Parks will solicit highly qualified staff and project consultants to design and engineer program and project development to ensure all projects met or exceed required design standards.

Environmental Concerns

- Development will be in accordance with the St. Mary's Comprehensive Plans vision statement to "Preserve and enhance the quality of life by recognizing and protecting the unique character of St. Mary's County as a rural Chesapeake Bay peninsula."
- All projects will be submitted through the permitting process with the Department of Land Use and Growth management at which time development is reviewed by multiple agencies and regulatory bodies including, but not limited to, the St. Mary's County Health Department, Department of Public Works, and Critical Area Commission as applicable.

Jurisdictional Planning

- All development will be in accordance with the comprehensive departmental and county planning documents.
    - Land Preservation Parks and Recreation Plan - Recreation and Parks Master Plan - Planning will coincide with goals and objectives derived from the market and population projections.
    - Recreation and Parks Strategic Plan - A SWOT analysis is conducted every 5 years in which the community and staff identify the needs of the department.
    - Comprehensive Plan

Legal Requirements

- All development planning will take into consideration all restrictions, limitations and or suggested uses from all legal binding contracts, grants, easements, convenances.
- All development will follow all regulatory entities rules, codes and ordinances such as COMAR, MOSHA, OHSA, ADA, Fire Code, CSPC, and the ASTM as well as all county and state building codes.
- Recreation and Parks will maintain a tracking list of all department licenses, inspections, easements and convenances for review during the development process.

Project Initiation

New projects are presented in the approved Capital Improvements Program (CIP). Most are recommended through the formal planning process for the LPRPP, Comprehensive Plan or other approved planning initiatives. These plans are formulated considering needs, trends, inventories, level of service, and other community recommendations. The community plays a large role in moving projects forward, including elected officials, sports leagues and other special interest groups and staff. Feasibility studies, economic conditions, and detailed market analysis often document the need for such projects.

Budget Considerations

St. Mary's County Government has an established CIP team to propose, review and finalize the funding of the county's reoccurring, operational and special project capital improvements. This consists of the Department directors, County Administrator and the Chief Financial Officer.

When a project is listed within the approved CIP, it will be programmed, and anticipated funding identified. This can include any combination of funding from: Program Open Space, other grants, local transfer tax, bonds or pay-go funding; land donations and conservation easements may also help fund certain projects. Capital projects typically include such items as acquisition, master planning, environmental and other studies, and design and construction in the "out years" for the project.

Site Evaluation & Selection

As a project moves forward a search will begin for a location if a suitable site has not previously been identified. Often, existing county lands will be evaluated before searches begin for other suitable locations. The county may advertise that the department is looking to procure a site for a park or recreation facility project and staff may conduct research on available sites. Preliminary site analysis items such as location, size, access, topography, wetlands, and soils information will be studied for potential suitability.

Land Acquisition

Staff will brief the CSMC and any other boards, committees, or applicable groups on potential land acquisition as needed. Once a site has been deemed a suitable candidate for acquisition, the procedures for land acquisition may move forward as outlined in the approved policy A-3 Parkland Acquisition Procedures.

Master Planning Phase
This stage of park or facility development includes selection of a consultant and preparation of concept and/or master planning documents for the approved project site. The Department will solicit input from stakeholders in developing the scope of work for the documents. Often, the Department is able to utilize firms under county contract for design and engineering services for this work; if not, formal bidding documents are needed. Proposals will be reviewed and evaluated, and a contract awarded, under the direction of the policies and procedures set forth by the county's Office of Procurement.

The consultant considers all available data, citizen input and other site information that may have been part of the project scope and works with staff to bring the master planning documents to completion. The draft plans are publicized and presented to other groups such as the Recreation and Parks Board, citizens, and affiliated sports leagues. The final plans are then endorsed by the Recreation and Parks Advisory Board and approved by the CSMC.

Design and Engineering Phase
The consultant (may or may not be the same firm that prepared the master plan) will conduct more detailed site analysis of the project site which may include surveying and evaluation of soils, wetlands, topography, slopes and other sensitive areas and will develop concepts based on the approved master planning documents. In most cases, the project consultant will prepare 30, 60, and 90% design and engineering plans for various agency and grantor approvals. Normally, the consultant is also responsible for permitting and preparation of detailed construction documents and the engineer's cost estimates.

Construction Phase
The department works with the Office of Procurement to assemble the appropriate bid package for review and advertisement. Typically, a pre-bid meeting is held to answer questions from potential bidders; bids are received by the closing date and location as specified. Bid documents are then reviewed, and a contract is typically awarded to the lowest responsive and responsible bidder.

After the contract award, post award and pre-construction meetings are held, and the project commences per the terms of the contract documents. Inspections are held as specified in the construction documents. Monthly (or as specified) progress meetings with all applicable parties are held and minutes taken. Any change orders are reviewed and processed according to the procurement policies and procedures. Upon project completion, a final walk through is held, with appropriate documentation, and recording of any necessary outstanding items. Any applicable warranty information is provided to the department. Once accepted, the project is turned over to the department to maintain and manage. The department, with assistance from the Public Information Officer, will plan and schedule a ribbon cutting ceremony if applicable.

Note: all projects are subject to sufficient appropriations to move forward. These are general policies and procedures to see a project through to completion; each project has unique characteristics and funding partners; therefore, consultation with all related parties is necessary for successful implementation of the project.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Environmental Sustainability	A4	All Employees and General Public Internal	9/27/2021
	Raymond E. Bivens, *Director*			**Amended:** 5/21/2025

PURPOSE

The intent of this policy is to put forth procedures that will assist St. Mary's County Department of Recreation and Parks (the department) with supporting sustainability and conservation throughout recreational and educational activities and within capital projects, maintenance, and operations.

SUBTITLE

Guidelines, policy, and procedures for environmental sustainability practices.

PROCEDURES

The vision statement for the department is to be "a leader in cultivating exceptional leisure experiences in our community." The department's mission is to "provide an enriched quality of life for the community through the preservation of natural, cultural and historical resources, enhancement of parks and outdoor spaces, and promotion of a variety of leisure experiences." One of the department's main goals from the 2025-2029 Strategic Plan is to "foster the preservation of natural, historical, and culture resources in a prudent manner."

The department defines sustainability as: "The effort to balance people's recreational and leisure desires with the ability of planet earth to remain healthy" (National Recreation and Parks Association, Management of Parks and Recreation Agencies, edited by Merry Moiseichik, 2016). The department is the caretaker of certain public open space and recreational assets and desires to set an example as a leader in natural resource conservation and protecting the environment. In working in the scope of the department's mission, and depending upon the project or activity, environmental sustainability could have minimal effect on such items as a protected wilderness or open space areas or be substantial, as in the case of a large athletic complex.

It is the policy of the department to apply environmentally sustainable practices, to the maximum extent possible, to all departmental projects and functions. The department's sustainability procedures that follow address the topics that managers, supervisors, and staff will follow.

Energy Conservation

The Department will implement practices for energy conservation throughout its parks, facilities, and activities that will:

1. reduce energy use;
2. promote renewable sources of energy, as practicable;
3. promote alternate fuel vehicle use, as practicable;
4. support the collaborative goals and recommendations outlined in the 2008 Department of Public Works, Building Services Division, Energy Management and Conservation Plan; and,
5. support energy saving measures as defined in Chapter Four of the 2012 Department of Public Works, Building Services Division, Comprehensive Facilities Maintenance Plan.

Environmental Preferable Purchasing

The department will, when practicable, and in compliance with the county's current Procurement Manual, procure products and services that are manufactured all or in part with recycled materials. The department will also comply with such standards when grant documents or a funding sponsor requires such. The following types of practices will assist with sustainability efforts:

1. purchase items with the most sustainable percentage of recyclable material;
2. purchase locally to reduce carbon emissions;
3. purchase fuel-efficient and alternative fuel vehicles; and
4. encourage the use of recyclable packaging by suppliers.

Water Conservation and Protection of Natural Resources

The department will implement practices that minimize the consumption of water and natural resources.

1. Assist in efforts for public awareness and education on matters related to the conservation and preservation of our environment through trainings, events, classes, programs, and publications.
2. Protect and monitor easements, and other sensitive areas, on park property that are designed to preserve large tracts of land, stream buffers, wetlands, and waterfront areas and promote water quality and conservation.
3. The department will include conservation of natural resources in all master planning documents, as applicable to the characteristics of the site or facility.

4. Continue planting of trees and shrubs as part of new construction, renovation, and other park enhancement projects.
5. Work with MD Department of Natural Resources as needed regarding protection of wildlife, nuisance and aggressive animals, relocation of certain species, and injured, orphaned or sick wildlife. Cooperative Wildlife Management Agreements can also be implemented with the help of DNR.
6. Install low-flow toilets and faucets in new construction and during facility upgrades.
7. Place bottle filler features at water fountains, where feasible, to reduce the use of plastic bottles.
8. Include opportunities to engage citizens, especially youth, in activities and special events that promote conservation of natural resources.
9. Produce and implement the recommendations of the Land Preservation, Parks and Recreation Plan. The plan is updated every five years and serves as the department's comprehensive Park and Recreation System Master Plan. The plan includes sections on parks and recreation, natural resource land conservation, and agricultural land preservation.
10. Utilize fertilizers, pesticides, herbicides, and related chemicals only as needed and under proper licensure requirements using best practices in caring for landscaping. All appropriate department staff will maintain current Maryland Pesticide Applicator certification and training.

Reduction and Handling of Waste

1. The department will promote conservation by maximizing opportunities for recycling in offices, at parks, events and during activities.
2. Appropriate recycling containers will be available at all parks and facilities, preferably next to each trash receptacle.
3. The department will support recycling in accordance with the Department of Public Works Comprehensive Solid Waste Management and Recycling Plan 2016 -2025, Chapter 4.4.2 Recycling.

Sustainable Facility Design and Construction

1. The Department will implement practices to reduce energy and natural resource consumption when designing new parks and facilities and when renovations are needed.
2. The Department will ensure design guidelines are comprehensive, sustainable, and maintainable. Design and project management teams are encouraged to meet Leadership in Energy and Environmental Design (LEED) green building rating levels, although formal certification of those standards is not sought at this time. Funding sponsors may require minimum LEED standards for certain projects.
3. The department will use "dark sky" lights on buildings and parking lots to minimize the effects of upward pointing lighting which can contribute to light pollution. Light control options, such as MUSCO's Total Light Control (TLC) for LED™ technology, will also

be considered for purchase for recreational facilities. Remote scheduling will be used as available to schedule lights (in buildings and on athletic fields), as well as to schedule and monitor irrigation.

4. The department will ensure that effective stormwater management is installed at parks and facilities as part of development projects and utilize Environmental Site Design and Best Management Practices (BMPs) to the maximum extent practicable.
5. The department will incorporate recommendations from St. Mary's County Soil Conservation District, the Maryland Department of the Environment, St. Mary's County Health Department, St. Mary's County Departments of Public Works and Transportation and Land Use and Growth Management, and other agencies as applicable, on environmentally sustainable and conservation practices for projects.
6. New designs will include a variety of conservation measures that may include: LED lighting, solar panels, electric vehicle charging stations, rain gardens, pervious pavement options, and other innovative stormwater management treatments, etc.
7. The department will create sustainable landscapes and utilize native plantings where practical and work to control erosion. Invasive species shall not be used in any new or upgraded landscape designs.
8. Managers and supervisors will maintain buildings and facilities using sustainable practices and materials, as practicable.

Staff Roles and Responsibilities

1. The director is responsible for developing, reviewing, and updating policy.
2. The director, deputy director, managers and supervisors shall be familiar with policies and laws – local, state, and federal – as applicable, to ensure proper compliance.
3. Department staff will be trained and committed to include sustainable practices as they relate to their job duties and operations for the purpose of conservation of natural resources. The director will ensure that managers receive appropriate training on relevant sustainable practices. Managers will ensure that supervisors receive appropriate training on relevant sustainable practices. Supervisors shall provide a copy of this policy to all employees.
4. Staff shall feel free to provide supervisors/managers with suggestions on sustainable practices.

Electronic Fiscal Component

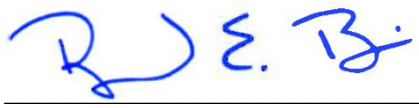
1. The department will utilize the county's computerized financial system - NaviLine, or subsequent upgrades, to manage and track expenditures and reduce paper consumption.
2. The department will utilize CivicPlus registration software system, or subsequent upgrades, to generate electronic items such as receipts, rosters, financial reports, etc. to reduce the use of paper.

Technology

1. The department will utilize available technology to help reduce impacts on the natural environment.
2. The department will utilize the County website, social media (Facebook, Instagram, "X", etc.) as applicable to communicate with the public to minimize consumption of paper and resources.
3. The department will utilize various technology options to communicate with staff and reduce the need for paper and car emissions for travel to meetings; examples include: Microsoft Teams, Google Meet, Zoom, etc.; and email.
4. Staff will stay informed of emerging technology options to further conservation measures.

Notes:

1. This policy/procedures document will be reviewed every five (5) years or before, if needed.
2. All recommendations are subject to sufficient appropriations by the authorized authority.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Defense Against Encroachment	A5	All Employees and General Public Internal	10/18/2021
	Raymond E. Bivens, *Director* 			**Amended:** 5/21/2025

PURPOSE

The St. Mary's County Recreation and Parks is obligated to protect department-managed parklands and facilities, public open space and public conservation easements from encroachment. All properties have defined property boundaries and use a variety of resources to protect against encroachment such as signs, plant material, fencing and barriers. The Department has established this Defense Against Encroachment Policy and Procedures to provide guidance on handling issues and outline the progressive steps in handling encroachment on Department-managed property.

SUBTITLE

Defense against Encroachment Procedures

PROCEDURES

Upon inspection, if unapproved encroachment is found on Recreation and Parks property, staff will document the situation including the site, date, description, and photos of the encroachment. This report will be forwarded to the Recreation and Parks Director for review and further direction.

Depending on the nature of the encroachment, the Director will designate the appropriate action to follow:

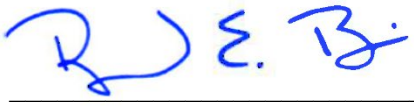
- If the encroachment poses an immediate safety, health or other hazardous condition or risk, the concern will be prioritized and handled immediately by the Director. Action will be taken at his/her discretion.

- If the encroachment poses no threat and the encroaching parties are known, the Department staff will attempt to contact the party to inform them of the issue and the timeline for them to rectify the encroachment and returning the area to its original state. All contact made with the parties will be documented and forwarded to the Director.

- If after contacting the encroaching parties, the encroachment concerns are not rectified and returned to their original state within the timeline given, OR if the parties are unknown, the Director or appointed staff will contact the St. Mary's County Attorney, the St. Mary's County Sheriff Office, or both. Depending on the encroachment circumstances, the parties may be issued a No Trespass notice for the parkland or facility and/or prosecuted.

NOTE: In the case of perceived Zoning Violations such as encroachment concerns in the critical area, staff will contact the Code Enforcement and Inspections Coordinator for direction and/or to initiate an inquiry. Comprehensive Zoning Ordinance www.stmaryscountymd.gov/docs/currentzo.pdf.

NOTE: In the case of property located within the Navy's Air Installation Compatible Use Zone, St. Mary's County Department of Recreation and Parks will refer to the Cooperative Agreement between St. Mary's County Government and the Navy for guidance on encroachment mitigation.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Comprehensive Revenue Policy	A7	All Employees and General Public Internal and Public	12/14/2021
	Raymond E. Bivens, *Director* 			**Amended:** 5/21/2025

PURPOSE

To provide the strategy and methodology for determining fees and charges.

SUBTITLE

Revenue calculation guidance.

PROCEDURES

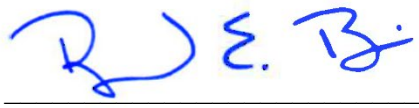
Recreation and Parks staff will conduct a cost recovery analysis for each program, event and service to determine fees and charges. The analysis will take into consideration:

1. Current market conditions and demand
2. Overhead expenses (rent, staffing, utilities, supplies and materials)
3. Alternative revenue sources

The Department will follow the guidance in the Recreation & Parks Fees and Charges Policy and Procedures when developing the budget each year.

Recreation and Parks staff will follow all St. Mary's County Government budget policies, procedures and annual fiscal year guidance documents provided by the Department of Finance as outlines in the following directive documents:

1. Budgetary & Fiscal Procedures
2. County Revenue Policy
3. Investment Policy Resolution

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Fees and Charges	A8	All Employees and General Public Public	12/14/2021
	Raymond E. Bivens, *Director* 			**Amended:** 5/21/2025

PURPOSE

To establish the procedures for establishing fees and charges for recommendation to the Commissioners of St. Mary's County during the annual budget process.

SUBTITLE

Establishment of policy and procedures for setting fees and charges.

PROCEDURES

The Department of Recreation and Parks strives to meet the growing demand for programming and facilities. Therefore, it is necessary for the department to develop a fair and consistent policy of fees and charges for parks, facilities, programs and events.

The following guiding principles provide the foundation for the department's recommendations for fees and charges and based on cost recovery:

- To efficiently manage operations to provide affordable and diversified services to ensure citizens have equal opportunities for participation.
- To enhance the quality of life for everyone through recreation opportunities.
- To provide and maintain quality facilities to the highest level possible for use by the public.
- To provide trained and qualified personnel for supervision and instruction in programs and activities.
- To welcome and actively seek public input in planning and evaluating programs, activities, and facilities.
- To establish revenue recovery rates that consider market conditions and all the costs of providing programs and services.
- To supplement fees and charges with tax dollars, grants, donations, sponsorships, scholarships, etc. when possible.

Criteria for Establishing Fees and Charges

Charging a fee, aids in the provision of activities of a special interest nature that extends beyond the normal operation. Basic services will continue to support citizen's need with no or minimal charges and not on the propensity to generate revenue for services provided.

When basic services are used, any fees charged for the use of the public recreation facility shall be viewed as a method to continue to provide basic services. Charging an entry or admission fee to a special event allows for revenues collected to be used in expanding or enhancing the special event. Likewise, charging fees to provide after school programs, classes, and programs allows the department to provide these services at no or little cost to the taxpayer.

Setting Fees for Rental Usage

When not in use for department sponsored activities, designated areas, facilities and equipment may be reserved by organizations and the general public in accordance with established policies and procedures. Fees are determined by a combination of market rates, personnel costs, utility costs and any other applicable costs related to the facility being reserved.

Separate rental rates may be applicable to charitable organizations and not-for-profit groups. The department recognizes the benefit associated with these groups and their activities and is generally supportive of reduced rates for the related usage.

Special Consideration for Fees and Charges

Established fees and charges may be waived or reduced by the Department if in the Director's judgment it would be in the best interest of the individual(s) or specific program.

- Senior citizens: Special rates shall be determined for the department's facilities for residents 60 years and older. Rates shall be published in the approved fees and charges schedules.
- Participants may be granted volume discounts (season passes, etc). or when temporary price adjustments may be beneficial to stimulate and encourage activity.
- At certain times, non-residents shall pay an additional non-resident fee for certain services or participation.
- Financial relief is available from the Department's Scholarship Program. Residents must meet certain criteria and provide proof of financial need. Recipients will receive a discounted rate to attend a variety of programs.

Evaluation of Policy and Fees

The Fees and Charges Policy will be reviewed annually or at intervals deemed appropriate by the Director. Administrative fees and charges for the various programs and related fee schedules are reviewed annual during the budget preparation process. All recommendations for fee adjustments shall be approved by the Commissioners of St. Mary's County during the annual operational budget process.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Solicitation of Support	A9	All Employees and General Public Internal and Public	12/14/2021
	Raymond E. Bivens, *Director*			**Amended:** 5/21/2025

PURPOSE

To establish the procedures for solicitation of private, corporate and non-profit support for the benefit of department events and programs.

SUBTITLE

Establishment of policy and procedures for accepting donations and sponsorships.

PROCEDURES

The Department of Recreation and Parks provides a variety of special events and special programs to benefit the health and wellbeing of a community. These programs and events provide continued positive youth and family development. Most events provide net profits direct to the department's scholarship fund to assist underserved families the opportunity to participate in enrichment programs.

Recreation & Parks staff will implement procedures to solicit and accept support through sponsorships, in-kind and donation of items.

1. Develop and maintain current sponsorship opportunity details and forms on the department website for potential sponsor interest.
2. Provide notification process to all potential sponsors and donors for all events offered through the department. Information will be sent by email, posted on the county website and posted on social media.
3. Sponsors and donors will be recognized per guidelines established for each unique event.
4. Keep detailed tracking of all sponsorship types including cash, in-kind and donations. Information will be included in Sponsorship Reporting Chart.

	Policy	Policy No.	Affect & Type	Approval Date
	Communication of Park Rules	A10	All Employees and General Public Internal and Public	12/14/2021
	Raymond E. Bivens, *Director*			**Amended:** 5/21/2025

PURPOSE

Department staff will inform and educate citizenry on ordinances, laws, rules, procedures, regulations, and policies that apply to St. Mary's County Recreation & Parks and facilities.

SUBTITLE

Guidelines for informing the public on park and facility rules.

PROCEDURES

Employees are responsible for informing the public patronizing St. Mary's County Department of Recreation and Parks managed parks and facilities regarding any rules and regulations of that location. Staff must be completely familiar with the policies of assigned sites so they can accurately and courteously explain rules to patrons. Rules and regulations are provided to employees during orientation and in staff manuals, and refreshers given at periodic staff meetings and trainings. Rules are also posted on signage at sites and available online through the Department website. Staff should be familiar with the policies and procedures as outlined in the Administrative Policies and Procedures manual for parks and facilities, Section P.

Department site rules, regulations and policies are also communicated to the public across a multitude of media, and staff are encouraged to refer patrons to posted signage, printed brochures and other publications, the department's website and social media pages, and park permits and reservation forms.

Staff that do not know or completely understand any department rules and policies of the assigned area must consult with the appropriate manager or supervisor and be sure to attend all staff meetings/training sessions to fully comprehend crucial regulations.

	Policy	Policy No.	Affect & Type	Approval Date
	Handling Disruptive Behavior	A11	All Employees and General Public Internal and Public	7/08/2021
	Raymond E. Bivens, *Director*			**Amended:** 5/21/2025

PURPOSE

The purpose of this procedure is to outline the responsible management of a patron whose behavior is disruptive or inappropriate.

SUBTITLE

Guidelines for handling disruptive patrons.

PROCEDURES

The following procedure should be utilized when dealing with a patron exhibiting disruptive or inappropriate behavior.

1. Department employees have the responsibility to ensure that parks, facilities and events maintain a safe and enjoyable atmosphere. This requires staff to have a helpful and friendly demeanor and that all rules and regulations are clearly communicated to patrons.
2. If staff must address a patron who is violating a rule and/or being disruptive, the employee must first assess the situation. If they believe they or anyone else is in any sort of danger, the employee is to immediately contact 911 for assistance. Otherwise, staff should approach the patron and in a respectful and courteous manner speak with the individual to inform them that their behavior is not appropriate for the setting. They should explain to the person that the rules and regulations are being broken by this behavior and why it is inappropriate.
3. Staff will then immediately notify their supervisor of the situation.
4. If the disruption continues, staff should request a supervisor assist, or, with another co-worker, respectfully ask the individual to discontinue the inappropriate behavior immediately or they will be asked to leave.

5. If the behavior further continues, the situation should be reassessed, and the person should be asked to leave or that you will need to call the St. Mary's County Sheriff's Office to handle the situation.
6. In the event of nearby witnesses to the situation:
    a. Staff should ask children to move to a separate area of the park or facility
    b. Staff should ask other adults for their patience as you deal with the matter
7. If they still do not vacate the premises, staff should dial 911 and are not to reapproach the individual until law enforcement arrive to assist.
8. After calling 911, staff should contact their supervisor and provide an update of the situation.
9. Once the incident is under control, staff will complete and incident report and include a copy of police report, if applicable.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Handling Evidentiary Items	A12	All Employees and General Public Internal and Public	7/11/2021
	Raymond E. Bivens, *Director*			**Amended:** 5/21/2025

PURPOSE

The purpose of this procedure is to outline the responsible identification and handling of a suspected crime scene and that of potential evidentiary items on Department parks and facility property.

SUBTITLE

Guidelines for handling evidentiary items.

PROCEDURES

Department staff should always be aware of their work environment. If they suspect a crime has been committed in their area of transponibility, the proper precautions should be taken to protect any items of evidentiary value. The following procedure should be utilized when dealing with suspected evidentiary items and/or crime scene.

1. Staff are not authorized to handle evidence, so their role is to identify, secure and preserve the scene.
2. Staff will secure the area and keep patrons and other employees away from the scene. Because entire work areas could be, or become, part of a potential crime scene, staff must ensure they or patrons do not do anything that could jeopardize potential evidence, including not touching surfaces, moving physical items or otherwise disturbing the area.
3. Staff should immediately call law enforcement and then contact supervisors and division managers and inform them of the situation.
4. While awaiting law enforcement to arrive, staff should also remain on site with any witnesses while keeping the area secure.
5. Staff should stay on the scene with law enforcement until the situation is taken over by law enforcement.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Abandoned Vehicles on County Property	A16	All Employees Internal and Public	6/11/2021
	Raymond E. Bivens, *Director*			**Amended:** 5/21/2025

PURPOSE

To establish the Department procedure on the removal of abandoned vehicles in parks and facility parking areas.

SUBTITLE

Pursuant to County Zoning Ordinance 81.2.1.c

PROCEDURE

1. Upon finding abandoned vehicles on County Property
    a. Staff will take a photo of the vehicle and note date.
    b. After 48 hours if the vehicle is still on County property staff will contact a local licensed and certified towing company to have the vehicles removed.
        i. Vehicles either need to be tagged or photos sent to tow company to properly identify.
        ii. It is recommended staff be present if possible, at the time the tow company removes the vehicles.

NOTES:

- The tow company will use tag or VIN to locate owner and handle things from that point on.
- There is no tow fee charged to the County, it is charged to the owner.

	Policy	Policy No.	Affect & Type	Approval Date
	Volunteer Management	A17	All Employees and General Public Internal and Public	6/11/2021
	Raymond E. Bivens, *Director*			**Amended:** 5/21/2025

PURPOSE

Volunteers provide direct services and expertise that contribute to the overall customer satisfaction of programs and activities. In turn, volunteers benefit from having meaningful work, personal satisfaction and community involvement opportunities provided by the Department's Volunteer Program.

The Department has these established Volunteer Management Policies and Procedures that mutually benefit the Department, the community and volunteers.

SUBTITLE

Volunteer Management

PROCEDURES

The Department's Volunteer Manual outlines the Volunteer Program and manages volunteer efforts that support the Department's mission and vision. The manual is used for training and reference to ensure compliance with volunteer management in the Recreation & Parks department.

Recruitment

During certain times of the year, various volunteer positions may be available within the Department. Positions will be advertised via one or more of the following: Department's website www.stmaryscountymd.gov/recreate, on social media, e-newsletters, at various departmental facilities, and through word of mouth. Division managers or designees are responsible for recruiting volunteers for their facilities, programs and events.

Required Forms

All relevant forms and manuals can be found on the department's shared drive:

S:\Administration\Volunteer Management Folders

- **LiveScan Fingerprinting Forms**: For long-term, on-going volunteers. There are two (2) forms that must be completed and taken to the fingerprinting appointment.
- **Volunteer Files (Confidential)**: Copies of all volunteer paperwork will be saved here. Paper copies and original files will be stored in the filing cabinets in the Recreation Division Fiscal Specialist's office.
- **Volunteer Management Manual**: The official Volunteer Manual will be kept here along with any form updates and additions/addendums to the original document.
- **Volunteer Database** This folder contains two documents; one of the individual volunteers on file and one of the current Community Standards coach lists.

Volunteer Database

Responsible Staff: Recreation Division Fiscal Specialist

This spreadsheet contains all pertinent information for easy reference to contact volunteers, track participation and identify background check expiration dates with NSCI.

- Indicate which division(s) the volunteer will work
- Indicate the program or event which the volunteer will be assigned – if multiple, please list all that apply
- Full Name and contact information to include phone number and email address
- Confirmation of paperwork completed and signed
- Date of background check completed
- Background Check type – NCSI or LiveScan
- NCSI expiration date
- Date of identification or badge issued
- Date volunteer is released from active status
- Any notes or areas of concern for future consideration

Staff Point of Contacts

- Zachary Zalovick, Community Standards Coordinator - background check processor for Sports programs
- Margaret Bowling, Human Resources & Volunteer Coordinator - maintains hourly staff and volunteer management records
- Cherie Nelson, Recreation Division Manager - process approval; forms compliance
- Jessica Hale, Deputy Director – Accreditation POC for manual, guidelines and policy updates.

Background Check Process

Levels of Volunteers

Level 1- Special event volunteer- never unsupervised, volunteering 3 or less times a year.

Level 2- Occasional/Seasonal volunteer- Periodic volunteer work (4 or more times a year) for specific projects or seasons. Includes Volunteer Sport Coaches; work maybe unsupervised

Level 3- Regular Volunteer- work a regular ongoing or long-term schedule of hours

Process

NCSI – Volunteer Background Checks

For LEVEL 1&2 volunteer- They will need to complete the NCSI background check form following the directions for submission.

1) Community Standards Coordinator (Darrick Sesker) will process
2) Results are received and reviewed for approval
3) Checks must be renewed every year as any criminal activity conducted after the background check will not result in a notification to the department

CJIS & FBI National Background Check - Fingerprinting

For LEVEL 3 volunteers who will participate in events or programs on a regular, on-going or long-term basis they will need to schedule an appointment with the St. Mary's County Sheriff's Office for LiveScan fingerprinting. Follow the directions on the form for process.

1) Complete the form: Background Check Form – Long-Term Volunteer found in the LiveScan Fingerprinting Forms folder
2) Direct the volunteer to make an appointment with the St. Mary's County Sheriff's Office. Online reservations are recommended. Reservations can be made here: www.firstsheriff.com and click on "To Schedule a Fingerprinting Appointment"
3) Results will be sent to the Recreation Division Manager for review and approval within 3-5 days
4) Once fingerprinting results have been processed, there is no need to renew each year
5) The Recreation Division Manager will receive a notification alert CJIS if any criminal activity is committed by the volunteer

Completing the Volunteer Assignment
Responsible Staff: Division Managers or Assigned Coordinators

1. All required paperwork shall be completed and background check scheduled. Once results have been received, the completed packet will be submitted to the Recreation Division Fiscal Specialist.
2. Fiscal Specialist will review and ensure accuracy of paperwork and submit to the Recreation Division Manager for final approval.
3. Information will be entered onto the Volunteer Management spreadsheet and a volunteer file created.

4. Provide the volunteer with proper identification clearly marking them as an "Approved Volunteer" with your programs. This can be a badge or special volunteer name tag.
5. Follow all additional procedures in the Volunteer Management Manual.

Orientation, Supervision and Dismissal

Volunteers are required to participate in an orientation meeting prior to beginning assignments. Supervisors will inform the volunteer of when and where the orientation will occur. All volunteers will be provided with appropriate procedures, guidance and clearly-defined duties for the assignment.

Regular and/or continuous volunteers will be provided with probationary (six month) evaluations and annual evaluations. Supervisors will schedule the evaluation and conduct the meeting in a manner that provides feedback, constructive criticism and additional guidance on the position if needed. Volunteers serve at the pleasure of the department and may be dismissed from their volunteer duties, at any time, with or without cause. See page seven of the Volunteer Manual for further information.

Volunteer Recognition

The Department will recognize volunteer contributions annually.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Social Media for Public Use	A19	General Public Public	9/27/2022
	Raymond E. Bivens, *Director*			**Amended:** 5/21/2025

PURPOSE

Because many of our citizens and other stakeholders utilize social media for news and communications, St. Mary's County Department of Recreation and Parks has developed its own social media accounts, which help us inform the public about our work and mission.

St. Mary's County Department of Recreation and Parks has an important interest in assuring the accuracy and consistency of information associated with our social media sites. We also respect the First Amendment to the U.S. Constitution and the constitutional right to freedom of speech. These terms and conditions establish guidelines for the public's use of social media that balances these values.

SUBTITLE

Government Social Media Terms and Conditions for Users.

PROCEDURES

DEFINITIONS

1. "Social media" means digital content created by us and communicated on platforms that allow sharing, commenting, and engagement from the public. Examples of social media accounts we may use are Facebook, X, Instagram, YouTube, and LinkedIn.
2. "Comments" include any digital content, information, links, images, videos, or any other form of communicative content posted in reply or response to a social media account operated by us.
3. "User" means a member of the public who views or interacts with one or more of our social media accounts.

GENERAL GUIDELINES

1. These terms and conditions apply to all our social media sites. Where possible, a link to these terms and conditions will be made available as a hyperlink or posted as text somewhere on our social media account(s).
2. Users should know that social media posts we make, comments and replies to those posts, and any direct or private messages sent to us may be public records subject to applicable public records release.
3. Our social media accounts are not monitored 24/7 and no one should utilize our social media accounts to seek emergency services. Anyone in need of emergency help should call 9-1-1.
4. We do not guarantee we will respond to comments or messages sent on our social media accounts.

EXPECTATIONS

1. The leaders of St. Mary's County Department of Recreation and Parks believe that honest, civil, and productive discussions provide the best environment for citizens to understand the work of their government and participate in constructive engagement.
2. We ask users to consider that our social media feeds may be viewed by children and other impressionable people. Please avoid profanity, personal attacks, bullying, or use of incorrect information.

CONTENT MODERATION

1. **Limited Public Forum**. Our social media accounts are created and maintained as limited public forums under the caselaw pertaining to the First Amendment to the U.S Constitution. We invite members of the public to view and, where possible, provide comments or other engagement on our social media accounts. However, the law permits us to hide and/or delete comments that are not protected speech under the First Amendment and relevant caselaw. As a general rule, we will not hide and/or delete comments solely because such comments are critical of St. Mary's County Department of Recreation and Parks or its officials.
2. **Prohibited Content**. Relevant First Amendment caselaw permits us to hide or delete certain comments on our social media accounts. The following will be hidden or deleted:
    a. Comments directly advocating violence or illegal activity.
    b. Comments containing obscenity, which is defined as sexually explicit and/or pornographic content that is patently offensive, appeals to prurient interest, and lacks serious literary, artistic, political, or scientific value;
    c. Comments that directly promote or advocate that we illegally discriminate based on race, age, religion, gender, national origin, disability, sexual orientation, veteran status, or any other legally protected class;
    d. Comments containing links to malware and/or malicious content that affects the normal functioning of a computer system, server, or browser;
    e. Duplicate comments posted repeatedly within a short period of time;

f. Comments containing actual defamation against a person, either as determined by a court or comments that are patently defamatory by easily discovered facts;
g. Comments that contain images or other content that violate the intellectual property or copyright rights of someone else, if the owner of that property notifies us that the property was posted in a comment on our social media account(s).
h. Comments that contain a hyperlink to any website other than those controlled by St. Mary's County Department of Recreation and Parks. This will be done without regard to the viewpoint of the comment containing such a link or the content of the site to which the link redirects.

3. **Retention**. When a comment containing any of the above content is posted to our social media account(s), a copy or electronic record of that content may be retained or archived pursuant to our records retention policy, along with a brief description of the reason the specific content was deleted. Once documented, the content will be removed, where possible, from our social media account(s).

4. **Right of Appeal**. If our staff hides or deletes a user's comment pursuant to these terms and conditions, the user has the right to appeal that decision by sending an email or letter to [Agency legal contact] within five business days. This correspondence will provide the user with an explanation for the action taken.

   Upon receipt of an appeal, our attorney will determine whether the comment at issue contained content protected by the First Amendment. If the appeal is successful, the comment may (if possible) be restored for public view, or the user may be permitted to repost the comment. Upon a determination that the comment was not protected by the First Amendment, the user will be notified that the appeal was denied.

5. Blocking or Banning a User. When we determine that a user has violated these terms and conditions on three or more occasions within a twelve-month rolling period, we may block or ban the offending user from the social media account where the violations occurred.

   If we block or ban a user, we will (a) reasonably attempt to notify the user; (b) describe the violation(s); and (c) explain the appeal process.

   If the appeal is successful and the user has not violated this policy three times within a rolling 12-month period, we will unblock or unban the user from the social media account. If the appeal is not successful, our decision will stand.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Physical and Verbal Abuse	R1	General Public Public	11/18/2019
	Raymond E. Bivens, *Director*			**Amended:** 6/11/2021 5/21/2025

PURPOSE

The St. Mary's County Recreation & Parks Department strives to promote the ideals of teamwork, physical conditioning, sportsmanship and acceptable social behavior at all sporting related events. It is imperative that participants and spectators alike ensure an environment that will provide these ideals. Therefore, any unsportsmanlike conduct, including, but not limited to, fighting, verbal abuse or racial and gender epithets involving fans, coaches, players will not be tolerated. *A LEADER is a coach, parent volunteer, staff or any person the control and care of children. A PARTICIPANT includes athletes, parents and spectators.*

SUBTITLE

Physical and Verbal Abuse Policy/Community Standards in Youth Sports.

PROCEDURES

FIGHTING

A hostile encounter with another party or parties, resulting in a physical struggle or contact, will be defined as a "fight". Fighting will not be tolerated on the part of any participant or spectator associated with the St. Mary's County Recreation Division sporting activity or sporting related event.

Leaders

It is the goal of the St. Mary's County Recreation Division to provide an environment where our participants can grow, not only physically, but also mentally & emotionally. It is the responsibility of our leaders to provide an example of self-control and integrity in the hopes that others follow their example. A leader is an individual who holds any supervisory position, including but not limited to, program coaches, assistant coaches, program officials and program supervisors. Any leader who disrupts a game or challenges an official or supervisor after a game will be subject to the following measures. Any "leader" involved in a fight will be subject to the following disciplinary action:

- First Offense: A minimum of 2 years suspension as a leader or participant in St. Mary's County Recreation Division sporting activities and sports-related events from the date of incident. Note: Sporting activities and sports-related events sponsored by the department include, but not limited to, Basketball, Soccer, Indoor Sports and adult leagues. (i.e., if one is suspended from basketball, they are also suspended from any other sport).
- Second Offense: Lifetime suspension

Participants

A participant is an individual, other than a leader or a fan/spectator, who takes an active part in the sporting activity or sporting related event that the department sponsors. Any participant involved in a fight will be subject to the following disciplinary actions:

First Offense – (Adult: 18 & Over)

- A minimum of 2 years suspension, from the date of offense, as a leader or participant in the department's sporting activities and sporting related events.
- First Offense – (Youth: 17 & Under)
- A 1-year suspension from the date of the offense, as a leader from the department's sporting activities and sporting related event from the date of incident.
- Second Offense – (Youth: 17 & Under)
- A 2 years minimum suspension, from the date of the offense, as a leader participant from all St. Mary's County Recreation & Parks sporting activities and sporting related events until the suspension has ended.

FANS & SPECTATORS

A fan/spectator is an individual who participates in a sporting activity or sporting related event by demonstrating support without taking a leadership or participant role in that particular event. Any spectator who is involved in a fight with an official, supervisor or fan after a game will be subject to the following measures:

- First Offense: A minimum of 2 years suspension as a fan/spectator and participant from the St. Mary's County Recreation & Parks sporting activities and sporting related events from the date of the incident. A 2 years suspension from a leadership role in the department's sporting activities and sporting related events.
- Second Offense – Lifetime suspension as a fan/sponsor, participant and leader from all related department sporting activities and sporting related events from the date of incident.

Verbal Abuse

The St. Mary's County Recreation & Parks Department strives to create an environment that teaches individuals the art of good sportsmanship. Verbal abuse is defined as the intentional act

of insulting another individual through oral measures with the aim of offending. If any abusive language or behavior including, but not limited to the use of the phrase "you (that, etc.) suck(s)" in any form is directed at others, those confrontational parties will be subject to the following disciplinary action:

A. Leaders and/or Participants – (Adults: 18 & Over)

- First Offense: A 4-game suspension as a leader, participant or fan/spectator from the department's sporting activities and related sporting events from the date of the incident.
- Second Offense: A minimum of 2 years suspension as a leader and/or participant for the department's sporting activities and related sporting events. A minimum of 2 years suspension as a fan of the department's sporting activities and related sporting events from date of incident.

B. Leaders and/or Participants – (Youth: 17 & Under)

- First Offense: An immediate ejection and suspension for the next 4 games as a leader, participant and /or fan/spectator.
- Second Offense: One (1) year suspension as a leader, participant and/or spectator from the department's sporting activities and related sporting events from the date of incident.
- Third Offense: Two (2) years suspension as a leader and/or participant from the department's sporting activities and related sporting events. One (1) year suspension as a fan in the St. Mary's County Recreation & Park's sporting activities and sporting related events from date of incident.

Harassing Fans/Spectators

Harassment is defined as, but not limited to, abusive language, tormenting of participants, and the baiting of individuals. The following set of actions will be implemented against harassing fans/spectators:

- First Offense: Immediate ejection and next 4 games suspension.
- Second Offense: One (1) year suspension as a participant and/or spectator from date of incident from the department's sporting activities and related sporting events. Lifetime prohibition from a leadership role in the department's sporting activities and sporting related events.
- Third Offense: A 2-year suspension as a leader, participant, and/or fan/spectator.

Use of Racial and/or Gender Epithets

The St. Mary's County Recreation & Parks department has zero-tolerance for any use of racial and/or gender epithets used in reference to an individual's race, color, gender, or sexual orientation. Any person(s) found to have used such epithets will be subject to the following disciplinary actions:

A. Leaders

- First Offense: 1- year suspension as a leader and/or participant from the department's sporting activities and related sporting events. One (1) year suspension as a fan/spectator in the department's sporting activities and sporting related events from date of incident.

B. Participants

- First Offense – (Adults: 18 & Over): 4 games suspension as a leader, participant and/or spectator from date of incident from the department's sporting activities and related sporting events.
- Second Offense – (Adult: 18 & Over): Lifetime suspension as a leader and/or participant from all related department sporting activities and sporting related events. One (1) year suspension as a fan in the department's sporting activities and sporting related events from date of incident.
- First Offense – (Youth: 17 & Under): A Two (2) games suspension, from date of incident from the department's sporting activities and related sporting events.
- Second Offense – (Youth: 17 & Under): A 4 games suspension as a leader, participant and/or fan/spectator from date of incident from the department's sporting related activities and events.
- Third Offense – (Youth: 17 & Under): A one (1) year suspension as a leader, participant and/or fan/spectator from the department's sporting activities and related sporting events until the age of eighteen (18) or for one (1) year, whichever is greater.

Unsportsmanlike Conduct

Sportsmanship is defined as conduct becoming to a sportsman, such as fairness, courteous relations and acceptance of results. The St. Mary's County Recreation & Parks department is promoting these ideals in its sporting activities, programs and sports-related events. The items listed in the above sections constitute conduct, justifying the noted penalty and representing unsportsmanlike conduct. Should any unsportsmanlike conduct occur, not specifically addressed in its discretion, may institute penalties for such behavior consistent with this policy. In determining whether an incident or unsportsmanlike conduct has occurred, the rules of that particular sport may be considered.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Concussion Awareness Protocol	R2	All Employees and General Public Public	11/18/2019
	Raymond E. Bivens, *Director*			**Amended:** 5/21/2025

PURPOSE

A concussion is a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth. Concussions can occur in any sport or recreation activity. A concussion can have long term impacts on young athletes such as their health, memory, learning and even their survival. This has led to a new effort to improve prevention, recognition and response to sports-related concussion. To help ensure the health and safety of young athletes, Recreation & Parks created an awareness campaign to offer information about concussions to coaches, parents, and athletes involved in youth sports.

SUBTITLE

Concussion Protocol/Community Standards in Youth Sports.

PROCEDURES

The following are a list of symptoms that may suggest a concussion has occurred:

- Headache
- Confusion
- Difficulty remembering or paying attention
- Balance problems or dizziness
- Feeling sluggish, hazy, foggy, or groggy
- Feeling irritable, more emotional, or "down"
- Nausea or vomiting
- Bothered by light or noise
- Double or blurry vision
- Slowed reaction time
- Sleep problems
- Loss of consciousness

What To Do If You Think a Concussion Has Occurred?

1. **Seek medical attention right away**: A health care professional will be able to decide how serious the concussion is and when it is safe to return to play.

2. **Do not return to play until medically cleared**. Concussions take time to heal. Don't return to play until a health care professional says it's OK. Return to practice is permitted only once staff receive a written release from a health care professional. Children who return to play too soon while their brain is still healing risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting the injured student-athlete for a lifetime.

3. **Inform all coaches about any recent concussions**: Coaches should know if an athlete has had a recent concussion. The coach may not know about a concussion in another sport or activity if he or she is not informed by the parent, guardian or athlete.

Maryland Youth Sports Concussion Law

Md. HEALTH-GENERAL Code Ann. € 14-501 (2012)

Annotated Code of Maryland

Online Resource: www.myheadfirst.com/the-law-coaches

(c) Removal from play; written clearance required for return to play. –

(1) A youth athlete who is suspected of sustaining a concussion or other head injury in a practice or game shall be removed from play at that time.

(2) A youth athlete who has been removed from play may not return to play until the youth athlete has obtained written clearance from a licensed health care provider trained in the evaluation and management of concussions

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Inclusion	R6	General Public Public	1/05/2021
	Raymond E. Bivens, *Director*			**Amended:** 5/21/2025

PURPOSE

St. Mary's County Department of Recreation and Parks is a strong advocate for people of all ability levels. The Department promotes and protects the rights and choices of individuals and believes that every individual, regardless of ability level, is deserving of satisfying recreational and leisure activities. The Department is pleased to comply with the Americans with Disabilities Act regulations and makes every effort to ensure that facilities, programs and services are accessible for all.

SUBTITLE

Inclusion guidelines and request procedures.

PROCEDURES

How to request Accommodations
Individuals with disabilities are encouraged to register for general recreation programs. With your registration, please include information regarding your disability and accommodation needed. A two-week notice is required in order for the Department to make reasonable accommodations based on individual needs for successful inclusion.

Minimum Requirements for Successful Inclusion
The basic eligibility requirements for all programs, camps, classes and events are listed below. These basic requirements apply to all participants, regardless of ability level. There may be additional requirements for each program, camp or class.

- The capacity for each program is based on ratio and logistics. If the maximum enrollment for a program has been met, a participant may be unable to enroll or placed on a wait list.
- Payment is due upon registration. Payments must be received before admission into any program.

- All participants are required to follow the rules of conduct in the parent handbook. An individual with a disability may be removed from a program if after interventions and accommodations their behavior is a direct threat to others.
- Must be able to maintain personal care without support of R&P staff or volunteers.
- Participants should meet the prerequisite age/ skills for the class or program (if required for participation)
- Participant should be willing to participate and actively participate in the program the majority of the time.
- Ability to function with or without assistance as a member of a larger group (10 or more people)

Please call the Therapeutic Recreation Coordinator for more information on disability accommodations and inclusion services 301-475-4200 ext. 1806

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Refunds & Cancellations	R7	Program and rental participants Public	2/20/2015
	Raymond E. Bivens, *Director*			**Amended:** 7/17/2015 5/21/2025

PURPOSE

To establish refund policies for Recreation & Parks services.

SUBTITLE

Program, event and rental refund policies

PROCEDURES

I. General Refund Policy for Recreation Programs

a. Recreation programs include, but are not limited to: leisure, aquatics programs, youth and adult sports, tiny tots, fitness/wellness programs, recreational gymnastics, out of school camps, parents night out, therapeutic and Paralympic programs.
b. A full refund may be obtained if R&P changes the location, time or date of the program which prohibits attendance, or if the department cancels the program due to insufficient registration.
c. In the case of medical problems verified by a doctor's certificate, a full refund may be obtained if a written request is received in writing prior to the start of class. Partial refund may be considered if you must cease participation during the class due to medical problems.
d. A refund minus a $10 service charge may be obtained if the request is received in writing (2) working days or more prior to the first class/session.
e. A refund of 50% of class cost may be obtained if the request is received in writing less than (2) working days prior to the start of the class/session or the registrant attends once class/session reviewed on a case by case basis.
f. A refund may not be obtained once a class/session/program has started. Any cancellation request received the first day of class or after will not be accepted.
g. Any refund equal to less than $25 will result in a household credit.

II. Non-Refundable Programs

a. Refunds will not be made for ticketed events or amusement parks requiring advanced purchase of tickets.
b. No refunds may be obtained for specific one day programs or event and one-night family special events (i.e. Daddy Daughter Dance, Mother Son Kickball, etc.).
c. No refunds may be obtained for classes that cost $10.00 or less.
d. Scholarship donations are non-refundable.
e. Purchase of gift cards is non-refundable.
f. Bus Trips are non-refundable; may be transferred to another passenger with at least 4 business days advanced written notice and approval of the Recreation Division Manager or Program Coordinator. If the trip is cancelled by the department, full refunds will be provided.

III. Facilities

a. Pavilions: To receive a refund, pavilion cancellations must be made, in writing, at least two (2) weeks prior to reserved date, minus a $25 cancellation fee. No other refunds, including inclement weather, will be considered.
b. Skate Park & Splash Pad: Refunds will not be issued
c. Recreation Centers: Margaret Brent, Leonard Hall, Carver & Hollywood. Special facilities include Wellness & Aquatics Center and the Gymnastics Academy. To cancel a rental and receive a refund you must submit your notice of cancellation in writing at least two weeks prior to the rental, minus a $25 cancellation fee. No other refunds, including inclement weather, will be considered, unless facilities are closed by Recreation & Parks. This includes birthday party package reservations. If Recreation & Parks determines conditions are hazardous and close, refunds will be provided.
d. Security Deposits: See Chancellor's Run Regional Park facility guidelines and policies.

IV. Summer Camps

a. Summer Fun & Therapeutic Camps:
    i. If payment in full has not been paid, all requests for cancellation must be received in writing 2 weeks prior to the start of camp. This is also the payment due date. The $25 non-refundable deposit will not be refunded.
    ii. A partial refund will be provided minus the $25 deposit. If cancellation occurs after the 2 weeks required, 50% of fees paid will be provided.
    iii. No refunds once camp begins.
b. Sports Camps: a refund will be provided minus a $10 service charge if request is received in writing (2) working days or more prior to the first day of camp. Follow the general recreation programs refund policy.

V. School Age Care (SAC)

a. If you have already made payment and are requesting a refund, the following will be adhered to:
    i. A non-refundable $50 registration fee will be assessed for all children that are new to the program.

ii. A $25 processing fee for each payment transaction will be assessed.
iii. With 10 or more business days' notice: a full refund minus the registration and processing fees.
iv. If no notice is given before child's last day of attendance, there will be no refund.

VI. Competitive Team Gymnastics

a. A withdrawal request is due by the 14th of the month prior to withdrawing from the team. If account has been paid, and the need to withdraw is prior to the 1st of the month, then a $10 administration fee will be charged with the remaining credit being placed on the household account. Withdrawals after the 1st of the month are non-refundable. Exceptions to this will be withdrawals due to injuries.
b. Any TEAM member who wishes to cancel one month of practice may do so and return to the team the next month. Those who cancel two or more consecutive months, will need to re-register and can rejoin the team if space is available. Your spot will not be reserved for you in your absence unless regular payments are made.
c. All refund requests must be submitted in writing. If the request is received in writing (2) working days or more prior to the first practice session of the month and assuming the month payment has already been made, a $10 service charge will be assessed and your household account will be credited with the refund.
d. If a request for refund is received in writing less than (2) working days prior to the first practice session of the month, and assuming the month payment has already been made, a refund of 50% of the monthly tuition cost will be provided. Your household account will be credited with the refund.
e. Refunds for a particular month may not be obtained if the registrant attends more than one practice in that month you are requesting cancellation. All refund requests must be submitted in writing to the Division Manager

VII. Special Requests

a. Special requests must be made to the Recreation Division Manager in writing.
b. Medical Emergencies: Any special situations should be documented and provided in writing to the Division Manager to determine if extenuating circumstances will be considered.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Household Credits	R8	General Public Public	2/20/2015
	Raymond E. Bivens, *Director*			**Amended:** 3/31/2021 5/21/2025 8/21/2026

PURPOSE

To establish fair elapsed time schedule for maintaining household credit. This applies to all households kept in Rec Trac Software program regardless of program or facility location.

SUBTITLE

Household credit expiration and refund timeline.

PROCEDURES

I. Definition: Fiscal Year refers to dates between July 1 and June 30 each calendar year.

II. General Credit Balances Under $100

a. A household credit is a result of a request for program refund (per cancellation policies), class cancellation or any situation deemed by Recreation & Parks. Any amount $100 or less will remain on the account for 12 months from date of credit applied.

b. Household credits may be used towards any purchase of services with Recreation & Parks.

c. Household credits are applied:

i. Per the request of the customer. Once it has been applied, the customer will not be able to then request a refund via credit card.

ii. If a customer changes an active reservation beyond the cancellation period and is approved by staff based on legitimate circumstances (illness, family emergency, deployment, job loss).

iii. If a customer requests to transfer to another program at which said program is a lesser value.

d. Household credits less than $100 will expire 12 months from the original credit date.

e. Household credits cannot be transferred to other households or forms of refund payment.

f. Unused household credits that expire will be transferred to the department's scholarship fund.

III. Household Balances Exceeding $100

a. Any household credit balance exceeding $100.00 as of June 1st each calendar year will be processed for a check reimbursement. The reimbursement will include the entire household balance at the time of processing.

b. Recreation & Parks is not responsible for any returned checks due to insufficient mailing or contact information.

c. Only check refunds will be issued. Refunds will not be completed to credit or debit cards.

d. Household balances cannot be rolled over to following fiscal year.

IV. Household Balance Refund Request

a. Request for household balance refunds are approved if completed within the same fiscal year the original purchase was completed.

b. Approved refunds will be issued as a check that is mailed to the address on file for the household.

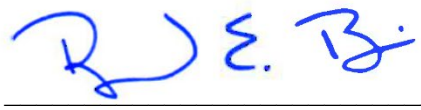
c. Unused household balances scheduled to expire can be used to purchase R&P gift cards. Any unclaimed balances will be surrendered, per Sections II.d and II, and transferred to the department's scholarship fund.

V. Exception

a. If a customer requests a household credit to remain on their household that is set to expire and is to be used for program enrollment immediately following the new fiscal year (July 1), written request must be submitted to RPinfo@stmaryscountymd.gov and received by May 31.

b. A new expiration date for the household balance will be set to 3 months following exception request.

c. After 3 months, the balance will be surrendered and transferred to the department's scholarship fund.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Recreation Facility Rentals	R9	General Public Public	1/01/2015
	Raymond E. Bivens, *Director* 			**Amended:** 6/11/2021 5/21/2025

PURPOSE

To establish fair pricing, rules and procedures for facility rentals to the public and youth athletic leagues. Facilities covered include: Leonard Hall Recreation Center, Margaret Brent Recreation Center, Hollywood Recreation Center, Carver Recreation Center.

SUBTITLE

Recreation Facility Rental Guidelines

PROCEDURES

I. Rental Procedure

a. Any customer wishing to rent one of these facilities are able to do so by contacting customer service. Reservations can be completed over the phone and with a credit card for payment.

b. Reservations can only be made by adults 21 years or older.

c. Any customer wishing to reserve multiple dates in any amount must contact the facility coordinator and complete a Rental Agreement form that needs to be approved and signed prior to reservation being complete. The customer may reserve their dates prior to final execution of contract if the first rental date is paid for in full. The following payments can be determined per the contract details. *See attached contract format example.*

d. Federal holiday dates and other department held events must be blocked out in RecTrac each year.

II. Rental Hours

a. All rentals must be completed no later than 10:00pm for Hollywood & Carver Recreation Centers.

b. All rentals must be completed no later than 12:00am for Leonard Hall & Margaret Brent Recreation Centers.

III. Rates

a. Rates for each facility are based on the current approved budget.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Volunteer Coaching	R10	Recreation coaches Public	12/01/2017
	Raymond E. Bivens, *Director*			**Amended:** 5/21/2025

PURPOSE

To establish guidelines for youth volunteer coaches in sports programs.

SUBTITLE

Volunteer Coach guidelines, procedures and agreement

PROCEDURES

I. Standard Expectations of Volunteers

a. To represent the county in a positive and cooperate manner ensuring all participants are treated fair and with respect.
b. To respond to communications from the sports program coordinator in a timely manner. Phone calls should be returned within 24 hours or sooner and email should also be used to receive updated rosters, policy documents and other pertinent information for running a smooth team program.
c. To work directly with the sports program coordinator to identify needs, communicate issues and respond to communications in a timely manner.

II. County Responsibilities

a. Each sport team shall be supplied with appropriate equipment and uniforms to compete each season. These items are part of the registration fee and managed by the sports program coordinator.
b. Safety equipment necessary to operate each team will be determined by the department with the input from volunteer coaches.
c. The sports program coordinator will supply the volunteer with necessary registration, practice/game schedules and any related information regarding the operation of each sports team.

III. Fund Raising

a. Recreation and Parks provides all supplies, equipment and uniforms related to program participation and safety which are funded through program fees.
b. If a coach desires to provide additional items the solicitation of a sponsor may be explored. Funds may not be collected by the coach from individuals, small businesses or corporations.
c. Prior to seeking a sponsor a request must be submitted to the appropriate R&P Program Coordinator. The request should include; item(s) to be purchased, cost per item, total cost and the suggested sponsor(s). The coach must receive written permission from the Program Coordinator prior to moving forward.
d. Potential sponsors must represent a family centered business, defense industry contractor or non-profit/civic organization. Examples of inappropriate sponsors would include gambling, alcohol, tobacco, etc.
e. If the plan is approved, the coach will receive a letter from the Program Coordinator that should be used when soliciting a sponsor. The letter will address how the funding of the items will handled with the vendor and the sponsor.
f. Individual efforts to fund raise that require the individual collection of money either in-person or online by the volunteers is prohibited (i.e. CrowdFunding, Go-Fund Me, car washes). If coaches do not comply with this portion of their coaching responsibilities, they most likely will be removed from their coaching position.

IV. Coaching Status

a. All coaches must pass a background check each season.
b. Any violation of the established guidelines could affect returning as a volunteer coach.

Agreement Statement

I, _____, have read and understand the Volunteer Coach for Youth Sports policy and agree to address any concerns with the assigned sports program coordinator. I understand that I represent St. Mary's County Recreation & Parks and must follow their guidelines to ensure a safe and productive environment for all participants.

_____ _____

Volunteer Coach Signature Date

Coach Name: _____

Team: _____

Location: _____

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Equipment Loan	P1	General Public Public	2/07/2022
	Raymond E. Bivens, *Director*			**Amended:** 5/21/2025

PURPOSE

To establish clear guidelines for equipment loan in County Parks.

SUBTITLE

Equipment Loan.

GUIDELINES & PROCEDURES

Recreation and Parks will not loan or rent any equipment to any organization that is not a county sponsored or co-sponsored organization with St. Mary's County Government. All groups will be grandfathered that have previously used our equipment. Furthermore, equipment will only be used for county sponsored or co-sponsored events. Equipment such as tractors and trucks will only be operated by approved county employees. Equipment can be tables, chairs, stages, etc.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Alcohol in the Parks	P2	General Public Public	7/01/1992
	Raymond E. Bivens, *Director*			**Amended:** 1/15/2020 3/13/2021 9/01/2023 5/21/2025 7/10/2025

PURPOSE

To clarify the allowable use of alcohol consumption in the parks and standardize the procedure for approval.

SUBTITLE

Alcohol Policy and Procedures for consumption on Recreation and Parks properties.

PROCEDURES

Consumption of alcohol in county parks is prohibited except by permit at designated areas. Park permits authorizing consumption of alcohol in county parks by families, groups and organizations shall be issued upon approval by the Recreation & Parks Director or designee, contingent upon criteria set forth herein. The Director may delegate this authority to Recreation & Parks Staff.

The following facilities are designated as areas where consumption of alcohol may be allowed by permit:

- Fifth District Park – Picnic Pavilion
- Dorsey Park – Picnic Pavilion
- George B Cecil Park – Picnic Pavilion
- Alcohol permit fee for Picnic Pavilions - $100.00

The following facilities are designated as alcohol-free areas:

Cardinal Gibbons Park
Chaptico Park
Elms Beach Park
John Baggett Park
John G. Lancaster Park
Laurel Ridge Park
Myrtle Point Park
Nicolet Park
Seventh District Park
Snow Hill Park
Wicomico Shores Park

Other Recreation and Parks areas may be designated for special events as determined appropriate by Recreation and Parks Board on a case-by-case basis; this authorization may be delegated to the Director of Recreation and Parks.

Restricted Usage

- For picnic pavilions, consumption shall be restricted to the pavilion and designated area.
- For the Chancellor's Run Regional Park, consumption shall be restricted to interior spaces within the Activity Center when reserved for banquets, wedding receptions, etc.

Permits

- Permits for consumption of alcohol at designated areas shall not be approved if it is determined by the Recreation and Parks Director that use shall conflict with youth sports, games, walking trails, or activities which have been previously scheduled.
- Groups or organizations desiring to sell alcohol in county parks must first be approved by the Recreation & Parks Board and obtain a permit for consumption from Recreation and Parks, and then obtain a special license for sale from the Alcohol Beverage Board 301-475-7844 ext.1600. You must contact the Alcohol Beverage Board at least two(2) weeks prior to your event to obtain a license.
- A copy of the license must then be provided to Recreation and Parks main office. The license must also be prominently displayed on site during sales.
- If alcohol is sold in a park, it shall be dispensed in plastic cups; absolutely no glass containers or cans shall be allowed in the sale of alcoholic beverages.
- Sale of alcohol shall only be considered for one or two-day events and only with authorization from the Alcohol Beverage Board. Sale shall not be considered for ongoing, regularly scheduled programs or activities.
- Appropriate signage is prominently displayed in all parks indicating that it is unlawful to consume alcohol except by permit.
- It is the responsibility of Recreation and Parks to supervise and monitor the activities and functions in the parks.
- Recreation and Parks shall encourage local and state law enforcement agencies to strictly enforce state laws and local ordinances regarding disorderly intoxication, operation of vehicles and watercraft, and the possession and consumption of alcohol in county parks.

Pavilion Use Regulations & Permit

- For details and user regulations, visit www.stmaryscountymd.gov/docs/parkpavilionusageregspermit.pdf

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Athletic Field Permits and Court Reservations	P3	General Public Public	1/15/2020
	Raymond E. Bivens, *Director*			**Amended:** 3/13/2021 1/02/2025 5/21/2025

PURPOSE

To set clear and fair priority usage of fields and courts.

SUBTITLE

Field and Court Reservation Policies and Procedures

PROCEDURES

Organized leagues and groups with a field permit have first priority for field use. Multi-purpose game fields (baseball, football, soccer, lacrosse, rugby, field hockey, etc.) are reserved for league games and authorized practice only. However, multi-purpose practice fields or grassy areas and baseball/softball fields are available for the general public when not in use by leagues. Outdoor Tennis Courts/Pickleball Courts may be used by the general public on a first come, first serve basis. Requests for permits must be submitted online at: www.stmaryscountymd.gov/recreate/Parks/FieldUsePermit.

Permits are issued by the following policies:

1st Priority: Youth Sports Leagues that have been utilizing specific field space for five years or more have the first priority to those fields during their respective season.

2nd Priority: Adult Sports Leagues that have been utilizing specific field space for five years or more have the second priority to those fields during their respective season.

3rd Priority: Youth Sports Leagues that have been utilizing specific field space less than five years.

4th Priority: Adult Sports Leagues that have been utilizing specific field space less than five years.

5th Priority: Youth Sports Leagues requesting additional space will be issued additional space, if the space is available and the league has shown the need for additional space.

6th Priority: Youth Sports Leagues beginning their first season will be issued field space that is available as determined by the Parks Division.

7thPriority: Existing Adult Leagues looking for space.

8th Priority: Adult Sports Leagues beginning their first season will be issued field space that is available as determined by Recreation and Parks.

Regulations:

- Leagues requesting fields outside of their typical seasons will not get priority. First priority is given to those leagues within their typical season.
- League fields being permitted will be based on existing registration numbers (Divisions). If growth occurs within the league, re-submission of field requests will be needed.
- Permits that have been issued for fields and found not to be utilized will be re-assigned to other programs.
- Copies of each League's field permits are to be given to all coaches/administrators who will be physically utilizing the field space. Field usage is routinely monitored, and teams will be approached to provide a copy of their field permit. Failure to comply could lead to revoking the permit.
- Athletic Field Permit Requests are due by the sports leagues on the following dates:
  Spring Season: Due by February 1 of that year.
  Summer Season: Due by May 1 of that year.
- Fall Season: Due by July 1 of that year.
- Winter Season: Due by November 1 of that year.

St. Mary's County Recreation and Parks reserves the right to override field assignments, tennis court/pickle ball court assignments and approve or deny any requests made for athletic field space, tennis court/pickle ball court space within the county parks system.

Primary Season Description:

Spring:

Soccer Spring Season (March – June) on Soccer Fields

Lacrosse Spring Season (March – June) on Football Fields

Baseball/Softball (March – June) on Baseball/Softball Fields

Rugby Spring Season (March – June) on Football Fields

Youth Flag Football (March – June) on Flag Football Fields

Youth/Adult Tennis/Pickle Ball (April – July)

Summer:

Adult Softball (July – August) on Softball fields

Adult Soccer (July – September) on Soccer Fields

JETS Girls Lacrosse (June – August) on Multi-sport Fields

Youth/Adult Tennis/Pickle Ball (July – August)

Fall:

Soccer Fall Season (August – November) on Soccer Fields

Baseball/Softball (August – November) on Baseball/Softball Fields

Rugby Fall Season (Aug-November) on Multi-sport Fields.

Flag Football Fall Season (August – November) on Flag Football Fields

Youth Adult Tennis/Pickle Ball (August – November)

Youth Hockey (August – November) on Multi-sport Fields

Fall/Winter:

Football (September – December) on Football Fields

Adult Recreation Programs

- Adult recreation programs are expected to be financially self-sufficient.
- Adult recreation programs shall be conducted by directly affiliated special interest volunteer groups.
- Recreation and Parks shall provide facilities when requested, leadership and organization or Leadership Softball Leagues, adult basketball and volleyball.
- The department shall provide technical and scheduling assistance as required.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Athletic Field Use	P4	General Public Public	4/16/1992
	Raymond E. Bivens, *Director*			**Amended:** 1/15/2020 3/13/2021 5/21/2025

PURPOSE

To establish clear fee structures for the use of fields in County Parks.

SUBTITLE

Athletic Field Use Fee Policy.

PROCEDURES

To offset the direct costs of operation of some County park facilities, a user fee shall be charged. This fee shall be established by the Recreation & Parks Board upon the recommendation of the Director and shall be reviewed annually by the Board.

Fees shall be established for special facilities to include all lighted ball fields, all athletic fields at Chancellors Run Regional Park, and reservations for picnic pavilions.

1. Athletic Fields- Regional Park Day Games, Night Use on Lighted fields and Tournaments
    a. Per game rate for each user group as found in the current fiscal year approved budget.
    b. Camp Fees
        i. Private Vendor = 10% of registration fee per participant
        ii. Volunteer Youth Sports League – 5% of registration per participant.
2. Courts – Tennis/Pickleball/Basketball
    a. Town Creek lights - metered
    b. B. Camp Fees
        i. Private Vendor = 15% of registration per participant
        ii. Volunteer Youth Sports League – 10% of registration per participant.
3. The Recreation and Parks Director or designee may at his/her discretion adjust the fee under certain circumstances, such as if the user provides approved field maintenance.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Hunting and Camping in Parks	P5	General Public Public	1/15/2020
	Raymond E. Bivens, *Director*			**Amended:** 3/13/2021 1/02/2025 5/21/2025

PURPOSE

To establish clear guidelines and procedures for camping and hunting in County Parks.

SUBTITLE

Camping and Hunting Policies and Procedures

GUIDELINES & PROCEDURES

There shall be no hunting or overnight camping on any lands managed or leased by the Department of Recreation and Parks unless specifically authorized.

Recreation and Parks does not allow camping on St. Mary's County property managed by Recreation & Parks. The department will also specify the dates and time of these occasions.

Public Bow Hunting at the County Managed Elms Site
As of September 30th, 2024, bow hunting is no longer allowed on the 85 acres of land leased by the County from the Department of Natural Resources, located at 19350 Back Door Road in Lexington Park, MD. Hunting remains available on the 545 acres of the Elms property managed directly by DNR. For information on public DNR hunting lands, visit https://dnr.maryland.gov/wildlife/Pages/publiclands/wmasouthern.aspx

Public Bow Hunting at Myrtle Point Park
Bow hunting is available at Myrtle Point Park. This is in partnership with the Maryland Department of Natural Resources. The managed program will follow all established season dates and limits; however, no Saturday hunting will be permitted in October. Saturday hunting will be allowed in November, December and January.

Access to the park will require possession of a free Southern Region Public Hunting Permit and a daily reservation. Hunters must park in designated areas only and observe all posted boundaries. The seasonal parking permit must also be displayed on windshields.

Permitting of this hunting activity is through DNR's Wildlife Heritage Division at the Myrtle Grove Wildlife Management Area. For additional information, contact Myrtle Grove Work Center at (301) 743-5161.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Geocaching	P6	General Public Public	1/15/2020
	Raymond E. Bivens, *Director*			**Amended:** 3/13/2021 5/21/2025

PURPOSE

To establish clear guidelines for geocaching in County Parks.

SUBTITLE

Geocaching Policy

PROCEDURES

Guidelines for Hiding a Cache

All county parks are open for potential Geocaching. However, approval must be obtained from the St. Mary's County Recreation and Parks prior to placing a cache. To obtain approval, you must submit a completed Cache Approval Form. In most cases, you will be advised of a decision within three (3) business days.

1. In cases where a cache location is not approved, R&P will recommend a more appropriate location for placement.
2. A transparent container is required**.** DO NOT use PVC pipe, ammo cans or any other military-looking container that may cause alarm should an unsuspecting person happen upon the cache.
3. DO NOT dig any holes or disturb the surrounding environment. DO NOT attach caches to live trees or structures of any kind.
4. DO NOT place your cache in plain view. Attempt to conceal the cache to minimize the chances that a non-participant will spot it, which could lead to worry, theft or vandalism. Try to hide the cache off the beaten path by at least a few yards to provide the finder some measure of privacy to sign the log without arousing undue alarm.
5. Clearly mark the container with the appropriate identification, such as Geocaching.com and the name of the cache. Place a stash note that includes an explanation of the sport to any non-participants who may discover the cache.
6. Think SAFETY when hiding and/or seeking a cache. Use common sense!

7. As a cache seeker or cache owner, you must abide by park hours and all other rules and regulations. Carry documentation such as the cache detail sheet, so that you can explain your activity to anyone who may ask.

	Policy	Policy No.	Affect & Type	Approval Date
	Metal Detectors in Parks	P7	General Public Public	1/15/2020
	Raymond E. Bivens, *Director*			**Amended:** 3/13/2021 5/21/2025

PURPOSE

To establish clear guidelines and procedures for the use of metal detectors in County Parks.

SUBTITLE

Metal Detector Policy

GUIDELINES & PROCEDURES

Metal detectors may be used in park facilities, but absolutely no digging is allowed. If an item is found above ground, patrons may pick it up. Patrons are not allowed to dig.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Park Pavilion Reservations	P8	All Employees and General Public Internal and Public	2/20/1992
	Raymond E. Bivens, *Director*			**Amended:** 1/15/2020 3/13/2021 1/02/2025 5/21/2025

PURPOSE

To establish fair pricing, rules, and procedures for facility reservations to the public.

SUBTITLE

Park pavilion reservation terms and regulations

PROCEDURES

Pavilions are reserved Monday through Sundays April-October and must be reserved in advance. Reservations open each February. Pavilions are shared spaces when they are not reserved. Reservations have preference over general public use. Reservations can be made online or by visiting the Recreation and Parks main office.

Available Pavilions:

Large Pavilions (Can seat 100 people)

Chancellor's Run Regional Park Hall of Fame	(Electric and Water)
Dorsey park #1 (near playground)	(Electric and Water)
George B. Cecil Park	(Electric and Water)
Elms Beach Park (only available after Labor Day)	(Electric is available, no running water, portable restrooms)
Fifth District Park	(Electric and Water)

Small Pavilions (Can Seat 60 people):

Chancellor's Run Regional Park	(No electric or water)
Dorsey Park #2 (near Baseball Fields)	(No electric or water)
John Baggett Park	(Electric and Water)
Lancaster Park (Chinlee)	(No electric or water)
Lexington Manor Passive Park (Lei and Rennel)	(No electric or water)
Nicolet Park (near playground)	(No electric or water)
Snow Hill Park	(No electric or water)

Pavilion Fees

Large Pavilion Fee - $220.00 (5th District, George B. Cecil, Dorsey #1 & Elms)

A mandatory Park Attendant staffing fee will be charged for groups over 100 and for groups with an alcohol permit at a rate of $24/hr. for the number of hours of event. The event hours of operation must be communicated to the Parks Operations staff a minimum of two weeks prior to reservation date.

Small Pavilion Fee - $170.00 (Nicolet, Dorsey #2, Chancellor's, Baggett, Lancaster, Lexington Manor Passive Park (Lei and Rennel) and Snow Hill)

Alcohol Permit - $100.00 (Only permitted at Cecil, Dorsey #1 and Fifth District Parks)

For more information, please visit the county webpage at: www.stmaryscountymd.gov/recreate/parks or call the Recreation and Parks main office at 301-475-4200 ext. 1800.

PARK PAVILION PICNIC USEAGE REGULATIONS & PERMITS

1. All of St. Mary's County parks and facilities are TOBACCO, SMOKE AND VAPE FREE.
2. Playgrounds and fields may be used unless they have been permitted out. Synthetic turf use is by permit only.
3. Park staff periodically will check activities in the park and will monitor pavilion usage.
4. It is unlawful to consume alcoholic beverages in county parks, except by a permit issued from the Department of Recreation and Parks.
    - Alcohol is only allowed with a permit at Cecil, Dorsey (large pavilion only, and Fifth District Park. Unless otherwise stated on the permit, alcohol usage is restricted to the Picnic Pavilion area only.

5. Due to the popularity of Elms Beach Park, the staff will prepare the pavilion area for the exact hours of the rental. Entrance fees are charged at Elms Beach, Snow Hill and Myrtle Point Parks on weekends from the first Saturday of May through Labor Day. Park entrance fees are not included in your pavilion rental cost and must be paid at the park upon arrival by each vehicle attending your rental.
6. Where grills are available, please extinguish all charcoal fires before leaving the park. Coals should be disposed of in the containers beside the grills.
7. Reservation holders and their guests may bring a small personal gas grill (propane bottles not exceeding 2.5 lbs) to the park. Personal charcoal grills are not permitted.
8. Absolutely no fireworks, ground fires or portable fire pits are permitted in public parks.
9. Lifeguards are not on duty at any park.
10. Park usage is at your own risk. Medical insurance is not provided.
11. To receive a refund, pavilion cancellations must be made in writing to webtrac@stmaryscountymd.gov at least two (2) weeks prior to the reservation date. Without the required notice, refunds will not be granted. Additionally, pavilion reservation modifications or changes must be made in writing to webtrac@stmaryscountymd.gov at least two (2) weeks prior to the original reservation date. Customers will not be permitted to change reserrvation dates due to unfavorable weather forecasts without written notice at least two (2) weeks prior to the pavilion rental date.
12. A $25 Administrative fee will be charged for all cancellations or modifications to your resrvation.
13. In case of inclement weather, check the Department cancellation line at 301 475-4200 ext. 1840; or, visit the website at www.stmaryscountymd.gov/recreate and click on Weather Closings. Inclement weather refunds are only given if the Department of Recreation and Parks cancels a reservation. If pavilion reservations are canceled due to inclement weather, the cancellation information will state “pavilion reservations” canceled. Pavilion reservations are not canceled based on “field closures.”
14. Parks close at sundown unless there are approved evening sports activities. Reservation holders and their guests must exit the park before closure time.
15. In no event shall any decorations installed in or upon the pavilion cause damage to the pavilion or its contents.
16. Please dispose of all trash and refuse in marked receptacles.
17. Reservation holders and their guests may only park within the parking area.
18. Activities such as dunking booths, slip and slide and water balloons and moon bounces are not permitted in public parks.
19. Picnic tables are in fixed positions and are not to be rearranged or removed.
20. If rental exceeds the established maximum attendance, renters will be

charged an additional $24 per hour.

21. If you are planning to have a DJ at your event, please remember that you have reserved the pavilion area only. A park is a shared, community space. The type of music being played and the volume shall not be disruptive or offensive to other individuals using the park. Parks staff reserves the right to address content and/or volume.
22. Anyone planning to bring Extra Entertainment (i.e. DJ, pony rides, etc.) must submit a request in writing at least two (2) weeks prior to your reservation. Proof of liability insurance for extra entertainment must be submitted to the Recreations and Parks office at the time of rental of the pavilion. Purchasing liability insurance is the responsibility of the party reserving the pavilion.
23. Groups conducting fundraisers and/or groups requesting exclusive use of the park will be required to provide Recreation and Parks with a Certificate of General Liability Insurance indication limits of $2,000,000 aggregate and $1,000,000 per occurrence and naming the Board of County Commissioners of St. Mary's County as an additional insured. This Certificate of Insurance must be submitted two (2) weeks prior to the event being held.
24. A 110v electrical outlet is available at select parks. If an electrical outlet is blown, it will not be reset during your event. Requests to use portable generators must be submitted in writing to Parks Operations Staff at least two (2) weeks prior to the reservation date.
25. Reservation holders and/or caterers do not have access to any other water or electrical connections other than those located at the pavilion.
26. The week of your reservation, a Recreation & Parks representative will contact you regarding your pavilion reservation. The representative will review the park amenities with you at that time. If there are utilities available at the reserved pavilion, they will be turned on prior to your arrival on the day of your event.
27. Please bring your pavilion reservation payment receipt and alcohol permit (if applicable) with you on the day of your reservation.

If you have questions concerning your pavilion reservation, please call the R&P office at 301 475-4200 ext. 1800. For park information, visit www.stmaryscountymd.gov/recreate/parks.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Animals and Pets	P9	General Public Public	1/15/2020
	Raymond E. Bivens, *Director*			**Amended:** 3/13/2021 10/13/2021 1/02/2025 5/21/2025

PURPOSE

To establish clear guidelines for animals and pets in County Parks.

SUBTITLE

Animal and Pet Policy and Dog Park Rules for dog parks. Dog parks are located at Lancaster Park, Dorsey Park, 5th District Park and 7th District Park.

PROCEDURES

1. Feeding of ALL animals at any park or facility is prohibited.
2. Pets are allowed in outdoor county park areas yet must be on a 6ft maximum leash at all times.
3. Pets are to be under direct supervision of an adult while in the park area.
4. Pets are not to be tied to trees, picnic tables, chairs, etc. or left unattended.
5. Pets are not allowed on athletic fields.
6. Pets must have up-to-date vaccinations.
7. Pets are not allowed inside indoor facilities except for assistance animals.
8. Pet owners are responsible for cleaning up after their pets and disposing of waste in the proper manner.
9. Pet owners are legally responsible for their pet's behavior.
10. Pet owners must obey all park signs that prohibit the entry of pets into specific areas.

DOG PARK RULES

- Owners must be inside the fenced, off leash area at all times, with leash in hand. Outside of fenced area, dogs must be leashed.
- Dogs showing any sign of aggression must be removed immediately from the park.
- Owners are legally responsible for their dog's behavior. St. Mary's County Government is not responsible for injuries to dogs or their owners. Use parks at your own risk.
- Owners must immediately clean up after their dogs and fill in any holes.
- Bring children at your own risk. Young children must be with an adult and remain seated.
- Dogs in heat are prohibited.
- Puppies under four (4) months are prohibited.
- No more than two (2) dogs per handler allowed.
- Professional dog trainers may not use this facility to conduct their business.
- Dogs must be licensed and immunized. No dogs with communicable diseases or infections.
- Dog toys are not allowed in dog park.
- No food or treats (human or dog) are allowed in dog park.
- No smoking, vaping, or tobacco products in/around the dog park and throughout all county parks.

For concerns, email RPinfo@stmaryscountymd.gov

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Remote Controlled Vehicle Use	P10	General Public Public	2/05/2015
	Raymond E. Bivens, *Director*			**Amended:** 1/15/2020 3/13/2021 5/21/2025

PURPOSE

To establish clear guidelines and procedures for the use of remote-controlled vehicles in County Parks.

SUBTITLE

Remote Controlled Vehicles Policy.

GUIDELINES & PROCEDURES

The use of remote-controlled airplanes, cars/trucks, rockets, helicopters etc. are prohibited in all county parks without prior approval. See Drone Policy for Use of Drones in Park.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Sale of Merchandise in Parks	P11	General Public Public	1/15/2020
	Raymond E. Bivens, *Director*			**Amended:** 1/15/2020 3/13/2021 6/11/2021 5/21/2025

PURPOSE

To establish clear guidelines for the sale of goods in County Parks.

SUBTITLE

Sale of merchandise in parks

GUIDELINES & PROCEDURES

The sale of merchandise in County Parks or Recreation Facilities to include food, beverage, clothing, and equipment, shall be permissible only under the following conditions:

1. If the activity, program, or event is sponsored or co-sponsored by Recreation and Parks.
2. If the activity, program, or event is sponsored by a Youth or Adult Sports League which is an Affiliated League of Recreation and Parks as determined by the Department.
3. If the activity, program, or event is sponsored by a not-for-profit organization with all proceeds from the sale going to the not-for-profit organization.
4. Groups or organizations conducting sale of food and beverage must comply with all pertinent local and state Health Department Regulations. Groups must contact the Health Department two weeks prior to event. A copy of all Health Department certifications must be presented to Recreation and Parks prior to event. The Health Department permit must be prominently displayed in public view while event is taking place.
5. Groups or organizations conducting sales of merchandise must comply with all pertinent local, state, and federal laws pertaining to sales tax and reporting of income.
6. Private businesses, individuals, or vendors shall not be permitted to sell merchandise unless permitted to do so by the Recreation and Parks Director or designee. An appropriate fee shall be charged for issuance of permits. All private vendors related to sale of food, must have a St. Mary's County Health Department license and liability insurance certificate on file with Recreation and Parks.

7. Any league, group, organization or business wishing to sell food, beverage, or merchandise in a Recreation and Park facility shall submit a Merchandise Sale Request form and be issued a permit to do so.

Fee Schedule: Seasonal and Tournament fees are based on the current adopted budget.

St. Mary's County Recreation & Parks
Merchandise/Service Sales Permit

Park/Facility Requested _____ Date(s) Requested _____

Season(s): _____Spring _____Summer _____Fall _____Winter

Function _____ Times: _____

Requesting Organization_____

Type of Merchandise requesting to sell_____
_____
_____
(Use back of this sheet if necessary.)

Responsible Person _____
Phone (h) _____ (w) _____ (c)_____

Address _____
City St. Zip code
E-Mail Address _____

FEES: _____ 1 Day $50.00 _____ 2 Days $80.00 _____ 3 Day $125.00

_____ Sport Season $350.00 each

_____ Affiliated (In-County) Volunteer League (no charge)

ALL PAYMENTS ARE NON-REFUNDABLE

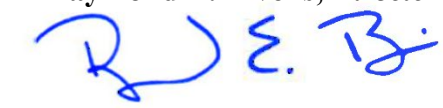
PARK POLICY REGARDING THE SALE OF MERCHANDISE IN COUNTY PARKS & FACILITIES

The sale of merchandise in County Parks or Recreation Facilities to include food, beverage, clothing, and equipment, shall be permissible only under the following conditions:

1. If the activity, program, or event is sponsored or co-sponsored by the Recreation & Parks.
2. If the activity, program, or event is sponsored by a Youth or Adult Sports League which is a recognized Youth Volunteer League of Recreation & Parks as determined by the Department.
3. Groups or organizations conducting sale of food and beverage must comply with all pertinent local, state, and federal laws pertaining to sales tax and reporting income.
4. Groups or organizations conducting sales or merchandise must comply with all pertinent local, state, and federal law pertaining to sales tax and reporting income.
5. Private businesses, individuals, or vendors shall not be permitted to sell merchandise unless permitted to do so by the Recreation & Parks Director. An appropriate fee shall be charged for issuance of said permit.
6. Any League, group, organization, or business wishing to sell food, beverage, or merchandise in a County Park or Recreation Facility shall submit a Merchandise Sale Request form and be issued a permit to do so.

_____	_____	_____
Signature / Date	Signature / Date	Signature / Date
R&P Director/Designee	League Official	Vendor

Updated:6/21/21 SMC Recreation and Parks, P.O. Box 136, Great Mills, MD 20634

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Drone Usage	P12	All Employees and General Public Internal and Public	6/11/2021
	Raymond E. Bivens, *Director* 			**Amended:** 1/02/2025 5/21/2025

PURPOSE

In summary and pursuant to Md. Code Ann,, Econ. Dev., Section 14-301(b) and (c), counties are prohibited from regulating drone activity at all and anywhere in the state. This prohibition extends to regulating drone activity on any county property and regulating the hours/times/locations of drone operations. Any regulation of drone activity must come from the state or federal government. To date, MAA and DOT have not promulgated any regulations concerning the drone activity, and, as such, the broad proscriptions in 14-301(b) and (c) control. Moreover, a county is similarly prohibited from citing a drone operator for trespass for drone activity during the normal operating hours of a park for the reasons stated above. Therefore, this policy and usage restrictions have been developed to ensure clear instructions for citizens in the use of drones in County Parks.

SUBTITLE

Drone Policy, Use and Restrictions

PROCEDURES

Drone usage in parks during normal operating hours is permitted with the following restrictions:

1. Drones should not be flown over park users. This includes users participating in athletic practices and games.
2. The following parks are off limits to drones, based on FAA guidelines, due to their proximity to NAS Pax River- Carver Recreation Center and ballfield area; CRRP; Lancaster; LMPP and Nicolet.

All drone users will follow the FAA rules: www.faa.gov/uas/recreational_fliers

Staff will monitor drone use per above.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Memorials and Monuments in County Parks	P13	General Public Public	4/04/2013
	Raymond E. Bivens, *Director*			**Amended:** 1/15/2020 3/13/2021 5/21/2025

PURPOSE

This policy provides guidelines for the location and placement of monuments and memorials at County parks and facilities.

SUBTITLE

Memorials and Monuments

PROCEDURES

Location and placement must be approved by the Department of Recreation and Parks (R&P). Each request will be reviewed on a case-by-case basis to determine feasibility. After installation, R&P will provide routine maintenance of the approved memorial/monument. It is understood that damage may occur due to natural causes, theft or vandalism and the R&P Operating Budget may not be able to cover the cost to repair damages. No special care or guarantee of replacement is provided under this policy. All costs, including installation and any required permits, are the responsibility of the donor or donor organization. The location of memorials and monuments may change due to necessary upgrades and renovations required in parks. Should this situation arise, every reasonable effort will be made to contact the donor.

Types of monuments and memorials considered

1. Trees: oak, maple, or others as approved (note: trees are not perpetual memorials; every effort will be made to replace trees that die; however, that is not guaranteed).
2. Plaques: maximum size 12"x18" (wording and design must be approved by R&P).
3. Flag poles: proper flag etiquette must be followed (i.e. lighting, raising and lowering of flags, etc.); R&P many not have staff available to handle those tasks.
4. Benches: (recycled plastic, wood (treated lumber) or PVC coated metal).
5. Picnic tables: (recycled plastic, wood (treated lumber) or PVC coated metal).
6. Bicycle racks.
7. Memorial bricks or pavers.
8. Sculpture, play apparatus, or another approved memorial/monument item.
9. The request shall be submitted in writing to R&P.

10. Background information must be provided which includes the reason why the request is appropriate; why the nominee should be considered; the nominee's significance as relates to St. Mary's County and Recreation and Parks; any outstanding community contributions, accomplishments, achievements, or distinctions of the nominee.

- The name of the park and the desired location within the park should be noted.
- The type of monument and specifications for the monument must be provided.
- Generally, R&P will respond to the requesting organization or individual within 30 days; however, more detailed proposals will require additional review time.
- R&P reserves the right to deny any request for a memorial, or memorial location, that it deems inappropriate for a public park or facility.
- If the proposal moves forward, a schedule for installation must be provided to R&P.
- The method of installation for the memorial or monument must be approved by R&P.
- Miss Utility must be notified and ground area for utilities checked and marked before any digging can proceed.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Naming of Recreation and Parks Facilities	P14	General Public Public	3/21/1991
	Raymond E. Bivens, *Director*			**Amended:** 1/15/2020 3/13/2021 5/21/2025

PURPOSE

The naming of county parks and other recreational facilities is very important to the Recreation and Parks Board and Department. The county will always have a finite inventory of these assets. It cannot respond favorably to all requests for naming parks after deserving individuals. A well-defined criteria must be established for the naming of parks and recreational facilities owned or leased by the county through Recreation and Parks.

SUBTITLE

Criteria for the naming of Recreation and Parks facilities

GUIDELINES & PROCEDURES

Geographic Names: The main criteria for the naming of parks and recreational facilities shall be for geographic locations. This serves as a useful tool for the public in pointing out the general location of the park or facility. This criteria is least likely to offend individuals.

Historical Names: Where for some reason the location would be meaningless, the following priority criteria may be used: an outstanding national, state or county historical site, events or personage. The verification of the historical significance must be supported by a credible federal, state, or county historical organization.

Landmarks: A recognized county feature, structure, or park.
Example: Wicomico Recreation Complex, Chancellors Run Regional Park, Three Notch Trail, etc.

Individual Names: Recreation and Parks facilities may be named for an individual. The criteria for this category of names shall be:

1. The individual, his/her family, descendants or group of people donate acceptable land and/or capital assets with a current fair market value of $1,000,000 or more
2. Donates $1,000,000 in cash for the development of a park or recreational facility

3. Maintains an outstanding reputation within the county and maintains a positive contribution within the community.

Ceremony

Recreation and Parks and the requesting organization will be responsible for the planning, organization and discharge of the dedication ceremony. A professional staff member of the department will be assigned to the committee for technical coordination.

Recreation and Parks will invite appropriate community and political leaders of the county and state to attend.

Names on Dedication Plaques

BUILDING SERVICES DIVISION COMPREHENSIVE FACILITIES MAINTENANCE PLAN September 2012 50 3. BOARD OF ST. MARY'S COUNTY COMMISSIONERS 4.6.1
https://www.stmarysmd.com/docs/MaintenancePlan.pdf

In keeping with the practice to recognize elected officials and others for their efforts and public service in providing new and/or improved facilities to the public, the Board of County Commissioners will have 18" wide x 24" tall (minimum size) bronze Dedication Plaques installed on new construction projects. The names of persons to be included on the plaques should be identified at the time of substantial completion of the project. For existing facilities, there is no specific timeframe required.

The plaques will provide the following information:

1. Name of Facility / Building (5/8" lettering in caps).
2. County Seal centered on plaque (5" diameter).
3. (1/2" lettering in caps).
4. Names of County Commissioners at the time that the project is dedicated, or was substantially completed (1/2" lettering lower case). - President (centered) - Members (two rows / columns in alphabetical order)
5. Name of County Administrator, Board of Trustees, Board of Directors (7/16" if applicable).
6. ARCHITECT (all caps) with name of Architect (lower case lettering) centered below, if applicable (3/8" lettering).
7. CONTRACTOR (all caps) with name of Contractor (lower case lettering) centered below, if applicable (3/8" lettering).
8. CONSTRUCTION MANAGEMENT (all caps) with name of construction management firm (lower case lettering), if applicable (3/8" lettering).
9. ST. MARY'S COUNTY (name of responsible Department) in caps with name of Director (lower case) responsible for coordinating the project (3/8" lettering). Director name is optional.
10. Construction completion (month and year in caps), or date of dedication (3/8" lettering).

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Fireworks and or Explosives	P15	General Public Public	1/15/2020
	Raymond E. Bivens, *Director*			**Amended:** 3/13/2021 5/21/2025

PURPOSE

To establish clear instructions on the prohibition of fireworks and any type of explosive in county parks.

SUBTITLE

Fireworks and Explosives

PROCEDURES

It is unlawful for person, firm, or corporation to engage in the retail sale of, or to sell, possess, use, transfer, discharge or explode fireworks of any kind within the county parks.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Private Field Liability Insurance	P16	General Public Public	1/15/2020
	Raymond E. Bivens, *Director*			**Amended:** 3/13/2021 5/21/2025

PURPOSE

To clarify the requirements enabling affiliated sport leagues to host practice or games on privately owned fields.

SUBTITLE

Insurance guidelines for private field owners.

PROCEDURES

Any private field owner wishing to put their location under the Recreation and Parks liability insurance must follow the procedures listed below and must meet all requirements.

1. Contact the Parks Operation Coordinator and supply:
    a. Name of Property Owner
    b. Physical Address of Property
    c. Property amenities and dimensions
    d. Set up appointment date and time to meet with coordinator at location

Complete inspection of the property with coordinator, property must meet these requirements:

a. Ground area is to be free of holes
b. Area must be level
c. If fencing is present it must be in good condition and safe
d. Area must have adequate parking, including ADA parking.
e. Area must be easily accessible.
f. Area of play and surrounding general area must be free of debris and possible hazards

If after inspection the area is approved, the Parks Operations Coordinator will send all information to Human Resources to have the area listed on the County's Certificate of Liability as an additional insured property. A yearly copy of this certificate will be sent to the property owner.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Special Events in Parks: 3rd Party Reservations	P17	All Employees and General Public Public	8/02/2019
	Raymond E. Bivens, *Director*			**Amended:** 1/02/2025 5/21/2025

PURPOSE

To establish fair pricing, rules and procedures for park use for third party special events.

SUBTITLE

Park use and reservation terms, requirements, and regulations

PROCEDURES

Application Process:

- Applications must be submitted to the park Permit Office at least 30 days prior to the event date or they may be rejected.
- All required documents must be received at least three weeks prior to the event date or the event may be canceled.
- Incomplete application forms could result in delay in the review process and possible denial of request.

Fees and Charges:

- A non-refundable application fee of $50 is due when the request is submitted.
- A Staffing fee of $24.00 per hour per staff member may be charged according to the nature of the special event.
    - A member of the Parks Operations Staff will determine if staff is needed, quantity of staff and number of hours prior to application approval.
- Any applications received less than 30 days in advance will be assessed a non-refundable application fee of $100 if they are accepted.
- The event organizer must pay for all necessary park permits and fees associated with this event before an event permit will be issued,

- A security deposit is required for all special events. The amount of the deposit will vary by location and is based on the facilities and grounds used for the event.
- All required fees must be paid at least three weeks prior to the event date, or the event may be canceled.

General Guidelines

Event organizers must comply with all Recreation and Parks rules and regulations and with all municipal, state, and federal laws and regulations, and is responsible for ensuring the compliance of all event participants and spectators. Specific guidelines for special event use of parks and facilities must also be followed and are outlined below. Any users found to be in violation of the guidelines or regulations will be subject to all applicable fines and penalties, including the immediate closure of the event and loss of future permitting and use privileges.

General

- The permit entitles the special event organizer to exclusive use of the facility or park areas reserved only for the dates and times indicated on the permit, which is inclusive of set up and clean up time.
- The permit must be in the possession of the event organizer during the permitted time.
- The permit is for the sole use of the group or individual named on the permit contract and is not transferable.
- Recreation and Parks reserves the right to cancel this permit with as much notice as is practicable. Cancellation by the event organizer will be subject to any applicable fees or penalties.
- If the requested location is not suitable for the proposed activities, staff will work with you to locate an alternate site, if available.

Security

- All event applications are reviewed by a member of the Parks Operations Staff to determine if officers are required to be onsite for the proposed event. If your event does require security, the event coordinator must contact County Police to coordinate appropriate security arrangements. Event organizers will be required to make payment for County Police services directly to the Officers at the time of the event. Public safety cameras may be in the applicants reserved area of the park during their reserved event.

Vendors

- An approved Merchandise Services/Sale Permit must be obtained through the Recreation and Parks office for each vendor selling food, beverages, or merchandise on park property.
- These vendors must provide a copy of a current Maryland State Sales and Use Tax License and (for food and beverage vendors) a Food Service Facility License issued by the St. Mary's County Department of Health and Human Services before a permit will be issued.
- All vendors must also provide a valid certificate of liability insurance written by a carrier licensed to write insurance in the state of Maryland and listing SMCG as an "additional insured" with limits of $500,000 per person and $1,000,000 per accident or injury incurred.

Entertainment, Music, and Mechanical Amusements

- For the use of any entertainment, event organizers must also provide a valid certificate of liability insurance written by a carrier licensed to write insurance in the state of Maryland and listing SMCG as an "additional insured" with limits of $500,000 per person and $1,000,000 per accident or injury incurred.
- Fireworks, moon bounces and water activities such as dunk tanks and slip and slides are prohibited.
- Bands, amplified sound, and music must be maintained at acceptable levels and adhere to any special conditions of use or may be shut down.
- Only sports, games or play equipment authorized by Recreation and Parks through this permit are allowed at the site. This includes pony rides or other amusements involving live animals.

Alcohol and Tobacco

- Beer and alcohol are only permitted with pavilion rentals at Cecil Park, Dorsey Park Large Pavilion and Fifth District Park.
- County Police are required to be onsite at events where alcohol is sold and consumed.
- The use of tobacco products is not permitted in the parks.

Money Collection and Fundraisers

- No fundraising or charging of admission or other fees is allowed on park property without the express written permission of the Director of Parks.
- Event organizers hosting fundraising events must provide proof of their organization's 501(c)3 or non-profit status and indicate how monies raised will be used or submit a signed letter from a charity or non-profit acknowledging the fundraiser.

Youth Events

- One adult chaperone over 21 years of age is required for every 10 youths under 18 years of age. A chaperones list with names, addressed and telephone numbers should be submitted in advance of the event date.

Parking, Traffic and Transportation

- County Police Officers are required to be onsite for road closures or if traffic management is needed. If either is needed for your event, the event coordinator must contact County Police to coordinate appropriate arrangements.
- The event organizer may be asked to provide a detailed event map outlining possible road closures for review and a traffic management plan to handle parking for attendees, VIPs, staff and volunteers, as well as a plan of action for busing or other forms of group transportation if needed.
- Carpooling to events is encouraged to retain open public parking spaces for public use of the park and facilities. Buses may be required.

Zero Impact

- The event organizer agrees to ensure proper care of parkland and facilities and restore the park and facilities to the condition in which they were found. This includes removal of trash and recycling, proper installation, and disposal of rented portable toilets, removal of any directional or promotional signs or balloons, etc., and any repairs or maintenance identified by Park staff or County Police, etc.
- Any damages or needed repairs will be the sole responsibility of the event organizer and will be deducted from the event security deposit and/or billed directly to the event organizer as necessary.

Field Use

- The event organizer agrees not to use any permitted fields for any purpose if water is standing on the field, thesoil is frozen, wet, or spongy, a steady rain is falling, a lightning or electrical storm is occurring, or the field has been closed by Park staff or County Police.
- Removal or repositioning of goals installed on fields is not allowed.

Liability Insurance

- All event organizers must provide a valid certificate of liability insurance written by a carrier licensed to write insurance in the state of Maryland and listing SMCG as an "additional insured" with limits of $500,000 per person and $1,000,000 per accident or injury incurred.

SPECIAL EVENT THIRD PARTY REQUEST FORM

Recreation and Parks Department
23150 Leonard Hall Drive
P.O. Box 653
Leonardtown, Maryland 20650
301-475-4200 x 1800

APPLICATION REQUIREMENTS:

- Applications must be submitted to the park Permit Office at least 30 days prior to the event date or they may be rejected.
- All required documents must be received at least three weeks prior to the event date, or the event may be canceled.
- Incomplete application forms could result in delays in the review process and possible denial of request.

EVENT FEES AND CHARGES:

- A non-refundable application fee of $50 is due when the request is submitted.
- A Staffing fee of $24.00 per hour per staff member may be charged according to the nature of the special event. The Parks Operations Coordinator will determine if staff is needed, quantity of staff and number of hours prior to application approval.
- Any applications received less than 30 days in advance will be assessed a non-refundable application fee of $100 if they are accepted.
- The event organizer must pay for all necessary park permits and fees associated with this event before an event permit will be issued,
- All required fees must be paid at least three weeks prior to the event date, or the event may be canceled.

CONTACT INFORMATION:

Requesting Organization _____

Name of Applicant _____ Phone _____

Address _____

E-Mail Address _____

EVENT INFORMATION:

Name of Event _____

Park/Facility Requested _____ Public/Private _____

Date(s) _____ Time(s) _____

Location(s) within Park (e.g. (pavilion, field, parking lot, etc.)

_____

TYPE OF EVENT:

Community Event _____
Concert _____
Fair/Festival _____
Fundraiser _____
In-House Park Event _____

Wedding _____
Church Service _____
Public Assembly _____
School Activity _____

Show/Exhibit _____
Tournament _____
Walk/Run _____
Other: _____

EVENT DETAILS:

Estimated number of attendees (Including organizers, volunteers, participants, and spectators): _____

Anticipated parking spaces needed: Regular _____ Handicapped _____

Will this event be advertised or publicized? No _____ Yes _____

If yes, how? TV _____ Radio _____ Print _____ Flyers _____ Email _____ Social Media _____

Other _____

Will any Dignitaries or VIPs be attending (e.g., elected officials, celebrities)? No _____ Yes _____

If yes, please list names: _____

Will money be collected onsite (admission or registration fees, etc.)? No _____ Yes _____

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

_____

Are road closures or traffic management required? No _____ Yes _____

If yes, please describe: _____

Will you have volunteers working at the event? No _____ Yes (how many): _____

Will there be food, beverage, or merchandise vendors? No _____ Yes _____

If yes, please describe: _____

Any vendor selling items in county parks must complete a Merchandise Service/Sale Permit and pay applicable fee 30 days prior to event. Food Vendors must supply a copy of St. Mary's County Health Department permit with application.

Will you have a moon bounce, commercial amusement, or other entertainment? No _____ Yes _____

If yes, please describe: _____

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: _____

Do you plan to serve alcohol? No _____ Yes _____

Alcohol permits are required but not available at all locations. Where available, the fee is $100.00.

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

Generator(s)	No _____	Yes _____	Reason	
Porta Potty(s)	No _____	Yes _____	Reason	
Stage and/or Podium	No _____	Yes _____	Reason	
Tables and/or Chairs	No _____	Yes _____	Reason	
Tents and/or Canopies	No _____	Yes _____	Reason	
Trash and/or Recycling Cans	No _____	Yes _____	Reason	_____

The Department of Parks does not provide equipment or labor. All equipment below must follow state and county codes. NOTE: A detailed site plan or drawing indicating the location of the items listed above is required.

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

_____

General Guidelines for Special Event Use of Parks and Facilities

Event organizers must comply with all Recreation and Parks rules and regulations and with all municipal, state, and federal laws and regulations, and are responsible for ensuring the compliance of all event participants and spectators. Specific guidelines for special event use of parks and facilities must also be followed and are outlined below. Any users found to be in violation of the guidelines or regulations will be subject to all applicable fines and penalties, including the immediate closure of the event and loss of future permitting and use privileges.

General

- The permit entitles the special event organizer to exclusive use of the facility or park areas reserved only for the dates and times indicated on the permit, which is inclusive of set up and clean up time.
- The permit must be in the possession of the event organizer during the permitted time.
- The permit is for the sole use of the group or individual named on the permit contract and is not transferable.
- Recreation and Parks reserves the right to cancel this permit with as much notice as is practicable. Cancellation by the event organizer will be subject to any applicable fees or penalties.
- If the requested location is not suitable for the proposed activities, staff will work with you to locate an alternate site, if available.

Security

- All event applications are to determine if officers are required to be onsite for the proposed event. If your event does require security, you will be provided with the contact information for St. Mary's County Sherrif's Office (SMCSO) to coordinate appropriate security arrangements. Event organizers will be required to make payment for SMCSO services directly to the Officers at the time of the event. Public safety cameras may be in the applicants reserved area of the park during their reserved event.

Vendors

- An approved vendor permit must be purchased through the Parks Operations Office for each vendor selling food, beverages, or merchandise on park property. These vendors must provide a copy of a current Maryland State Sales and Use Tax License and (for food and beverage vendors) a Food Service Facility License issued by the St. Mary's County Department of Health and Human Services before a permit will be issued.
- All vendors must also provide a valid certificate of liability insurance written by a carrier licensed to write insurance in the state of Maryland and listing CSMC as an "additional insured" with limits of $500,000 per person and $1,000,000 per accident or injury incurred.

Entertainment, Music, and Mechanical Amusements

- For the use of moon bounces or other mechanical amusements, event organizers must also provide a valid certificate of liability insurance written by a carrier licensed to write insurance in the state of Maryland and listing CSMC as an "additional insured" with limits of $500,000 per person and $1,000,000 per accident or injury incurred.
- If planning use of fireworks or pyrotechnics, an additional permit from the St. Mary's County Office of the Fire Marshall is required.
- Live music, amplified sound and music must be maintained at acceptable sound levels and adhere to any special conditions of use or may be shut down.
- Only sports, games or play equipment authorized by Recreation and Parks through this permit are allowed at the site. This includes dunking booths, pony rides or other amusements involving live animals.

Alcohol and Tobacco

- No alcohol is allowed unless specifically requested and approved in writing by the Director of Recreation & Parks.
- SMCSO are required to be onsite at events where alcohol is sold and consumed.
- Smoking, vaping or use of any other tobacco or nicotine products is prohibited.

Money Collection and Fundraisers

- No fundraising or charging of admission or other fees is allowed on park property without the express written permission of the Director of Recreation & Parks.
- Event organizers hosting fundraising events must provide proof of their organization's 501(c)3 or non-profit status and indicate how monies raised will be used or submit a signed letter from a charity or non-profit acknowledging the fundraiser.

Youth Events

- One adult chaperone over 21 years of age is required for every 10 youths under 18 years of age. A chaperones list with names, addresses and telephone numbers should be submitted in advance of the event date.

Parking, Traffic and Transportation

- The event organizer may be asked to provide a detailed event map outlining possible road closures for review and a traffic management plan to handle parking for attendees, VIPs, staff and volunteers, as well as a plan of action for busing or other forms of group transportation if needed.
- Carpooling to events is encouraged to retain open public parking spaces for public use of the park and facilities. Buses may be required.

Zero Impact

- The event organizer agrees to ensure proper care of parkland and facilities and restore the park and facilities to the condition in which they were found. This includes removal of trash and recycling, proper installation, and disposal of rented portable toilets, removal of any directional or promotional signs or balloons, etc., and any repairs or maintenance identified by Recreation and Parks staff.
- Any damages or needed repairs will be the sole responsibility of the event organizer and will be deducted from the event security deposit and/or billed directly to the event organizer as necessary.

Field Use

- The event organizer agrees not to use any permitted fields for any purpose if water is standing on the field, the soil is frozen, wet, or spongy, a steady rain is falling, a lightning or electrical storm is occurring, or the field has been closed by Recreation and Parks staff.
- Removal or repositioning of goals, benches, or other equipment installed on fields is prohibited.

Liability Insurance

- All event organizers must provide a valid certificate of liability insurance written by a carrier licensed to write insurance in the state of Maryland and listing CSMC as an "additional insured" with limits of $500,000 per person and $1,000,000 per accident or injury incurred.

I have reviewed and agree with the stated guidelines for special events as listed above. I understand I must comply with all Recreation and Parks rules and regulations and am responsible for the compliance of all participants and spectators. I understand if any users are found to be in violation of the guidelines or regulations for special events, I will be subject to all applicable fines and penalties, including the immediate closure of the event and loss of future permitting and use privileges.

_____	_____	____/____/_____
Printed Name	Signature	Date

Internal Office Use Only

_____Approved _____Denied

Notes _____

_____ _____/_____/_____

Parks Operation Coordinator Date

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Soccer Goals	P18	General Public Public	2/07/2022
	Raymond E. Bivens, *Director*			**Amended:** 5/21/2025

PURPOSE

To establish clear guidelines for anchoring soccer goals for safety in County Parks.

SUBTITLE

Soccer Goal Policy.

GUIDELINES & PROCEDURES

Patrons utilizing the soccer field will ensure that Recreation and Parks or league provided goals at parks and schools are anchored to the ground to avoid the danger of tipping. Any goals in need of repair will be removed, repaired and then anchored into place.

	Policy	Policy No.	Affect & Type	Approval Date
	Inclement Weather Field Cancellations	P19	All Employees and General Public Internal and Public	3/01/2024
	Raymond E. Bivens, *Director*			**Amended:** 5/21/2025

PURPOSE

This policy provides clear and accurate information for the public on how to obtain cancellation information, why cancellations are made and when announcements will be available to the public.

SUBTITLE

Field closing procedures for Parks Division.

PROCEDURES

St. Mary's County Recreation and Parks reserves the right to cancel or suspend outdoor field use, including uses subject to an issued permit, for games, practices, and other uses whenever field conditions might result in damage to the fields or injury to participants, spectators, staff, or officials. Field use may also be cancelled when the health or safety of participants is threatened due to existing or predicted conditions, including but not limited to heavy rains, thunderstorms, and air quality alerts. Recreation and Parks uses various resources to get the most accurate conditions report at a particular site. These resources include weather data (rainfall, windspeed, humidity, and cloud cover), weather radar, Recreation and Parks employees, game officials, and league leaders. Information may be collected from one or more of these sources prior to a decision to close a field.

Field Cancellation Hotline

The Cancellation Line is only updated if an activity is cancelled or delayed. If the line does not state that the activity is cancelled, then it is still running as scheduled. 301-475-4200 ext. 1840

Social Media and Website

Weather related closures are posted at www.stmaryscountymd.gov/Emergency/RPAnnounce or www.facebook.com/stmarysmdrecreation

Text Message Alerts

Citizens can sign up for text message alerts by visiting www.stmaryscountymd.gov/Recreate/RPText

Turf Field Cancellations

Weather cancellations will be announced no later than 3:00 p.m. on weekdays and by 7:00 a.m. on weekends and government holidays if warranted. For situations where games have already begun and playing conditions deteriorate due to inclement weather, the park staff maintains the authority to determine whether the field is playable and if the remaining scheduled games should be canceled for the day. Every effort will be made to finish games already in progress if conditions remain safe for use.

Turf fields may be closed for the following weather conditions:

- The field is deemed unplayable by Recreation and Parks staff.
- The field is closed for renovation or repair.
- Adverse weather conditions (high winds, extreme cold, torrential rain) are present or predicted.
- Water is standing on the field.
- Turf is frozen.
- Lightning, Thunderstorms, or other severe weather is occurring.
- An Air Quality Alert or Heat Advisory has been issued.

Natural Grass Field Cancellations

Weather cancellations will be announced no later than 3:00 p.m. on weekdays and by 7:00 a.m. on weekends and government holidays if warranted.

Weekend & Holiday Procedures

- If fields are questionable during the early morning evaluation, then all sports field use prior to 1:00 p.m. will be canceled. This announcement will be made no later than 7:00 a.m.
- If there are morning cancelations, Recreation and Parks staff will re-evaluate conditions again by 10:30 a.m. An announcement addressing afternoon and evening sports field use will be made no later than 11:00 a.m.
- If fields are too saturated and the weather forecast is not favorable for improved conditions, fields will be cancelled for the entire day without further evaluation.

For situations where games have already begun and playing conditions deteriorate due to inclement weather, the park staff maintains the authority to determine whether the field is

playable and if the remaining scheduled games should be canceled for the day. Every effort will be made to finish games already in progress if conditions remain safe for use.

Natural grass fields may be closed for the following weather conditions:

- The field is deemed unplayable by Recreation and Parks staff.
- The field is closed for renovation or repair.
- Water is standing on the field.
- ½ inch of rain or more has fallen within the previous 24 hours.
- Soil is frozen.
- Soil is wet and "spongy."
- The ground is muddy and the soil clumps or clings to shoes.
- Adverse weather conditions (high winds, extreme cold, torrential rain) are present or predicted.
- Lightning, Thunderstorms, or other severe weather is occurring.
- An Air Quality Alert or Heat Advisory has been issued.

Baseball/Softball Field Cancellations

Weather cancellations will be announced no later than 3:00 p.m. on weekdays and by 7:00 a.m. on weekends and government holidays if warranted.

Weekday Procedures

- If fields conditions allow, field preparation will be completed by Recreation and Parks staff.
- If fields are questionable during the early morning evaluation, Recreation and Parks staff will re-evaluate conditions again by 1:00 p.m. An announcement addressing afternoon and evening sports field use will be made no later than 3:00 p.m.
- If fields are too saturated and the weather forecast is not favorable for improved conditions, fields will be cancelled for the day.

Weekend & Holiday Procedures

- If field conditions allow, field preparation will be completed by Recreation and Parks staff by 8:00 a.m.
- If fields are questionable during the early morning evaluation, then all sports field use prior to 1:00p.m. will be canceled. This announcement will be made no later than 7:00 a.m.
- If there are morning cancelations, Recreation and Parks staff will re-evaluate conditions again by 10:30 a.m. An announcement addressing afternoon and evening sports field use will be made no later than 11:00 a.m.
- If fields are too saturated and the weather forecast is not favorable for improved conditions, fields will be cancelled for the entire day without further evaluation.

For situations where games have already begun and playing conditions deteriorate due to inclement weather, the park staff maintains the authority to determine whether the field is

playable and if the remaining scheduled games should be canceled for the day. Every effort will be made to finish games already in progress if conditions remain safe for use.

Baseball/Softball fields may be closed for the following weather conditions:

- The field is deemed unplayable by Recreation and Parks staff.
- The field is closed for renovation or repair.
- Water is standing on the field.
- ½ inch of rain or more has fallen within the previous 24 hours.
- Soil is frozen.
- Soil is wet and "spongy."
- The ground is muddy and the soil clumps or clings to shoes.
- Adverse weather conditions (high winds, extreme cold, torrential rain) are present or predicted.
- Lightning, Thunderstorms, or other severe weather is occurring.
- An Air Quality Alert or Heat Advisory has been issued.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Lost and Found Items within Parks	P21	Parks Division Employees Public	2/24/2026
	Raymond E. Bivens, *Director*			**Amended:**

PURPOSE

To establish a policy on the proper handling of lost and found items within St. Mary's County parks.

SUBTITLE

Lost and Found

PROCEDURES

If any credit/debit cards or personal identification are found within the parks, they will be labeled with the date found. They will be returned to the main Recreation & Parks office in Leonardtown and will be kept in the safe. All efforts will be made to reach the owner. After thirty days they will be destroyed.

If any jewelry is found, it will be labeled with the date found and will be returned to the main office in Leonardtown. If items are not claimed in 60 days, they will be disposed of.

If any other items are found by staff or patron, the item(s) will be labeled with the date found and stored in the storage area attached to the restrooms at the park where the item(s) were found. If items are not claimed in 30 days, they will be donated if appropriate. If items unclaimed items are unable to be donated, they will be disposed of.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Improper Behavior in the Parks	P22	General Public Public	2/24/2026
	Raymond E. Bivens, *Director*			**Amended:**

PURPOSE

The St. Mary's County Recreation & Parks Department strives to promote the ideals of inclusivity and acceptable social behavior within all county operated parks. It is imperative that all park patrons ensure an environment that will provide these ideals. Therefore, any improper conduct, including, but not limited to, fighting, verbal abuse, racial and gender epithets, improper field use, or destruction of property will not be tolerated.

SUBTITLE

Physical and Verbal Abuse Policy/Community Standards for park visitors.

PROCEDURES

FIGHTING

A hostile encounter with another party or parties, resulting in a physical struggle or contact, will be defined as a "fight". Fighting will not be tolerated on the part of any visitor of a St. Mary's County Park. If public safety becomes a concern, park staff will contact local law enforcement for additional support.

Leaders

It is the goal of the St. Mary's County Parks Division to provide an environment where our visitors can participate in outdoor activities safely. It is the responsibility of league leaders and coaches to provide an example of self-control and integrity in the hopes that others follow their example. Any leader involved in a fight will be subject to the following disciplinary action:

- First Offense: A minimum of 1 year suspension as a leader for any affiliated sport leagues utilizing St. Mary's County Park facilities and for St. Mary's County Recreation Division sporting activities and sports-related events from the date of incident.

- Second Offense: Five-year suspension as a leaders for any affiliated sports leagues utilizing St. Mary's County Park facilities and for St. Mary's County Recreation Division sporting activities and sports-related events from the date of incident.

Athletic Field Participants

A participant is an individual, other than a leader or a fan/spectator, who takes an active part in the sporting activity or sporting related event that the department sponsors. Any participant involved in a fight will be subject to ejection from the park for the remainder of the day.

FANS & SPECTATORS

A fan/spectator is an individual who participates in a sporting activity or sporting related event by demonstrating support without taking a leadership or participant role in that event. Any spectator who is involved in a fight on park property will be subject to ejection from the park for the remainder of the day.

Repeated Offenses within a single organization will result in the loss of athletic field permits.

Facility Reservation Holders

Any attendee of a park facility reservation, such as a pavilion reservation, who is involved in a fight on park property will be subject to the following measures:

- First Offense: Ejection from the park for the remainder of the day
- Second Offense – The offending individual or group will be prohibited from making any facility reservations with St. Mary's County Recreation & Park managed sites for two (2) years.
- Repeated offenses during the same reservation will result in the loss of the remainder of the reservation time.
- No refunds will be offered for reservations ended for negative behavior.

All other park patrons

- Any other park patrons involved in a fight on park property will be ejected from the park for the remainder of the day. The St. Mary's County Sheriff's Office will be called for support if the individuals involved in the fight do not leave of their own accord.

Verbal Abuse

The St. Mary's County Recreation & Parks Department strives to create an environment that teaches individuals the art of good sportsmanship. Verbal abuse is defined as the intentional act

of insulting another individual through oral measures with the aim of offending. If any abusive language or behavior including, but not limited to the use of the phrase “you (that, etc.) suck(s)” in any form is directed at others, those confrontational parties will be ejected from the park for the remainder of the day.

Repeated offenses within a single sports organization will result in the loss of athletic field permits.

Harassing Park Staff or Officials

Harassment is defined as, but not limited to, abusive language, tormenting of participants, and the baiting of individuals. The following set of actions will be implemented against harassing park patrons:

- Single Offense: Ejection of harasser from park for the remainder of the day.
- Incident with Multiple Offenses during a single day of league affiliated field use: Ejection of harassers from park and loss of permits for the remainder of the day.
- Repeated League Offenses: Loss of permits for the remainder of the season.
- Repeated Offenses during a park facility rental will result in the forfeiture of the remainder of the reservation time.

Use of Racial and/or Gender Epithets

The St. Mary’s County Recreation & Parks department has zero-tolerance for any use of racial and/or gender epithets used in reference to an individual’s race, color, gender, or sexual orientation. Any person(s) found to have used such epithets will be subject to the following disciplinary actions:

A. General Park Use

- First Offense: Ejection of individual from park for the remainder of the day.

B. League affiliated field use

- First Offense – (Participant or Spectator): Ejection of individual from park for the remainder of the day.
- First Offense – (Coach or League Leader): A two-week suspension as a leader and/or coach from date of incident from activities on St. Mary’s County Park facilities.
- Repeated Offenses within the same league – Loss of permits for the remainder of the season.

C. Park Facility reservation affiliated use

- First Offense – Ejection of individual from park for the remainder of the day.
- Repeated Offenses within the same reservation – forfeiture of the remainder of the reservation time.

Unsportsmanlike Conduct

Sportsmanship is defined as conduct becoming to a sportsman, such as fairness, courteous relations, and acceptance of results. The St. Mary's County Recreation & Parks department is promoting these ideals in its sporting activities, programs, and sports-related events. The items listed in the above sections constitute conduct, justifying the noted penalty and representing unsportsmanlike conduct. Should any unsportsmanlike conduct occur, not specifically addressed in its discretion, may institute penalties for such behavior consistent with this policy. In determining whether an incident or unsportsmanlike conduct has occurred, the rules of that sport may be considered.

Improper Field Use

Field use policies are reviewed with league leaders annually. Any league(s) found to have violated St. Mary's County Department of Recreation & Parks field use policies will be subject to the following disciplinary actions:

- First Offense: Verbal warning followed by a written warning.
- Second Offense: Removal from the field where the violation occurred for the remainder of the day.
- Third Offense: Loss of permits for the remainder of the current season.
- Fourth Offense: Loss of permits for two (2) years.

Destruction of Property

All vandalism and destruction of property will be reported to the St. Mary's County Sheriff's office. If the destruction of property is witnessed, the individual(s) responsible for the destruction will be ejected from the park from the remainder of the day. Repeated destruction of property associated with league field use and/or park facility reservations will result in loss of future reservations.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Park Facility Rentals	P23	General Public Public	2/24/2026
	Raymond E. Bivens, *Director*			**Amended:**

PURPOSE

To establish fair pricing, rules, and procedures for facility rentals to the public and youth athletic leagues. Facilities covered include: the Loffler Center and Hall of Fame at Chancellors Run Regional Park and park pavilion reservations.

SUBTITLE

Park Facility Rental Guidelines

PROCEDURES

I. Rental Procedure

a. Any customer wishing to reserve one of these facilities can do so by contacting customer service or visiting our website.

b. Reservations can only be made by adults 21 years or older.

c. Any customer wishing to reserve multiple dates in any amount must contact the parks division at parks@stmaryscountymd.gov and complete a Rental Agreement form that needs to be approved and signed prior to reservation being complete. The customer may reserve their dates prior to final execution of contract if the first rental date is paid for in full. The following payments can be determined per the contract details.

d. Federal holiday dates and other department held events must be blocked out each year.

e. Requests for ticketed events need to be submitted in writing and approved by a full-time member of the park operations team at the time the reservation is placed.

II. Rental Hours

a. All pavilion rentals must be completed no later than 8:00pm or sunset, whichever is earlier. Pavilion rentals may not start any earlier than 9:00am.

b. All rentals must be completed no later than 10:00pm for the Loffler Center and Hall of Fame at Chancellors Run Regional Park.

III. Rates

a. Rates for each facility are based on the current approved budget.

b. Affiliated youth sports leagues may utilize the Hall of Fame free of charge March through October.

c. Affiliated youth sports leagues can reserve the Hall of Fame at a reduced rate November through February, as outlined in the current approved budget.

IV. Maximum Capacities

a. Maximum capacities for the rooms inside the Loffler Center cannot be exceed. The maximum capacity for the rooms inside the Loffler Center are:

   i. Activity Room 1: 32 people

   ii. Activity Room 2: 15 people

   iii. Loffler Room: 99 people

   iv. Weisman Room: 100 people

b. The maximum capacity for the Hall of Fame is 60 people. This capacity cannot be exceeded.

c. Pavilion reservations that exceed the maximum intended capacity of the pavilion by more than 50% must submit a third-party event application and follow those procedures and fees. Pavilion reservations that exceed the maximum intended capacity by less than 50% will be required to pay an additional fee as outlined in the current approved budget.

   i. The maximum intended capacity is 60 people for the pavilions at:

      1. Baggett Park
      2. Chancellor's Run Regional Park (near the playground)
      3. Dorsey Park (near the baseball fields)
      4. Lancaster Park – Chinlee Pavilion
      5. Lexington Manor Passive Park – Rennel Pavilion
      6. Lexington Manor Passive Park – Lei Pavilion
      7. Nicolet Park (near the playground)
      8. Snow Hill Waterfront Park

   ii. The maximum intended capacity is 100 people for the pavilions at:

      1. Cecil Park
      2. Chancellor's Run Regional Park (above the Hall of Fame)

3. Dorsey Park (near the playground)
4. Elm's Beach Waterfront Park
5. Fifth District Park

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Equipment Loan	P1	General Public Public	2/07/2022
	Raymond E. Bivens, *Director*			**Amended:** 5/21/2025

PURPOSE

To establish clear guidelines for equipment loan in County Parks.

SUBTITLE

Equipment Loan.

GUIDELINES & PROCEDURES

Recreation and Parks will not loan or rent any equipment to any organization that is not a county sponsored or co-sponsored organization with St. Mary's County Government. All groups will be grandfathered that have previously used our equipment. Furthermore, equipment will only be used for county sponsored or co-sponsored events. Equipment such as tractors and trucks will only be operated by approved county employees. Equipment can be tables, chairs, stages, etc.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Alcohol in the Parks	P2	General Public Public	7/01/1992
	Raymond E. Bivens, *Director*			**Amended:** 1/15/2020 3/13/2021 9/01/2023 5/21/2025 7/10/2025

PURPOSE

To clarify the allowable use of alcohol consumption in the parks and standardize the procedure for approval.

SUBTITLE

Alcohol Policy and Procedures for consumption on Recreation and Parks properties.

PROCEDURES

Consumption of alcohol in county parks is prohibited except by permit at designated areas. Park permits authorizing consumption of alcohol in county parks by families, groups and organizations shall be issued upon approval by the Recreation & Parks Director or designee, contingent upon criteria set forth herein. The Director may delegate this authority to Recreation & Parks Staff.

The following facilities are designated as areas where consumption of alcohol may be allowed by permit:

- Fifth District Park – Picnic Pavilion
- Dorsey Park – Picnic Pavilion
- George B Cecil Park – Picnic Pavilion
- Alcohol permit fee for Picnic Pavilions - $100.00

The following facilities are designated as alcohol-free areas:

Cardinal Gibbons Park
Chaptico Park
Elms Beach Park
John Baggett Park
John G. Lancaster Park
Laurel Ridge Park
Myrtle Point Park
Nicolet Park
Seventh District Park
Snow Hill Park
Wicomico Shores Park

Other Recreation and Parks areas may be designated for special events as determined appropriate by Recreation and Parks Board on a case-by-case basis; this authorization may be delegated to the Director of Recreation and Parks.

Restricted Usage

- For picnic pavilions, consumption shall be restricted to the pavilion and designated area.
- For the Chancellor's Run Regional Park, consumption shall be restricted to interior spaces within the Activity Center when reserved for banquets, wedding receptions, etc.

Permits

- Permits for consumption of alcohol at designated areas shall not be approved if it is determined by the Recreation and Parks Director that use shall conflict with youth sports, games, walking trails, or activities which have been previously scheduled.
- Groups or organizations desiring to sell alcohol in county parks must first be approved by the Recreation & Parks Board and obtain a permit for consumption from Recreation and Parks, and then obtain a special license for sale from the Alcohol Beverage Board 301-475-7844 ext.1600. You must contact the Alcohol Beverage Board at least two(2) weeks prior to your event to obtain a license.
- A copy of the license must then be provided to Recreation and Parks main office. The license must also be prominently displayed on site during sales.
- If alcohol is sold in a park, it shall be dispensed in plastic cups; absolutely no glass containers or cans shall be allowed in the sale of alcoholic beverages.
- Sale of alcohol shall only be considered for one or two-day events and only with authorization from the Alcohol Beverage Board. Sale shall not be considered for ongoing, regularly scheduled programs or activities.
- Appropriate signage is prominently displayed in all parks indicating that it is unlawful to consume alcohol except by permit.
- It is the responsibility of Recreation and Parks to supervise and monitor the activities and functions in the parks.
- Recreation and Parks shall encourage local and state law enforcement agencies to strictly enforce state laws and local ordinances regarding disorderly intoxication, operation of vehicles and watercraft, and the possession and consumption of alcohol in county parks.

Pavilion Use Regulations & Permit

- For details and user regulations, visit www.stmaryscountymd.gov/docs/parkpavilionusageregspermit.pdf

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Athletic Field Permits and Court Reservations	P3	General Public Public	1/15/2020
	Raymond E. Bivens, *Director*			**Amended:** 3/13/2021 1/02/2025 5/21/2025

PURPOSE

To set clear and fair priority usage of fields and courts.

SUBTITLE

Field and Court Reservation Policies and Procedures

PROCEDURES

Organized leagues and groups with a field permit have first priority for field use. Multi-purpose game fields (baseball, football, soccer, lacrosse, rugby, field hockey, etc.) are reserved for league games and authorized practice only. However, multi-purpose practice fields or grassy areas and baseball/softball fields are available for the general public when not in use by leagues. Outdoor Tennis Courts/Pickleball Courts may be used by the general public on a first come, first serve basis. Requests for permits must be submitted online at: www.stmaryscountymd.gov/recreate/Parks/FieldUsePermit.

Permits are issued by the following policies:

1st Priority: Youth Sports Leagues that have been utilizing specific field space for five years or more have the first priority to those fields during their respective season.

2nd Priority: Adult Sports Leagues that have been utilizing specific field space for five years or more have the second priority to those fields during their respective season.

3rd Priority: Youth Sports Leagues that have been utilizing specific field space less than five years.

4th Priority: Adult Sports Leagues that have been utilizing specific field space less than five years.

5th Priority: Youth Sports Leagues requesting additional space will be issued additional space, if the space is available and the league has shown the need for additional space.

6th Priority: Youth Sports Leagues beginning their first season will be issued field space that is available as determined by the Parks Division.

7thPriority: Existing Adult Leagues looking for space.

8th Priority: Adult Sports Leagues beginning their first season will be issued field space that is available as determined by Recreation and Parks.

Regulations:

- Leagues requesting fields outside of their typical seasons will not get priority. First priority is given to those leagues within their typical season.
- League fields being permitted will be based on existing registration numbers (Divisions). If growth occurs within the league, re-submission of field requests will be needed.
- Permits that have been issued for fields and found not to be utilized will be re-assigned to other programs.
- Copies of each League's field permits are to be given to all coaches/administrators who will be physically utilizing the field space. Field usage is routinely monitored, and teams will be approached to provide a copy of their field permit. Failure to comply could lead to revoking the permit.
- Athletic Field Permit Requests are due by the sports leagues on the following dates:
  Spring Season: Due by February 1 of that year.
  Summer Season: Due by May 1 of that year.
- Fall Season: Due by July 1 of that year.
- Winter Season: Due by November 1 of that year.

St. Mary's County Recreation and Parks reserves the right to override field assignments, tennis court/pickle ball court assignments and approve or deny any requests made for athletic field space, tennis court/pickle ball court space within the county parks system.

Primary Season Description:

Spring:

Soccer Spring Season (March – June) on Soccer Fields

Lacrosse Spring Season (March – June) on Football Fields

Baseball/Softball (March – June) on Baseball/Softball Fields

Rugby Spring Season (March – June) on Football Fields

Youth Flag Football (March – June) on Flag Football Fields

Youth/Adult Tennis/Pickle Ball (April – July)

Summer:

Adult Softball (July – August) on Softball fields

Adult Soccer (July – September) on Soccer Fields

JETS Girls Lacrosse (June – August) on Multi-sport Fields

Youth/Adult Tennis/Pickle Ball (July – August)

Fall:

Soccer Fall Season (August – November) on Soccer Fields

Baseball/Softball (August – November) on Baseball/Softball Fields

Rugby Fall Season (Aug-November) on Multi-sport Fields.

Flag Football Fall Season (August – November) on Flag Football Fields

Youth Adult Tennis/Pickle Ball (August – November)

Youth Hockey (August – November) on Multi-sport Fields

Fall/Winter:

Football (September – December) on Football Fields

Adult Recreation Programs

- Adult recreation programs are expected to be financially self-sufficient.
- Adult recreation programs shall be conducted by directly affiliated special interest volunteer groups.
- Recreation and Parks shall provide facilities when requested, leadership and organization or Leadership Softball Leagues, adult basketball and volleyball.
- The department shall provide technical and scheduling assistance as required.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Athletic Field Use	P4	General Public Public	4/16/1992
	Raymond E. Bivens, *Director*			**Amended:** 1/15/2020 3/13/2021 5/21/2025

PURPOSE

To establish clear fee structures for the use of fields in County Parks.

SUBTITLE

Athletic Field Use Fee Policy.

PROCEDURES

To offset the direct costs of operation of some County park facilities, a user fee shall be charged. This fee shall be established by the Recreation & Parks Board upon the recommendation of the Director and shall be reviewed annually by the Board.

Fees shall be established for special facilities to include all lighted ball fields, all athletic fields at Chancellors Run Regional Park, and reservations for picnic pavilions.

1. Athletic Fields- Regional Park Day Games, Night Use on Lighted fields and Tournaments
    a. Per game rate for each user group as found in the current fiscal year approved budget.
    b. Camp Fees
        i. Private Vendor = 10% of registration fee per participant
        ii. Volunteer Youth Sports League – 5% of registration per participant.
2. Courts – Tennis/Pickleball/Basketball
    a. Town Creek lights - metered
    b. B. Camp Fees
        i. Private Vendor = 15% of registration per participant
        ii. Volunteer Youth Sports League – 10% of registration per participant.
3. The Recreation and Parks Director or designee may at his/her discretion adjust the fee under certain circumstances, such as if the user provides approved field maintenance.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Hunting and Camping in Parks	P5	General Public Public	1/15/2020
	Raymond E. Bivens, *Director*			**Amended:** 3/13/2021 1/02/2025 5/21/2025

PURPOSE

To establish clear guidelines and procedures for camping and hunting in County Parks.

SUBTITLE

Camping and Hunting Policies and Procedures

GUIDELINES & PROCEDURES

There shall be no hunting or overnight camping on any lands managed or leased by the Department of Recreation and Parks unless specifically authorized.

Recreation and Parks does not allow camping on St. Mary's County property managed by Recreation & Parks. The department will also specify the dates and time of these occasions.

Public Bow Hunting at the County Managed Elms Site
As of September 30th, 2024, bow hunting is no longer allowed on the 85 acres of land leased by the County from the Department of Natural Resources, located at 19350 Back Door Road in Lexington Park, MD. Hunting remains available on the 545 acres of the Elms property managed directly by DNR. For information on public DNR hunting lands, visit https://dnr.maryland.gov/wildlife/Pages/publiclands/wmasouthern.aspx

Public Bow Hunting at Myrtle Point Park
Bow hunting is available at Myrtle Point Park. This is in partnership with the Maryland Department of Natural Resources. The managed program will follow all established season dates and limits; however, no Saturday hunting will be permitted in October. Saturday hunting will be allowed in November, December and January.

Access to the park will require possession of a free Southern Region Public Hunting Permit and a daily reservation. Hunters must park in designated areas only and observe all posted boundaries. The seasonal parking permit must also be displayed on windshields.

Permitting of this hunting activity is through DNR's Wildlife Heritage Division at the Myrtle Grove Wildlife Management Area. For additional information, contact Myrtle Grove Work Center at (301) 743-5161.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Geocaching	P6	General Public Public	1/15/2020
	Raymond E. Bivens, *Director*			**Amended:** 3/13/2021 5/21/2025

PURPOSE

To establish clear guidelines for geocaching in County Parks.

SUBTITLE

Geocaching Policy

PROCEDURES

Guidelines for Hiding a Cache

All county parks are open for potential Geocaching. However, approval must be obtained from the St. Mary's County Recreation and Parks prior to placing a cache. To obtain approval, you must submit a completed Cache Approval Form. In most cases, you will be advised of a decision within three (3) business days.

1. In cases where a cache location is not approved, R&P will recommend a more appropriate location for placement.
2. A transparent container is required**.** DO NOT use PVC pipe, ammo cans or any other military-looking container that may cause alarm should an unsuspecting person happen upon the cache.
3. DO NOT dig any holes or disturb the surrounding environment. DO NOT attach caches to live trees or structures of any kind.
4. DO NOT place your cache in plain view. Attempt to conceal the cache to minimize the chances that a non-participant will spot it, which could lead to worry, theft or vandalism. Try to hide the cache off the beaten path by at least a few yards to provide the finder some measure of privacy to sign the log without arousing undue alarm.
5. Clearly mark the container with the appropriate identification, such as Geocaching.com and the name of the cache. Place a stash note that includes an explanation of the sport to any non-participants who may discover the cache.
6. Think SAFETY when hiding and/or seeking a cache. Use common sense!

7. As a cache seeker or cache owner, you must abide by park hours and all other rules and regulations. Carry documentation such as the cache detail sheet, so that you can explain your activity to anyone who may ask.

	Policy	Policy No.	Affect & Type	Approval Date
	Metal Detectors in Parks	P7	General Public Public	1/15/2020
	Raymond E. Bivens, *Director*			**Amended:** 3/13/2021 5/21/2025

PURPOSE

To establish clear guidelines and procedures for the use of metal detectors in County Parks.

SUBTITLE

Metal Detector Policy

GUIDELINES & PROCEDURES

Metal detectors may be used in park facilities, but absolutely no digging is allowed. If an item is found above ground, patrons may pick it up. Patrons are not allowed to dig.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Park Pavilion Reservations	P8	All Employees and General Public Internal and Public	2/20/1992
	Raymond E. Bivens, *Director*			**Amended:** 1/15/2020 3/13/2021 1/02/2025 5/21/2025

PURPOSE

To establish fair pricing, rules, and procedures for facility reservations to the public.

SUBTITLE

Park pavilion reservation terms and regulations

PROCEDURES

Pavilions are reserved Monday through Sundays April-October and must be reserved in advance. Reservations open each February. Pavilions are shared spaces when they are not reserved. Reservations have preference over general public use. Reservations can be made online or by visiting the Recreation and Parks main office.

Available Pavilions:

Large Pavilions (Can seat 100 people)

Chancellor's Run Regional Park Hall of Fame	(Electric and Water)
Dorsey park #1 (near playground)	(Electric and Water)
George B. Cecil Park	(Electric and Water)
Elms Beach Park (only available after Labor Day)	(Electric is available, no running water, portable restrooms)
Fifth District Park	(Electric and Water)

Small Pavilions (Can Seat 60 people):

Chancellor's Run Regional Park	(No electric or water)
Dorsey Park #2 (near Baseball Fields)	(No electric or water)
John Baggett Park	(Electric and Water)
Lancaster Park (Chinlee)	(No electric or water)
Lexington Manor Passive Park (Lei and Rennel)	(No electric or water)
Nicolet Park (near playground)	(No electric or water)
Snow Hill Park	(No electric or water)

Pavilion Fees

Large Pavilion Fee - $220.00 (5th District, George B. Cecil, Dorsey #1 & Elms)

A mandatory Park Attendant staffing fee will be charged for groups over 100 and for groups with an alcohol permit at a rate of $24/hr. for the number of hours of event. The event hours of operation must be communicated to the Parks Operations staff a minimum of two weeks prior to reservation date.

Small Pavilion Fee - $170.00 (Nicolet, Dorsey #2, Chancellor's, Baggett, Lancaster, Lexington Manor Passive Park (Lei and Rennel) and Snow Hill)

Alcohol Permit - $100.00 (Only permitted at Cecil, Dorsey #1 and Fifth District Parks)

For more information, please visit the county webpage at: www.stmaryscountymd.gov/recreate/parks or call the Recreation and Parks main office at 301-475-4200 ext. 1800.

PARK PAVILION PICNIC USEAGE REGULATIONS & PERMITS

1. All of St. Mary's County parks and facilities are TOBACCO, SMOKE AND VAPE FREE.
2. Playgrounds and fields may be used unless they have been permitted out. Synthetic turf use is by permit only.
3. Park staff periodically will check activities in the park and will monitor pavilion usage.
4. It is unlawful to consume alcoholic beverages in county parks, except by a permit issued from the Department of Recreation and Parks.
    - Alcohol is only allowed with a permit at Cecil, Dorsey (large pavilion only, and Fifth District Park. Unless otherwise stated on the permit, alcohol usage is restricted to the Picnic Pavilion area only.

5. Due to the popularity of Elms Beach Park, the staff will prepare the pavilion area for the exact hours of the rental. Entrance fees are charged at Elms Beach, Snow Hill and Myrtle Point Parks on weekends from the first Saturday of May through Labor Day. Park entrance fees are not included in your pavilion rental cost and must be paid at the park upon arrival by each vehicle attending your rental.
6. Where grills are available, please extinguish all charcoal fires before leaving the park. Coals should be disposed of in the containers beside the grills.
7. Reservation holders and their guests may bring a small personal gas grill (propane bottles not exceeding 2.5 lbs) to the park. Personal charcoal grills are not permitted.
8. Absolutely no fireworks, ground fires or portable fire pits are permitted in public parks.
9. Lifeguards are not on duty at any park.
10. Park usage is at your own risk. Medical insurance is not provided.
11. To receive a refund, pavilion cancellations must be made in writing to webtrac@stmaryscountymd.gov at least two (2) weeks prior to the reservation date. Without the required notice, refunds will not be granted. Additionally, pavilion reservation modifications or changes must be made in writing to webtrac@stmaryscountymd.gov at least two (2) weeks prior to the original reservation date. Customers will not be permitted to change reserrvation dates due to unfavorable weather forecasts without written notice at least two (2) weeks prior to the pavilion rental date.
12. A $25 Administrative fee will be charged for all cancellations or modifications to your resrvation.
13. In case of inclement weather, check the Department cancellation line at 301 475-4200 ext. 1840; or, visit the website at www.stmaryscountymd.gov/recreate and click on Weather Closings. Inclement weather refunds are only given if the Department of Recreation and Parks cancels a reservation. If pavilion reservations are canceled due to inclement weather, the cancellation information will state “pavilion reservations” canceled. Pavilion reservations are not canceled based on “field closures.”
14. Parks close at sundown unless there are approved evening sports activities. Reservation holders and their guests must exit the park before closure time.
15. In no event shall any decorations installed in or upon the pavilion cause damage to the pavilion or its contents.
16. Please dispose of all trash and refuse in marked receptacles.
17. Reservation holders and their guests may only park within the parking area.
18. Activities such as dunking booths, slip and slide and water balloons and moon bounces are not permitted in public parks.
19. Picnic tables are in fixed positions and are not to be rearranged or removed.
20. If rental exceeds the established maximum attendance, renters will be

charged an additional $24 per hour.

21. If you are planning to have a DJ at your event, please remember that you have reserved the pavilion area only. A park is a shared, community space. The type of music being played and the volume shall not be disruptive or offensive to other individuals using the park. Parks staff reserves the right to address content and/or volume.
22. Anyone planning to bring Extra Entertainment (i.e. DJ, pony rides, etc.) must submit a request in writing at least two (2) weeks prior to your reservation. Proof of liability insurance for extra entertainment must be submitted to the Recreations and Parks office at the time of rental of the pavilion. Purchasing liability insurance is the responsibility of the party reserving the pavilion.
23. Groups conducting fundraisers and/or groups requesting exclusive use of the park will be required to provide Recreation and Parks with a Certificate of General Liability Insurance indication limits of $2,000,000 aggregate and $1,000,000 per occurrence and naming the Board of County Commissioners of St. Mary's County as an additional insured. This Certificate of Insurance must be submitted two (2) weeks prior to the event being held.
24. A 110v electrical outlet is available at select parks. If an electrical outlet is blown, it will not be reset during your event. Requests to use portable generators must be submitted in writing to Parks Operations Staff at least two (2) weeks prior to the reservation date.
25. Reservation holders and/or caterers do not have access to any other water or electrical connections other than those located at the pavilion.
26. The week of your reservation, a Recreation & Parks representative will contact you regarding your pavilion reservation. The representative will review the park amenities with you at that time. If there are utilities available at the reserved pavilion, they will be turned on prior to your arrival on the day of your event.
27. Please bring your pavilion reservation payment receipt and alcohol permit (if applicable) with you on the day of your reservation.

If you have questions concerning your pavilion reservation, please call the R&P office at 301 475-4200 ext. 1800. For park information, visit www.stmaryscountymd.gov/recreate/parks.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Animals and Pets	P9	General Public Public	1/15/2020
	Raymond E. Bivens, *Director*			**Amended:** 3/13/2021 10/13/2021 1/02/2025 5/21/2025

PURPOSE

To establish clear guidelines for animals and pets in County Parks.

SUBTITLE

Animal and Pet Policy and Dog Park Rules for dog parks. Dog parks are located at Lancaster Park, Dorsey Park, 5th District Park and 7th District Park.

PROCEDURES

1. Feeding of ALL animals at any park or facility is prohibited.
2. Pets are allowed in outdoor county park areas yet must be on a 6ft maximum leash at all times.
3. Pets are to be under direct supervision of an adult while in the park area.
4. Pets are not to be tied to trees, picnic tables, chairs, etc. or left unattended.
5. Pets are not allowed on athletic fields.
6. Pets must have up-to-date vaccinations.
7. Pets are not allowed inside indoor facilities except for assistance animals.
8. Pet owners are responsible for cleaning up after their pets and disposing of waste in the proper manner.
9. Pet owners are legally responsible for their pet's behavior.
10. Pet owners must obey all park signs that prohibit the entry of pets into specific areas.

DOG PARK RULES

- Owners must be inside the fenced, off leash area at all times, with leash in hand. Outside of fenced area, dogs must be leashed.
- Dogs showing any sign of aggression must be removed immediately from the park.
- Owners are legally responsible for their dog's behavior. St. Mary's County Government is not responsible for injuries to dogs or their owners. Use parks at your own risk.
- Owners must immediately clean up after their dogs and fill in any holes.
- Bring children at your own risk. Young children must be with an adult and remain seated.
- Dogs in heat are prohibited.
- Puppies under four (4) months are prohibited.
- No more than two (2) dogs per handler allowed.
- Professional dog trainers may not use this facility to conduct their business.
- Dogs must be licensed and immunized. No dogs with communicable diseases or infections.
- Dog toys are not allowed in dog park.
- No food or treats (human or dog) are allowed in dog park.
- No smoking, vaping, or tobacco products in/around the dog park and throughout all county parks.

For concerns, email RPinfo@stmaryscountymd.gov

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Remote Controlled Vehicle Use	P10	General Public Public	2/05/2015
	Raymond E. Bivens, *Director*			**Amended:** 1/15/2020 3/13/2021 5/21/2025

PURPOSE

To establish clear guidelines and procedures for the use of remote-controlled vehicles in County Parks.

SUBTITLE

Remote Controlled Vehicles Policy.

GUIDELINES & PROCEDURES

The use of remote-controlled airplanes, cars/trucks, rockets, helicopters etc. are prohibited in all county parks without prior approval. See Drone Policy for Use of Drones in Park.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Sale of Merchandise in Parks	P11	General Public Public	1/15/2020
	Raymond E. Bivens, *Director*			**Amended:** 1/15/2020 3/13/2021 6/11/2021 5/21/2025

PURPOSE

To establish clear guidelines for the sale of goods in County Parks.

SUBTITLE

Sale of merchandise in parks

GUIDELINES & PROCEDURES

The sale of merchandise in County Parks or Recreation Facilities to include food, beverage, clothing, and equipment, shall be permissible only under the following conditions:

1. If the activity, program, or event is sponsored or co-sponsored by Recreation and Parks.
2. If the activity, program, or event is sponsored by a Youth or Adult Sports League which is an Affiliated League of Recreation and Parks as determined by the Department.
3. If the activity, program, or event is sponsored by a not-for-profit organization with all proceeds from the sale going to the not-for-profit organization.
4. Groups or organizations conducting sale of food and beverage must comply with all pertinent local and state Health Department Regulations. Groups must contact the Health Department two weeks prior to event. A copy of all Health Department certifications must be presented to Recreation and Parks prior to event. The Health Department permit must be prominently displayed in public view while event is taking place.
5. Groups or organizations conducting sales of merchandise must comply with all pertinent local, state, and federal laws pertaining to sales tax and reporting of income.
6. Private businesses, individuals, or vendors shall not be permitted to sell merchandise unless permitted to do so by the Recreation and Parks Director or designee. An appropriate fee shall be charged for issuance of permits. All private vendors related to sale of food, must have a St. Mary's County Health Department license and liability insurance certificate on file with Recreation and Parks.

7. Any league, group, organization or business wishing to sell food, beverage, or merchandise in a Recreation and Park facility shall submit a Merchandise Sale Request form and be issued a permit to do so.

Fee Schedule: Seasonal and Tournament fees are based on the current adopted budget.

St. Mary's County Recreation & Parks
Merchandise/Service Sales Permit

Park/Facility Requested _____ Date(s) Requested _____

Season(s): _____Spring _____Summer _____Fall _____Winter

Function _____ Times: _____

Requesting Organization_____

Type of Merchandise requesting to sell_____
_____
_____
(Use back of this sheet if necessary.)

Responsible Person _____
Phone (h) _____ (w) _____ (c)_____

Address _____
City St. Zip code
E-Mail Address _____

FEES: _____ 1 Day $50.00 _____ 2 Days $80.00 _____ 3 Day $125.00

_____ Sport Season $350.00 each

_____ Affiliated (In-County) Volunteer League (no charge)

ALL PAYMENTS ARE NON-REFUNDABLE

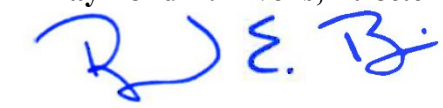
PARK POLICY REGARDING THE SALE OF MERCHANDISE IN COUNTY PARKS & FACILITIES

The sale of merchandise in County Parks or Recreation Facilities to include food, beverage, clothing, and equipment, shall be permissible only under the following conditions:

1. If the activity, program, or event is sponsored or co-sponsored by the Recreation & Parks.
2. If the activity, program, or event is sponsored by a Youth or Adult Sports League which is a recognized Youth Volunteer League of Recreation & Parks as determined by the Department.
3. Groups or organizations conducting sale of food and beverage must comply with all pertinent local, state, and federal laws pertaining to sales tax and reporting income.
4. Groups or organizations conducting sales or merchandise must comply with all pertinent local, state, and federal law pertaining to sales tax and reporting income.
5. Private businesses, individuals, or vendors shall not be permitted to sell merchandise unless permitted to do so by the Recreation & Parks Director. An appropriate fee shall be charged for issuance of said permit.
6. Any League, group, organization, or business wishing to sell food, beverage, or merchandise in a County Park or Recreation Facility shall submit a Merchandise Sale Request form and be issued a permit to do so.

_____	_____	_____
Signature / Date	Signature / Date	Signature / Date
R&P Director/Designee	League Official	Vendor

Updated:6/21/21 SMC Recreation and Parks, P.O. Box 136, Great Mills, MD 20634

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Drone Usage	P12	All Employees and General Public Internal and Public	6/11/2021
	Raymond E. Bivens, *Director* 			**Amended:** 1/02/2025 5/21/2025

PURPOSE

In summary and pursuant to Md. Code Ann,, Econ. Dev., Section 14-301(b) and (c), counties are prohibited from regulating drone activity at all and anywhere in the state. This prohibition extends to regulating drone activity on any county property and regulating the hours/times/locations of drone operations. Any regulation of drone activity must come from the state or federal government. To date, MAA and DOT have not promulgated any regulations concerning the drone activity, and, as such, the broad proscriptions in 14-301(b) and (c) control. Moreover, a county is similarly prohibited from citing a drone operator for trespass for drone activity during the normal operating hours of a park for the reasons stated above. Therefore, this policy and usage restrictions have been developed to ensure clear instructions for citizens in the use of drones in County Parks.

SUBTITLE

Drone Policy, Use and Restrictions

PROCEDURES

Drone usage in parks during normal operating hours is permitted with the following restrictions:

1. Drones should not be flown over park users. This includes users participating in athletic practices and games.
2. The following parks are off limits to drones, based on FAA guidelines, due to their proximity to NAS Pax River- Carver Recreation Center and ballfield area; CRRP; Lancaster; LMPP and Nicolet.

All drone users will follow the FAA rules: www.faa.gov/uas/recreational_fliers

Staff will monitor drone use per above.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Memorials and Monuments in County Parks	P13	General Public Public	4/04/2013
	Raymond E. Bivens, *Director*			**Amended:** 1/15/2020 3/13/2021 5/21/2025

PURPOSE

This policy provides guidelines for the location and placement of monuments and memorials at County parks and facilities.

SUBTITLE

Memorials and Monuments

PROCEDURES

Location and placement must be approved by the Department of Recreation and Parks (R&P). Each request will be reviewed on a case-by-case basis to determine feasibility. After installation, R&P will provide routine maintenance of the approved memorial/monument. It is understood that damage may occur due to natural causes, theft or vandalism and the R&P Operating Budget may not be able to cover the cost to repair damages. No special care or guarantee of replacement is provided under this policy. All costs, including installation and any required permits, are the responsibility of the donor or donor organization. The location of memorials and monuments may change due to necessary upgrades and renovations required in parks. Should this situation arise, every reasonable effort will be made to contact the donor.

Types of monuments and memorials considered

1. Trees: oak, maple, or others as approved (note: trees are not perpetual memorials; every effort will be made to replace trees that die; however, that is not guaranteed).
2. Plaques: maximum size 12"x18" (wording and design must be approved by R&P).
3. Flag poles: proper flag etiquette must be followed (i.e. lighting, raising and lowering of flags, etc.); R&P many not have staff available to handle those tasks.
4. Benches: (recycled plastic, wood (treated lumber) or PVC coated metal).
5. Picnic tables: (recycled plastic, wood (treated lumber) or PVC coated metal).
6. Bicycle racks.
7. Memorial bricks or pavers.
8. Sculpture, play apparatus, or another approved memorial/monument item.
9. The request shall be submitted in writing to R&P.

10. Background information must be provided which includes the reason why the request is appropriate; why the nominee should be considered; the nominee's significance as relates to St. Mary's County and Recreation and Parks; any outstanding community contributions, accomplishments, achievements, or distinctions of the nominee.

- The name of the park and the desired location within the park should be noted.
- The type of monument and specifications for the monument must be provided.
- Generally, R&P will respond to the requesting organization or individual within 30 days; however, more detailed proposals will require additional review time.
- R&P reserves the right to deny any request for a memorial, or memorial location, that it deems inappropriate for a public park or facility.
- If the proposal moves forward, a schedule for installation must be provided to R&P.
- The method of installation for the memorial or monument must be approved by R&P.
- Miss Utility must be notified and ground area for utilities checked and marked before any digging can proceed.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Naming of Recreation and Parks Facilities	P14	General Public Public	3/21/1991
	Raymond E. Bivens, *Director*			**Amended:** 1/15/2020 3/13/2021 5/21/2025

PURPOSE

The naming of county parks and other recreational facilities is very important to the Recreation and Parks Board and Department. The county will always have a finite inventory of these assets. It cannot respond favorably to all requests for naming parks after deserving individuals. A well-defined criteria must be established for the naming of parks and recreational facilities owned or leased by the county through Recreation and Parks.

SUBTITLE

Criteria for the naming of Recreation and Parks facilities

GUIDELINES & PROCEDURES

Geographic Names: The main criteria for the naming of parks and recreational facilities shall be for geographic locations. This serves as a useful tool for the public in pointing out the general location of the park or facility. This criteria is least likely to offend individuals.

Historical Names: Where for some reason the location would be meaningless, the following priority criteria may be used: an outstanding national, state or county historical site, events or personage. The verification of the historical significance must be supported by a credible federal, state, or county historical organization.

Landmarks: A recognized county feature, structure, or park.
Example: Wicomico Recreation Complex, Chancellors Run Regional Park, Three Notch Trail, etc.

Individual Names: Recreation and Parks facilities may be named for an individual. The criteria for this category of names shall be:

1. The individual, his/her family, descendants or group of people donate acceptable land and/or capital assets with a current fair market value of $1,000,000 or more
2. Donates $1,000,000 in cash for the development of a park or recreational facility

3. Maintains an outstanding reputation within the county and maintains a positive contribution within the community.

Ceremony

Recreation and Parks and the requesting organization will be responsible for the planning, organization and discharge of the dedication ceremony. A professional staff member of the department will be assigned to the committee for technical coordination.

Recreation and Parks will invite appropriate community and political leaders of the county and state to attend.

Names on Dedication Plaques

BUILDING SERVICES DIVISION COMPREHENSIVE FACILITIES MAINTENANCE PLAN September 2012 50 3. BOARD OF ST. MARY'S COUNTY COMMISSIONERS 4.6.1
https://www.stmarysmd.com/docs/MaintenancePlan.pdf

In keeping with the practice to recognize elected officials and others for their efforts and public service in providing new and/or improved facilities to the public, the Board of County Commissioners will have 18" wide x 24" tall (minimum size) bronze Dedication Plaques installed on new construction projects. The names of persons to be included on the plaques should be identified at the time of substantial completion of the project. For existing facilities, there is no specific timeframe required.

The plaques will provide the following information:

1. Name of Facility / Building (5/8" lettering in caps).
2. County Seal centered on plaque (5" diameter).
3. (1/2" lettering in caps).
4. Names of County Commissioners at the time that the project is dedicated, or was substantially completed (1/2" lettering lower case). - President (centered) - Members (two rows / columns in alphabetical order)
5. Name of County Administrator, Board of Trustees, Board of Directors (7/16" if applicable).
6. ARCHITECT (all caps) with name of Architect (lower case lettering) centered below, if applicable (3/8" lettering).
7. CONTRACTOR (all caps) with name of Contractor (lower case lettering) centered below, if applicable (3/8" lettering).
8. CONSTRUCTION MANAGEMENT (all caps) with name of construction management firm (lower case lettering), if applicable (3/8" lettering).
9. ST. MARY'S COUNTY (name of responsible Department) in caps with name of Director (lower case) responsible for coordinating the project (3/8" lettering). Director name is optional.
10. Construction completion (month and year in caps), or date of dedication (3/8" lettering).

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Fireworks and or Explosives	P15	General Public Public	1/15/2020
	Raymond E. Bivens, *Director*			**Amended:** 3/13/2021 5/21/2025

PURPOSE

To establish clear instructions on the prohibition of fireworks and any type of explosive in county parks.

SUBTITLE

Fireworks and Explosives

PROCEDURES

It is unlawful for person, firm, or corporation to engage in the retail sale of, or to sell, possess, use, transfer, discharge or explode fireworks of any kind within the county parks.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Private Field Liability Insurance	P16	General Public Public	1/15/2020
	Raymond E. Bivens, *Director*			**Amended:** 3/13/2021 5/21/2025

PURPOSE

To clarify the requirements enabling affiliated sport leagues to host practice or games on privately owned fields.

SUBTITLE

Insurance guidelines for private field owners.

PROCEDURES

Any private field owner wishing to put their location under the Recreation and Parks liability insurance must follow the procedures listed below and must meet all requirements.

1. Contact the Parks Operation Coordinator and supply:
    a. Name of Property Owner
    b. Physical Address of Property
    c. Property amenities and dimensions
    d. Set up appointment date and time to meet with coordinator at location

Complete inspection of the property with coordinator, property must meet these requirements:

a. Ground area is to be free of holes
b. Area must be level
c. If fencing is present it must be in good condition and safe
d. Area must have adequate parking, including ADA parking.
e. Area must be easily accessible.
f. Area of play and surrounding general area must be free of debris and possible hazards

If after inspection the area is approved, the Parks Operations Coordinator will send all information to Human Resources to have the area listed on the County's Certificate of Liability as an additional insured property. A yearly copy of this certificate will be sent to the property owner.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Special Events in Parks: 3rd Party Reservations	P17	All Employees and General Public Public	8/02/2019
	Raymond E. Bivens, *Director*			**Amended:** 1/02/2025 5/21/2025

PURPOSE

To establish fair pricing, rules and procedures for park use for third party special events.

SUBTITLE

Park use and reservation terms, requirements, and regulations

PROCEDURES

Application Process:

- Applications must be submitted to the park Permit Office at least 30 days prior to the event date or they may be rejected.
- All required documents must be received at least three weeks prior to the event date or the event may be canceled.
- Incomplete application forms could result in delay in the review process and possible denial of request.

Fees and Charges:

- A non-refundable application fee of $50 is due when the request is submitted.
- A Staffing fee of $24.00 per hour per staff member may be charged according to the nature of the special event.
    - A member of the Parks Operations Staff will determine if staff is needed, quantity of staff and number of hours prior to application approval.
- Any applications received less than 30 days in advance will be assessed a non-refundable application fee of $100 if they are accepted.
- The event organizer must pay for all necessary park permits and fees associated with this event before an event permit will be issued,

- A security deposit is required for all special events. The amount of the deposit will vary by location and is based on the facilities and grounds used for the event.
- All required fees must be paid at least three weeks prior to the event date, or the event may be canceled.

General Guidelines

Event organizers must comply with all Recreation and Parks rules and regulations and with all municipal, state, and federal laws and regulations, and is responsible for ensuring the compliance of all event participants and spectators. Specific guidelines for special event use of parks and facilities must also be followed and are outlined below. Any users found to be in violation of the guidelines or regulations will be subject to all applicable fines and penalties, including the immediate closure of the event and loss of future permitting and use privileges.

General

- The permit entitles the special event organizer to exclusive use of the facility or park areas reserved only for the dates and times indicated on the permit, which is inclusive of set up and clean up time.
- The permit must be in the possession of the event organizer during the permitted time.
- The permit is for the sole use of the group or individual named on the permit contract and is not transferable.
- Recreation and Parks reserves the right to cancel this permit with as much notice as is practicable. Cancellation by the event organizer will be subject to any applicable fees or penalties.
- If the requested location is not suitable for the proposed activities, staff will work with you to locate an alternate site, if available.

Security

- All event applications are reviewed by a member of the Parks Operations Staff to determine if officers are required to be onsite for the proposed event. If your event does require security, the event coordinator must contact County Police to coordinate appropriate security arrangements. Event organizers will be required to make payment for County Police services directly to the Officers at the time of the event. Public safety cameras may be in the applicants reserved area of the park during their reserved event.

Vendors

- An approved Merchandise Services/Sale Permit must be obtained through the Recreation and Parks office for each vendor selling food, beverages, or merchandise on park property.
- These vendors must provide a copy of a current Maryland State Sales and Use Tax License and (for food and beverage vendors) a Food Service Facility License issued by the St. Mary's County Department of Health and Human Services before a permit will be issued.
- All vendors must also provide a valid certificate of liability insurance written by a carrier licensed to write insurance in the state of Maryland and listing SMCG as an "additional insured" with limits of $500,000 per person and $1,000,000 per accident or injury incurred.

Entertainment, Music, and Mechanical Amusements

- For the use of any entertainment, event organizers must also provide a valid certificate of liability insurance written by a carrier licensed to write insurance in the state of Maryland and listing SMCG as an "additional insured" with limits of $500,000 per person and $1,000,000 per accident or injury incurred.
- Fireworks, moon bounces and water activities such as dunk tanks and slip and slides are prohibited.
- Bands, amplified sound, and music must be maintained at acceptable levels and adhere to any special conditions of use or may be shut down.
- Only sports, games or play equipment authorized by Recreation and Parks through this permit are allowed at the site. This includes pony rides or other amusements involving live animals.

Alcohol and Tobacco

- Beer and alcohol are only permitted with pavilion rentals at Cecil Park, Dorsey Park Large Pavilion and Fifth District Park.
- County Police are required to be onsite at events where alcohol is sold and consumed.
- The use of tobacco products is not permitted in the parks.

Money Collection and Fundraisers

- No fundraising or charging of admission or other fees is allowed on park property without the express written permission of the Director of Parks.
- Event organizers hosting fundraising events must provide proof of their organization's 501(c)3 or non-profit status and indicate how monies raised will be used or submit a signed letter from a charity or non-profit acknowledging the fundraiser.

Youth Events

- One adult chaperone over 21 years of age is required for every 10 youths under 18 years of age. A chaperones list with names, addressed and telephone numbers should be submitted in advance of the event date.

Parking, Traffic and Transportation

- County Police Officers are required to be onsite for road closures or if traffic management is needed. If either is needed for your event, the event coordinator must contact County Police to coordinate appropriate arrangements.
- The event organizer may be asked to provide a detailed event map outlining possible road closures for review and a traffic management plan to handle parking for attendees, VIPs, staff and volunteers, as well as a plan of action for busing or other forms of group transportation if needed.
- Carpooling to events is encouraged to retain open public parking spaces for public use of the park and facilities. Buses may be required.

Zero Impact

- The event organizer agrees to ensure proper care of parkland and facilities and restore the park and facilities to the condition in which they were found. This includes removal of trash and recycling, proper installation, and disposal of rented portable toilets, removal of any directional or promotional signs or balloons, etc., and any repairs or maintenance identified by Park staff or County Police, etc.
- Any damages or needed repairs will be the sole responsibility of the event organizer and will be deducted from the event security deposit and/or billed directly to the event organizer as necessary.

Field Use

- The event organizer agrees not to use any permitted fields for any purpose if water is standing on the field, thesoil is frozen, wet, or spongy, a steady rain is falling, a lightning or electrical storm is occurring, or the field has been closed by Park staff or County Police.
- Removal or repositioning of goals installed on fields is not allowed.

Liability Insurance

- All event organizers must provide a valid certificate of liability insurance written by a carrier licensed to write insurance in the state of Maryland and listing SMCG as an "additional insured" with limits of $500,000 per person and $1,000,000 per accident or injury incurred.

SPECIAL EVENT THIRD PARTY REQUEST FORM

Recreation and Parks Department
23150 Leonard Hall Drive
P.O. Box 653
Leonardtown, Maryland 20650
301-475-4200 x 1800

APPLICATION REQUIREMENTS:

- Applications must be submitted to the park Permit Office at least 30 days prior to the event date or they may be rejected.
- All required documents must be received at least three weeks prior to the event date, or the event may be canceled.
- Incomplete application forms could result in delays in the review process and possible denial of request.

EVENT FEES AND CHARGES:

- A non-refundable application fee of $50 is due when the request is submitted.
- A Staffing fee of $24.00 per hour per staff member may be charged according to the nature of the special event. The Parks Operations Coordinator will determine if staff is needed, quantity of staff and number of hours prior to application approval.
- Any applications received less than 30 days in advance will be assessed a non-refundable application fee of $100 if they are accepted.
- The event organizer must pay for all necessary park permits and fees associated with this event before an event permit will be issued,
- All required fees must be paid at least three weeks prior to the event date, or the event may be canceled.

CONTACT INFORMATION:

Requesting Organization _____

Name of Applicant _____ Phone _____

Address _____

E-Mail Address _____

EVENT INFORMATION:

Name of Event _____

Park/Facility Requested _____ Public/Private _____

Date(s) _____ Time(s) _____

Location(s) within Park (e.g. (pavilion, field, parking lot, etc.)

_____

TYPE OF EVENT:

Community Event _____
Concert _____
Fair/Festival _____
Fundraiser _____
In-House Park Event _____

Wedding _____
Church Service _____
Public Assembly _____
School Activity _____

Show/Exhibit _____
Tournament _____
Walk/Run _____
Other: _____

EVENT DETAILS:

Estimated number of attendees (Including organizers, volunteers, participants, and spectators): _____

Anticipated parking spaces needed: Regular _____ Handicapped _____

Will this event be advertised or publicized? No _____ Yes _____

If yes, how? TV _____ Radio _____ Print _____ Flyers _____ Email _____ Social Media _____

Other _____

Will any Dignitaries or VIPs be attending (e.g., elected officials, celebrities)? No _____ Yes _____

If yes, please list names: _____

Will money be collected onsite (admission or registration fees, etc.)? No _____ Yes _____

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

_____

Are road closures or traffic management required? No _____ Yes _____

If yes, please describe: _____

Will you have volunteers working at the event? No _____ Yes (how many): _____

Will there be food, beverage, or merchandise vendors? No _____ Yes _____

If yes, please describe: _____

Any vendor selling items in county parks must complete a Merchandise Service/Sale Permit and pay applicable fee 30 days prior to event. Food Vendors must supply a copy of St. Mary's County Health Department permit with application.

Will you have a moon bounce, commercial amusement, or other entertainment? No _____ Yes _____

If yes, please describe: _____

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: _____

Do you plan to serve alcohol? No _____ Yes _____

Alcohol permits are required but not available at all locations. Where available, the fee is $100.00.

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

Generator(s)	No _____	Yes _____	Reason	
Porta Potty(s)	No _____	Yes _____	Reason	
Stage and/or Podium	No _____	Yes _____	Reason	
Tables and/or Chairs	No _____	Yes _____	Reason	
Tents and/or Canopies	No _____	Yes _____	Reason	
Trash and/or Recycling Cans	No _____	Yes _____	Reason	_____

The Department of Parks does not provide equipment or labor. All equipment below must follow state and county codes. NOTE: A detailed site plan or drawing indicating the location of the items listed above is required.

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

_____

General Guidelines for Special Event Use of Parks and Facilities

Event organizers must comply with all Recreation and Parks rules and regulations and with all municipal, state, and federal laws and regulations, and are responsible for ensuring the compliance of all event participants and spectators. Specific guidelines for special event use of parks and facilities must also be followed and are outlined below. Any users found to be in violation of the guidelines or regulations will be subject to all applicable fines and penalties, including the immediate closure of the event and loss of future permitting and use privileges.

General

- The permit entitles the special event organizer to exclusive use of the facility or park areas reserved only for the dates and times indicated on the permit, which is inclusive of set up and clean up time.
- The permit must be in the possession of the event organizer during the permitted time.
- The permit is for the sole use of the group or individual named on the permit contract and is not transferable.
- Recreation and Parks reserves the right to cancel this permit with as much notice as is practicable. Cancellation by the event organizer will be subject to any applicable fees or penalties.
- If the requested location is not suitable for the proposed activities, staff will work with you to locate an alternate site, if available.

Security

- All event applications are to determine if officers are required to be onsite for the proposed event. If your event does require security, you will be provided with the contact information for St. Mary's County Sherrif's Office (SMCSO) to coordinate appropriate security arrangements. Event organizers will be required to make payment for SMCSO services directly to the Officers at the time of the event. Public safety cameras may be in the applicants reserved area of the park during their reserved event.

Vendors

- An approved vendor permit must be purchased through the Parks Operations Office for each vendor selling food, beverages, or merchandise on park property. These vendors must provide a copy of a current Maryland State Sales and Use Tax License and (for food and beverage vendors) a Food Service Facility License issued by the St. Mary's County Department of Health and Human Services before a permit will be issued.
- All vendors must also provide a valid certificate of liability insurance written by a carrier licensed to write insurance in the state of Maryland and listing CSMC as an "additional insured" with limits of $500,000 per person and $1,000,000 per accident or injury incurred.

Entertainment, Music, and Mechanical Amusements

- For the use of moon bounces or other mechanical amusements, event organizers must also provide a valid certificate of liability insurance written by a carrier licensed to write insurance in the state of Maryland and listing CSMC as an "additional insured" with limits of $500,000 per person and $1,000,000 per accident or injury incurred.
- If planning use of fireworks or pyrotechnics, an additional permit from the St. Mary's County Office of the Fire Marshall is required.
- Live music, amplified sound and music must be maintained at acceptable sound levels and adhere to any special conditions of use or may be shut down.
- Only sports, games or play equipment authorized by Recreation and Parks through this permit are allowed at the site. This includes dunking booths, pony rides or other amusements involving live animals.

Alcohol and Tobacco

- No alcohol is allowed unless specifically requested and approved in writing by the Director of Recreation & Parks.
- SMCSO are required to be onsite at events where alcohol is sold and consumed.
- Smoking, vaping or use of any other tobacco or nicotine products is prohibited.

Money Collection and Fundraisers

- No fundraising or charging of admission or other fees is allowed on park property without the express written permission of the Director of Recreation & Parks.
- Event organizers hosting fundraising events must provide proof of their organization's 501(c)3 or non-profit status and indicate how monies raised will be used or submit a signed letter from a charity or non-profit acknowledging the fundraiser.

Youth Events

- One adult chaperone over 21 years of age is required for every 10 youths under 18 years of age. A chaperones list with names, addresses and telephone numbers should be submitted in advance of the event date.

Parking, Traffic and Transportation

- The event organizer may be asked to provide a detailed event map outlining possible road closures for review and a traffic management plan to handle parking for attendees, VIPs, staff and volunteers, as well as a plan of action for busing or other forms of group transportation if needed.
- Carpooling to events is encouraged to retain open public parking spaces for public use of the park and facilities. Buses may be required.

Zero Impact

- The event organizer agrees to ensure proper care of parkland and facilities and restore the park and facilities to the condition in which they were found. This includes removal of trash and recycling, proper installation, and disposal of rented portable toilets, removal of any directional or promotional signs or balloons, etc., and any repairs or maintenance identified by Recreation and Parks staff.
- Any damages or needed repairs will be the sole responsibility of the event organizer and will be deducted from the event security deposit and/or billed directly to the event organizer as necessary.

Field Use

- The event organizer agrees not to use any permitted fields for any purpose if water is standing on the field, the soil is frozen, wet, or spongy, a steady rain is falling, a lightning or electrical storm is occurring, or the field has been closed by Recreation and Parks staff.
- Removal or repositioning of goals, benches, or other equipment installed on fields is prohibited.

Liability Insurance

- All event organizers must provide a valid certificate of liability insurance written by a carrier licensed to write insurance in the state of Maryland and listing CSMC as an "additional insured" with limits of $500,000 per person and $1,000,000 per accident or injury incurred.

I have reviewed and agree with the stated guidelines for special events as listed above. I understand I must comply with all Recreation and Parks rules and regulations and am responsible for the compliance of all participants and spectators. I understand if any users are found to be in violation of the guidelines or regulations for special events, I will be subject to all applicable fines and penalties, including the immediate closure of the event and loss of future permitting and use privileges.

_____	_____	____/____/_____
Printed Name	Signature	Date

Internal Office Use Only

_____Approved _____Denied

Notes _____

_____ _____/_____/_____

Parks Operation Coordinator Date

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Soccer Goals	P18	General Public Public	2/07/2022
	Raymond E. Bivens, *Director*			**Amended:** 5/21/2025

PURPOSE

To establish clear guidelines for anchoring soccer goals for safety in County Parks.

SUBTITLE

Soccer Goal Policy.

GUIDELINES & PROCEDURES

Patrons utilizing the soccer field will ensure that Recreation and Parks or league provided goals at parks and schools are anchored to the ground to avoid the danger of tipping. Any goals in need of repair will be removed, repaired and then anchored into place.

	Policy	Policy No.	Affect & Type	Approval Date
	Inclement Weather Field Cancellations	P19	All Employees and General Public Internal and Public	3/01/2024
	Raymond E. Bivens, *Director*			**Amended:** 5/21/2025

PURPOSE

This policy provides clear and accurate information for the public on how to obtain cancellation information, why cancellations are made and when announcements will be available to the public.

SUBTITLE

Field closing procedures for Parks Division.

PROCEDURES

St. Mary's County Recreation and Parks reserves the right to cancel or suspend outdoor field use, including uses subject to an issued permit, for games, practices, and other uses whenever field conditions might result in damage to the fields or injury to participants, spectators, staff, or officials. Field use may also be cancelled when the health or safety of participants is threatened due to existing or predicted conditions, including but not limited to heavy rains, thunderstorms, and air quality alerts. Recreation and Parks uses various resources to get the most accurate conditions report at a particular site. These resources include weather data (rainfall, windspeed, humidity, and cloud cover), weather radar, Recreation and Parks employees, game officials, and league leaders. Information may be collected from one or more of these sources prior to a decision to close a field.

Field Cancellation Hotline

The Cancellation Line is only updated if an activity is cancelled or delayed. If the line does not state that the activity is cancelled, then it is still running as scheduled. 301-475-4200 ext. 1840

Social Media and Website

Weather related closures are posted at www.stmaryscountymd.gov/Emergency/RPAnnounce or www.facebook.com/stmarysmdrecreation

Text Message Alerts

Citizens can sign up for text message alerts by visiting www.stmaryscountymd.gov/Recreate/RPText

Turf Field Cancellations

Weather cancellations will be announced no later than 3:00 p.m. on weekdays and by 7:00 a.m. on weekends and government holidays if warranted. For situations where games have already begun and playing conditions deteriorate due to inclement weather, the park staff maintains the authority to determine whether the field is playable and if the remaining scheduled games should be canceled for the day. Every effort will be made to finish games already in progress if conditions remain safe for use.

Turf fields may be closed for the following weather conditions:

- The field is deemed unplayable by Recreation and Parks staff.
- The field is closed for renovation or repair.
- Adverse weather conditions (high winds, extreme cold, torrential rain) are present or predicted.
- Water is standing on the field.
- Turf is frozen.
- Lightning, Thunderstorms, or other severe weather is occurring.
- An Air Quality Alert or Heat Advisory has been issued.

Natural Grass Field Cancellations

Weather cancellations will be announced no later than 3:00 p.m. on weekdays and by 7:00 a.m. on weekends and government holidays if warranted.

Weekend & Holiday Procedures

- If fields are questionable during the early morning evaluation, then all sports field use prior to 1:00 p.m. will be canceled. This announcement will be made no later than 7:00 a.m.
- If there are morning cancelations, Recreation and Parks staff will re-evaluate conditions again by 10:30 a.m. An announcement addressing afternoon and evening sports field use will be made no later than 11:00 a.m.
- If fields are too saturated and the weather forecast is not favorable for improved conditions, fields will be cancelled for the entire day without further evaluation.

For situations where games have already begun and playing conditions deteriorate due to inclement weather, the park staff maintains the authority to determine whether the field is

playable and if the remaining scheduled games should be canceled for the day. Every effort will be made to finish games already in progress if conditions remain safe for use.

Natural grass fields may be closed for the following weather conditions:

- The field is deemed unplayable by Recreation and Parks staff.
- The field is closed for renovation or repair.
- Water is standing on the field.
- ½ inch of rain or more has fallen within the previous 24 hours.
- Soil is frozen.
- Soil is wet and "spongy."
- The ground is muddy and the soil clumps or clings to shoes.
- Adverse weather conditions (high winds, extreme cold, torrential rain) are present or predicted.
- Lightning, Thunderstorms, or other severe weather is occurring.
- An Air Quality Alert or Heat Advisory has been issued.

Baseball/Softball Field Cancellations

Weather cancellations will be announced no later than 3:00 p.m. on weekdays and by 7:00 a.m. on weekends and government holidays if warranted.

Weekday Procedures

- If fields conditions allow, field preparation will be completed by Recreation and Parks staff.
- If fields are questionable during the early morning evaluation, Recreation and Parks staff will re-evaluate conditions again by 1:00 p.m. An announcement addressing afternoon and evening sports field use will be made no later than 3:00 p.m.
- If fields are too saturated and the weather forecast is not favorable for improved conditions, fields will be cancelled for the day.

Weekend & Holiday Procedures

- If field conditions allow, field preparation will be completed by Recreation and Parks staff by 8:00 a.m.
- If fields are questionable during the early morning evaluation, then all sports field use prior to 1:00p.m. will be canceled. This announcement will be made no later than 7:00 a.m.
- If there are morning cancelations, Recreation and Parks staff will re-evaluate conditions again by 10:30 a.m. An announcement addressing afternoon and evening sports field use will be made no later than 11:00 a.m.
- If fields are too saturated and the weather forecast is not favorable for improved conditions, fields will be cancelled for the entire day without further evaluation.

For situations where games have already begun and playing conditions deteriorate due to inclement weather, the park staff maintains the authority to determine whether the field is

playable and if the remaining scheduled games should be canceled for the day. Every effort will be made to finish games already in progress if conditions remain safe for use.

Baseball/Softball fields may be closed for the following weather conditions:

- The field is deemed unplayable by Recreation and Parks staff.
- The field is closed for renovation or repair.
- Water is standing on the field.
- ½ inch of rain or more has fallen within the previous 24 hours.
- Soil is frozen.
- Soil is wet and "spongy."
- The ground is muddy and the soil clumps or clings to shoes.
- Adverse weather conditions (high winds, extreme cold, torrential rain) are present or predicted.
- Lightning, Thunderstorms, or other severe weather is occurring.
- An Air Quality Alert or Heat Advisory has been issued.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Accommodation Guidelines: Golf Cart Flag and Accessibility Cart	G1	All Employees and General Public Public	11/18/2019
	Raymond E. Bivens, *Director*			**Amended:** 6/11/2021 5/21/2025

PURPOSE

Recreation and Parks recognizes that certain individuals with physical limitations require some relaxation of normal cart use rules to allow them to enjoy their round of golf through improved access to minimize physical demand and maintain an appropriate pace of play.

At the same time, accessibility flags do not provide unlimited access to the golf course and it is expected that users understand the potential damage created by power carts and the resulting requirement for additional maintenance.

SUBTITLE

Guidelines for accommodations for golf cart accessibility flags and accessibility cart usage.

PROCEDURES

To gain eligibility for use of either a golf cart flag or accessibility cart the golfer must provide an MVA ADA card or an appropriate doctor's note. Golfers must sign the Accommodations Guidelines form and this and the eligibility documents will be kept on file in the pro shop.

Recreation and Parks reserves the right to restrict cart access on the course at any time based on weather conditions or maintenance issues or concerns. Pro Shop staff will inform golfers of any restrictions at the time of registration.

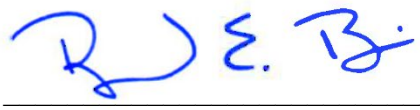
Parking carts on the slopes or surrounding the greens and tee boxes is prohibited.

Accessibility Flag

1) Flags are to be picked up and returned to the Pro Shop each visit.
2) The flag should be displayed prominently on the cart during the entire round of golf.
3) When a hole on the golf course has been designated **cart path only** the cart must remain on the cart path even if you the golfer is eligible for a flag
4) Carts should remain on the cart path when approaching the tee boxes, as much as possible.
5) Carts should not come within 30 feet of the greens.
6) Carts should be parked either on the side or in the rear of greens when possible.
7) Under no circumstances should a cart be driven between a green and a bunker.
8) Accessibility Flags apply only to the qualified individual with a disability, any able-bodied quests accompanying the person must walk to their ball.

Accessibility cart

1) An accessibility cart is available for use at no additional cost for those who are eligible.
2) The cart may access the entire golf course unless weather conditions prohibit the use.
3) It is recommended that golfers reserve the use of the accessibility cart ahead of time to ensure its availability.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Lost and Found items	G2	General Public Public	8/17/26
	Raymond E. Bivens, *Director* 			**Amended:**

PURPOSE

To establish a policy on the proper handling of lost and found items at Wicomico Shores Golf Course and Riverview Restaurant.

SUBTITLE

Wicomico Shores Lost and Found Items

PROCEDURES

I. Golf Equipment

a. If a golf club, or clubs is/are found by staff or patron, the/those club/clubs will be labeled with the date found and stored in the cart office. If it is an entire set of clubs, they will be stored in the General Managers office.

b. If items are not claimed in 30 days, they will be put into the rental clubs.

c. If they are not needed for the rental clubs, they will be offered for sale at the price of $5.00 per club.

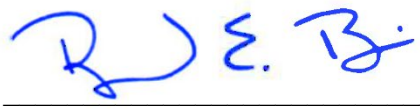
d. In case of a full set not being claimed, the General Manager will ascertain the value of those clubs and offer them for sale in the golf shop.

II. General Items

a. If any type of electronic device is found, e.g.. speaker, range finder etc. it will be labeled with the date found and stored behind the counter in the golf shop.

b. If any of these items is not claimed in thirty days, they will be offered for sale through the golf shop. The General Manager will ascertain the sale price.

c. In case of credit/debit cards and any I.D. they will be labeled with the date found, and be kept in the register in the golf shop and all efforts will be made to reach the owner. After thirty days they will be destroyed.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Riverview Restaurant Facility Rentals	G3	General Public Public	8/06/2025
	Raymond E. Bivens, *Director* 			**Amended:**

PURPOSE

To establish fair pricing, rules and procedures for facility rentals to the public at the Wicomico Shores Golf Course Riverview Restaurant for tournaments, banquets and other appropriate events.

SUBTITLE

Riverview Restaurant Facility Rental Guidelines

PROCEDURES

I. Rental Procedure

a. Any customer wishing to rent the facility is able to do so by contacting the golf course event coordinator. Reservations can be completed over the phone or in-person. All reservations require a deposit.

b. Reservations can only be made by adults 21 years or older.

c. Any customer wishing to reserve multiple dates, in any amount, must contact the event coordinator and complete a Rental Agreement form that needs to be approved and signed prior to reservation being complete. The customer may reserve their dates prior to final execution of contract if the first rental date is paid for in full.

II. Rental Hours

a. All rentals must be completed no later than 10:00pm.

III. Rates

a. Rates for each facility usage are based on the current approved budget.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Museums Ethics	M1	All Employees and General Public Public	6/11/2021
	Raymond E. Bivens, *Director*			**Amended:** 5/21/2025

PURPOSE

This ethics policy applies to all the museums, historical and archaeological sites owned and operated by the Museum Division of the Department of Recreation and Parks of the government of St. Mary's County Maryland:

The policy is intended to act as a professional standard companion to the St. Mary's County Government Ethics Policy and is maintained to satisfy the American Alliance of Museum's accreditation requirement for an ethic's policy specific to museum operations.

SUBTITLE

As approved by the Museum Division Board of Trustees on 2/13/2017.

PROCEDURES

General Responsibility

Trustees, staff, and volunteers (TSV) are required to review this ethics policy annually. The referenced policies, will be supplied to new Trustees and Friends Board members and available to staff and volunteers at workstations through-out the facilities. Each person will sign a statement indicating that they have read and understand the policy. The Museum Director will maintain a file of signature pages.

Board of Trustees Statement of Purpose and Responsibility

The Board of Trustees serves the public interest as it relates to the museums, archaeological and historic sites and considers itself accountable to the public as well as the Museum Division. The Board acts in an advisory role to the Commissioners of St. Mary's County, Maryland and is responsible for relaying information to them pertaining to the formulation and maintenance of general policies, standards, condition and operational continuity of the Museum Division.

Trustees must be unequivocally loyal to the purposes of the Museum Division. Each Trustee must understand and respect the basic documents that provide for the museum's establishment, character, and governance such as the charter, bylaws, and adopted policies.

Each Trustee must devote time and attention to the affairs of the Museum Division and ensure that the Board of Trustees acts in accordance with the basic documents and with applicable state and federal laws.

Trustees shall not attempt to act in their individual capacities. All actions should be taken as a board, committee or subcommittee, or otherwise conform to the bylaws or applicable resolutions. A Trustee must work for the Museum Division as a whole, and not act solely as an advocate for particular activities or sub-units. The Board of Trustees is responsible for the protection and development of the Museum Division's various associated assets. It is obliged to develop and define the purposes and related policies of the Museum Division, and to ensure that all of the Museum Division's assets are properly and effectively used for public purposes.

The Trustee- Director Relationship

Trustees recognize that the director of the Museum Division is an employee of the Commissioners of St. Mary's County, Maryland under the authority of the Director of the Department of Recreation and Parks and, as such, is appointed and evaluated on an annual basis by the department director.

It is also understood that all other employees of the Museum Division are employees of the Commissioners of St. Mary's County, Maryland under the authority of the Department of Recreation and Parks. Full-time county employees are evaluated on an annual basis by the Museum Division and Recreation and Parks Department directors.

Trustees have the responsibility to advise the Commissioners of St. Mary's County, Maryland concerning the rights, powers, and duties of the director. They should work with the director, who is the chief executive officer of the Museum Division, in all administrative matters subject to the authority granted to him/her by the Director of the Department of Recreation and Parks.

Staff Statement of Purpose and Responsibility

Museum Division staff are hired as employees of the St. Mary's County Government and shall abide by all County policies, procedures and protocols as outlined in the County personnel manual and subsequent training by authorized county staff and their contractors.

Each Museum Division employee is hired for their individual area(s) of expertise in the fields of museum and related, supporting professional fields. As a museum professional working within

the structure of an American Alliance of Museums (AAM) accredited institution, each employee shall conduct themselves according to the standards and current best practices of the AAM.

Staff shall be knowledgeable of the Museum Division's procedures and policies for conducting museum business. The staff shall conduct themselves according to those current policies and professional standards and alert museum supervisors and Trustees of any recommended changes or additions to those guidelines. Staff shall endeavor to seek training and consultations to continue to stay knowledgeable about current best practices in the museum profession.

Staff shall conduct appropriate training and secure outside services to train and enhance the knowledge of museum professional practices for Trustees, volunteers and part-time or seasonal staff working for the museum division.

It is the express duty of the museum division staff to operate according to the museum division mission statement and work with Trustees and volunteers to advance the museum by striving to achieve goals set out in the institution's strategic plan.

Volunteers Statement of Purpose and Responsibility

Museum Division Friends members and community citizens at large are encouraged to apply to the museum division to support the mission and related activities through the donation of time or services. The Museum Division offers a wide variety of opportunities requiring diverse skills, experiences and interests to participate in activities that fulfill the museum's mission and enhance the public's experiences while visiting the divisions' sites.

Every attempt will be made to match qualified volunteers to meaningful experiences that will be rewarding for the volunteer and the museum division. In that capacity the volunteer will receive training and guidance that will enable the volunteer to act and perform in accordance with the museum's professional standards.

Volunteers shall be held to the same standard of professional conduct and action as staff and Trustees.

Board of Trustees and Volunteers Insurance

The County Division of Risk Management shall oversee adequate financial protection for all Museum Division officials including the trustees, staff and volunteers so that no one will incur inequitable financial sacrifice or legal liabilities arising from the proper performance of duties for the Museum Division.

Code of Conduct

Discrimination Statement: Museum Division Trustees, staff and volunteers will treat all people engaged in any museum activity with respect and dignity. St. Mary's County Museum Division Trustees, staff or volunteers do not discriminate against any citizen due to age, sex, gender orientation, marital status, pregnancy, national origin, religion or beliefs, race, color, political affiliation or opinion, handicap, disability or any other condition or temperament.

Visitors' Rights and Services: All visitors are provided the same quality of service and are asked to abide by the official museum and county rules as communicated for services, health and safety. TSV will make every effort to maintain these requirements and standards in a consistently courteous manner towards all patrons.

Museum Policy for Political and Religious activities on county property: The St. Mary's County Museum Division is a division of the Department of Recreation and Parks of the St. Mary's County Government. As a member of a county entity it is important that TSV conduct themselves in a non-partisan, non-secular manner while acting on behalf of the Museum Division and St. Mary's County. While religious freedom is recognized as a significant element of the history interpreted at St. Clement's Island Museum and political history is a significant element of the history of Piney Point Lighthouse, Museum and Historic Park it is inappropriate to support or condone any specific religious or political party while acting in the role of TSV.

Gratuities: TSV shall not accept gratuities for services rendered while serving the Museum Division. Offers of compensation for cost of "printing" or similar services may be treated as a fee collection or donation to be deposited to the appropriate account, but not accepted as a personal "tip" by someone serving the Museum Division.

Conflict of Interest

Trustees, Staff and Volunteers (TSV) must avoid real or perceived conflicts of interest when representing the Museum Division. TSV who are experienced and knowledgeable in various fields of endeavor related to museum activities can be of great assistance to the Museum Division. However, conflicts of interest or the appearance of such conflicts may arise because of these interests or activities. TSV with personal or professional interests that mirror the Museum Division's mission, goals or activities must refrain from conducting any related activities on museum properties for their own personal interest or benefit.

Collections Management

Stewardship of collections entails the highest public trust and carries with it the presumption of rightful ownership, permanence, care, documentation, and accessibility.

The Museum Division must ensure that collections in its custody support its mission and public trust responsibilities and are documented, protected, secure, unencumbered, cared for, and preserved. Collections in the Museum Division's custody must be accounted for and documented with access to them and related information permitted and regulated. The Museum Division must ensure that acquisition, disposal and loan activities are conducted in a manner that respects the protection and preservation of natural and cultural resources and which conforms to its mission and public trust responsibilities. TSV shall read and consult the most recently adopted Museum Division Collections Management Policy. Copies of the policy shall be distributed to Trustees board members and available at museum workstations for consultation.

Human Remains and Sacred Objects

The Museum Division does not possess sacred objects or human burial remains in its collections. It is the policy of the Museum Division that acquisition of such material is prohibited, as their collecting would be contrary to the approved collection policies. Furthermore, the collecting of stolen cultural material or of collections acquired by the potential donor or seller from illegal means including theft, incomplete or non-existent title, or illegally obtained from archeological sites is prohibited.

Appraisals

No trustee, staff or volunteer shall perform appraisals on behalf of the Museum Division. The Museum Director and Collections Manager may provide information pertaining to professional appraisers, but shall not provide an endorsement of any specific company or individual. The exception to this policy is appraisals for internal use and for County Government insurance documentation.

Designated employees are exempt from this policy in performance of their duties as a representative of the Government of St. Mary's County, MD in appraising collections of non-profit institutions for their internal usage. Any such appraisal must reflect an honest and objective judgment and must indicate how the appraisal was determined.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Collections	M2	All Employees and General Public Public	6/11/2021
	Raymond E. Bivens, *Director*			**Amended:** 5/21/2025

PURPOSE

One of the major responsibilities of the trustees and staff of the Museum Division is the acquisition, documentation, preservation, and use of pre-historical and historical materials that constitute the museum's permanent collections. The Museum Division holds these materials in trust and in the public interest so that present and future generations may use them to acquire and disseminate knowledge. It has always been the policy and practice of the Museum Division to act ethically and legally in the acquisition of these materials, from legitimate sources, and to act responsibly with respect to their preservation and use. The objective has been and continues to be, to acquire and to retain materials of the highest quality that are relevant to the Museum Division's purposes and programs.

The Museum Division recognizes that collections can never remain static. They must be improved continually in quality and representation to support the Museum Division's program interests. The improvement process includes growth through new acquisitions; it also includes exchange and judicious removal of materials. In such transactions, the Museum Division must rely upon the judgments of its professional staff, those individuals who are entrusted with the selection, care, and use of the collections. It is also the responsibility of the staff, as agents of the Museum Division, to obtain necessary information, create accurate records, and assess and monitor the conditions of those acquisitions. Staff shall evaluate the significance and quality of materials proposed for acquisition or removal from the collections.

In order to guide the Museum Division in the discharge of its responsibility for the acquisition, care, use, and disposition of its permanent collections, the Board of Trustees of the Museum Division has adopted the following Collection Policy.

SUBTITLE

As approved by the Museum Division Board of Trustees in May 2016.

PROCEDURES

Museum Staff

(1) Museum Director - The director of the Museum Division shall be responsible for implementing the Collection Policy in such a manner as to ensure proper accountability of the collections. The director may delegate, where appropriate, responsibilities to other staff for the successful implementation of this Collection Policy.

(2) Curator of Collections – Staff member(s) responsible for the cataloguing, conservation assessment, storage and monitoring of the permanent and research collections.

Definitions

Acquisition

(1) Any item acquired by the Museum Division.

(2) The process of acquiring an item.

Accession

(1) Any object formally accepted into the Museum Division's permanent collection.

(2) The process of formally accepting and recording an item into the Museum Division's permanent collection.

Deaccession

(1) Formal removal from the permanent collection of any formally accessioned acquisition.

(2) The process of formally removing accessions.

Permanent Collection

(1) Those acquisitions that have been formally accessioned by the Museum Division.

(2) The total of all artifacts, photographs, documents, and books on permanent loan to or owned by the Museum Division.

Research Collection

(1) Artifacts, documents, and books maintained for the sole purpose of academic study often representing duplications or objects of interest that are not directly related to the purpose of the collection. These objects are not accessioned in the permanent collection, but a separate inventory is maintained. They may be housed in the collections facility.

Education Collection

(1) Authentic and replica objects, documents, photographs and books housed separately from the permanent collection and the research collection for use in education programing. Items may be handled, transported and loaned at the

site supervisor's discretion. Objects are inventoried as part of the education collection but not accessioned into the permanent collection.

Exhibit Furnishings

(1) Objects that are authentic or reproduction or of a high monetary value that are solely used to furnish an exhibit. Objects not having qualities desired to fulfill the museum's mission statement but serve to better illustrate the museum's exhibit themes. Furnishings and objects located in "touch zones" or hands-on-activity stations will be inventoried with the education collection. Other exhibit furnishings may be used for offsite educational programs with the director's permission. Objects not on display are housed separately, and inventoried as exhibit furnishings, but not accessioned into the permanent collection.

Donations for Development

(1) Objects donated to the museum expressly for the purpose of raising funds for the Museum Division's Friends Board or trading with other institutions for artifacts and objects better suited to the Museum Division's mission. These objects are not intended to be accessioned into the permanent collection, but records for provenance purposes will be maintained.

Loans

(1) Temporary transfers of collection items from the Museum Division, or

temporary transfers of items to the Museum Division for stated museum purposes. Temporary transfers do not involve a change of ownership.

(2) Permanent loan involves items whose ownership has not changed but are

expected to remain with the Museum Division forever. The object reverts back to the original donor or their representative should the Division cease to exist.

Temporary Custody

(1) Items that are not owned by the Museum Division but are left temporarily with the Museum Division for exhibition, attribution, identification, or examination.

(2) These items may be eligible for purchase or may become gifts to the museum.

Collecting Policy

A. Cultural History Programs

In keeping with the purpose and objectives of the Museum Division, the history program shall restrict its collecting to those artifacts of cultural, historical, or technological significance that either:

(1) Contribute to the documentation and interpretation of the history or prehistory of St. Mary's County and its relationship with the state of Maryland, and its residents.

(2) May be used for their exhibit, research, or educational value as they relate to the objectives of the Museum Division's mission.

B. Natural History Programs

In keeping with the purpose and objectives of the Museum Division, the Natural History program shall restrict its collecting of natural history materials to those natural or geological specimens that are indigenous to St. Mary's County, and have exhibit or educational value as they relate to the documentation and interpretation of the history or prehistory of St. Mary's County and its relationships with the State of Maryland.

C. Library/Special Collections

In keeping with the purpose and objectives of the Museum Division, the Library/Special Collections program shall restrict its collecting to primary and secondary source materials that can either:

(1) Contribute to the documentation and interpretation of the history and the prehistory of St. Mary's County, the state of Maryland and its residents.

(2) Put St. Mary's County in context with the state, region, or nation as long as such materials are not readily available elsewhere within the immediate area.

(3) Be used for their exhibit, research, or educational value as they relate to the objectives of the Museum Division and its program units.

(4) Aid in the technical care, identification, and description necessary to successfully document, exhibit, interpret, and care for the Museum Division's collections as they relate to the objectives of the Museum Division and its programs.

(5) Aid in the professional growth of the Museum Division, its staff and volunteers.

Acquisition Policy

A. Authority

(1) The Commissioners of St. Mary's County authorize and empower the Trustees Board and the Museum Division to develop collections illustrative of the cultural and natural history of St. Mary's County and the State of Maryland.

(2) The director of the Museum Division has the authority to accept donations and to purchase objects for the collections as long as they do not violate any policies of the American Alliance of Museums prohibiting the collections of illegally obtained artifacts. Purchases and acquisitions must relate to the collecting policies of the Museum Division and, if by purchase, are within the approved budget allocation for acquisitions.

B. Research Center and Library/Special Collections Acquisitions

(1) The director may delegate the authority to accept or reject research center and library/special collection donations.

(2) The director has the authority to approve or disapprove all acquisitions by purchase upon recommendation of the appropriate curator or librarian as long as purchases are within the respective annual board approved budget.

C. Means of Acquisition

(1) Materials and objects may be acquired by purchase, commission, bequest, gift, specified purpose on loan or deposit, exchange, field collection, excavation, abandonment, reversionary clause, and adverse possession.

(2) Title to all materials acquired for the permanent collections should be obtained free and clear, without restrictions as to use or future disposition. If material is accepted with restrictions or limitations, however, the instructions should be stated clearly in the conveyance and should be made part of the permanent accession records for the objects, and should be strictly observed by the Museum Division.

(3) Full literary rights, property rights, copyrights, patents, or trademarks shall accompany all acquisitions where applicable.

(4) A legal instrument of conveyance, setting forth adequate descriptions of the objects involved and the precise condition of transfer, should accompany all gifts and purchases and should be permanently on file at the Museum Division.

(5) Records of accession should be made and retained permanently for all objects and materials acquired for the collections. All accessions shall be cataloged and documented in the Museum Division records according to professional standards that are normal to the pertinent discipline. The director is responsible for development of accessioning procedures.

D. Acquisition Criteria

(1) The Museum Division subscribes to a policy of selective acquisition. Some materials, even if appropriate to the purposes of the Museum Division and its programs, may not be desirable acquisitions because of their unique relationship to or duplication of existing collections or physical condition. Factors such as cost and space considerations or an inability to preserve the object will be considered.

(2) Only materials that relate to and are consistent with the mission of the Museum Division and the program collecting policies shall be considered for accessioning into the permanent collection.

(3) Acquisition of materials for the Museum Division is based on value to the purpose of the Museum Division and its programs rather than the uniqueness, monetary value, or other such considerations or values.

(4) Materials should not be accepted or otherwise acquired for the Museum Division's collections unless the following conditions are met:

a. The materials are relevant to and consistent with the mission and activities of the Museum Division.

b. The present owner possesses a clear title.

c. The Museum Division can provide for the proper storage, protection and care of the materials under conditions that insure availability for museum purposes and in keeping with professionally accepted standards.

d. The significance of the materials must be determined. Their provenance should be documented if possible.

e. The Museum Division will not knowingly acquire materials that are known or suspected of being illegally or unethically obtained either in this country or the country of its origin. The Museum Division subscribes to the United Nations Guidelines of prohibiting and preventing the illicit import, export and transfer of ownership of cultural property. This includes any object or artifact that was knowingly and willfully imported illegally or that would support or encourage damage to or destruction of collecting sites, cultural properties, cultural monuments, or human burial places. However, the Museum Division may accept objects that have been confiscated and offered to the Museum Division by government authorities.

f. No sacred, funereal, or religious materials will be accepted by the Museum Division that are judged to be controversial in regard to ownership or proprietary rights of the associated ethnic group.

g. No human remains shall be accepted by the Museum Division.

h. All moral, legal, and ethical implications of the acquisition must have been considered before acceptance.

i. Acquisitions must, in general, be free from donor-imposed restrictions.

j. A fair market value must be determined before purchasing items for the Museum Division. Funding to support the purchase must be arranged before completing a contract between the parties.

E. Acquisition of Materials for Developmental Purposes

(1) It must be determined in advance of final acceptance whether acquisitions are offered for accessioning into the permanent collections or for developmental purposes of the Museum Division.

(2) Materials not accessioned into the permanent collections may be acquired with the donor's signed consent for the expressed purpose of supporting the operations, collections, and programs of the Museum Division. Such materials may be sold at auction or by bid, used as trade items, or disposed of or used in any other manner as the Museum Division sees fit in order to enhance the operations and programs of the Museum Division.

(3) All gifts made for developmental purposes must have a legal instrument of conveyance that sets forth an adequate description of the objects involved and should be kept permanently on file at the Museum Division. Final disposition of all such material must be made a part of the permanent file.

(4) The Director shall be responsible for establishing the procedures for handling and accounting for all such gifts.

(5) All revenue derived from the sale of such material must be reported as revenue to the Friends of St. Clement's Island and Piney Point Museums for the purpose of supporting the museums' mission.

(6) Museum Division staff shall adhere to all applicable IRS requirements when disposing of any such material.

F. Gifts of Significant Value or Unusual Encumbrances

(1) Gifts of personal property with an estimated value in excess of $10,000 and gifts of real property require approval and recognition by the museum director, Director of the Department of Recreation and Parks and Board of Trustees and Commissioners of St. Mary's County.

(2) Gifts offered with unusual encumbrances or restrictions or under unusual circumstances, require approval of the museum director, the Director of the Department of Recreation and Parks and Board of Trustees.

(3) Gifts judged by the museum director to be of extreme political or sensitive nature require the approval of the Board of Trustees of the Museum Division and the Director of the Department of Recreation and Parks.

G. Appraisals

(1) Museum Division staff shall not, in their official capacity, give appraisals for the purpose of establishing the tax deductible value of items offered to the Museum Division. Donors must have an independent appraisal made for their tax purposes. Staff members may assist a donor in locating a qualified appraiser.

(2) The Museum Division shall comply with IRS requirements and confirm a donor's gift.

(3) The acceptance of an item at its appraised value does not imply an endorsement of the appraisal by the Museum Division or its staff.

(4) Museum Division staff shall not provide formal artifact authentication or render an opinion concerning the monetary value of artifacts casually brought to the Museum.

(5) As a public service qualified Museum Division staff may provide an informal artifact identification service to the owners of artifacts for their personal information, provided that:

a. The owner agrees to use such service for educational or scientific purposes only.

b. The services will not be used in connection with any past or contemplated commercial activity.

c. The owner understands that the service represents only an informal opinion by the staff, and the rendition of such an opinion in no way implies or expresses authentication of value.

(6) All materials deposited with the Museum Division for the purpose of informal identification shall be recorded on a temporary receipt and shall be signed by the

owner. The temporary receipt shall indicate that the materials are not covered by the Museum Division's insurance, are not to be deposited on the Museum Division's property for more than thirty days, and that the Museum Division accepts no responsibility for the notification of individuals for the return of such deposits. Items not claimed within sixty days of deposit are considered abandoned property and, as such, are subject to state laws pertaining to the same.

H. Ethics

It is the policy and practice of the Museum Division of the Department of Recreation and Parks to require its staff and representatives to act ethically and legally in acquiring and accepting collections. Refer to museum and county ethics policy.

I. Collection Care

(1) The Museum Division shall act in a responsible manner to ensure the best possible physical care of all items entrusted to its care.

(2) All items in the permanent collection and not on exhibition shall be housed in such a manner that ensures their preservation, systematic access, and easy retrieval.

J. Collection Access

(1) The permanent collections and related records of the Museum Division are available, by appointment, for legitimate study, research, inquiry, and examination by responsible parties.

(2) Access to Museum Division collections requires satisfactory completion of the appropriate collection access form. The Museum Division will maintain the approved forms for five years.

(3) Staff availability, conservation considerations, condition of collections, restrictions to collections, or purpose or nature of the examination may limit access to collections and records.

(4) Examination of collections shall be restricted to areas designated for this purpose. Access to storage areas by the public or unauthorized staff will not be allowed unless specifically approved in advance by the museum director or the curator of collections.

(5) All persons requesting access to the Museum Division collections will be supervised at all times unless specific permission to the contrary is granted by the museum director or curator of collections. This applies to all individuals, groups, volunteers, service mechanics and other support staff of the county.

(6) Certain types of information may be restricted or denied access to for security reasons. Examples are:

a. Donor stipulated closed files.

b. Donor requested anonymity

c. Statutes that restrict public access to certain types of information

d. Location of archaeological sites.

(7) The person requesting access shall be informed of the reason for restriction or denial of access.

(8) Access to and use of the Museum Division's collections and records shall be credited appropriately in all publications, exhibitions, and presentations.

(9) No commercial or promotional use of the Museum Division's permanent collections and information or images resulting from their examination shall be allowed unless specific approval, in writing, is granted by the museum director.

K. Deaccession Procedures

Items in the permanent collections should be retained if they continue to be relevant and useful to the purposes and activities of the museum and if they can be properly stored, preserved, and utilized. Deaccessioning of objects may be considered when these conditions no longer prevail or in the interests of improving the collections for the museum's purposes and activities. If it is determined that items should be removed from the permanent collections, the deaccession process shall be cautious, deliberate, and scrupulous.

L. Deaccession Criteria

(1) Items considered for deaccession must meet at least one of the following criteria:

a. The item is outside the scope of the purpose of the Museum and its collection policy.

b. The item is irrelevant to the purposes of the Museum.

c. The item lacks physical integrity

d. The item has failed to retain its identity or authenticity, or has been lost or stolen and remains lost for four years.

e. The item is duplicated several times in the collection. This does not apply to projectile points for each one is individually made.

f. The Museum is unable to preserve or store the material properly.

g. The item is deteriorated beyond usefulness or economic repair.

h. The item has doubtful potential utilization in the foreseeable future, or has unintentionally been accessioned twice.

M. Restrictions

(1) Before any item is recommended for deaccessioning, or if deaccessioned, reasonable efforts shall be made to ascertain that the museum is legally free to do so. The following procedure shall be followed when restrictions to the disposition of the item are found:

a. Mandatory conditions of acquisition will be strictly observed unless a court of competent jurisdiction authorizes deviation from their terms.

b. Items to which precatory restrictions apply should not be disposed of until reasonable efforts are made to comply with the restricting conditions.

c. In the event of a question concerning intent or force of restrictions, the staff shall seek the advice of the County Attorney.

N. Authorization

The museum may deaccession materials from its permanent collections as authorized by the Board of Trustees of the Museum Division, and within good museum management procedures. Only the Board of Trustees, upon the recommendation of the museum director, has the authority to approve the deaccession of materials from the museum's permanent collections.

O. Procedure

Appropriate curatorial or library/special collections staff may recommend deaccessioning materials or an item if, in their best judgment, one or more criteria have been met. The staff recommendation shall be in writing. Such recommendations shall specify the donor, source, and provenience of each item, the reason for deaccessioning, the estimated fair market value of each item, and the recommended means of disposal. Disposal may include exchange, sale, destruction, or transfer to another museum, library, or non-profit educational agency. The date recommended for deaccessioning and the signature of the museum director is required.

P. Ethics of Disposition

Items deaccessioned from the permanent collections shall not be given or sold privately to museum employees, officers, members of the Board of Trustees, or to their representatives.

Q. Proceeds from Disposition

The proceeds realized from sales of items deaccessioned from the permanent collections shall be allocated to the purchase of materials for the permanent collections or to otherwise support acquisition, management or preservation of the permanent collections.

Loans

The Museum may lend items from its permanent collections to museums, galleries, and institutions for educational and cultural purposes. Loans will be for educational and research purposes. Loans will not be made to individuals. Loans are to be made upon the approval of the museum director subject to the general criteria and regulations governing loan requests.

A. Consideration of loan requests is governed by the following general criteria:

(1) The requesting agency must be a bonafide educational or cultural agency.

(2) The request must in some way further the objectives and purposes of the museum and meet established and approved criteria for the loan.

(3) Security and conservation measures must satisfy Museum requirements, the nature of which may vary with the type of item requested. Conservation concerns

include temperature, relative humidity, light level, installation techniques, proper encasement and handling.

(4) Loans are subject to the availability of museum staffing, scheduling, and workload.

(5) Generally, items presently on exhibition shall not be removed for loan purposes.

(6) All loans shall be for a specified period of time, subject to annual review. Determination of loan renewals may be made through the authority of the director.

(7) The requesting organization must agree to observe the Museum's regulations governing loans before permission is granted to receive any work of art, artifact, manuscript, photographs, rare books or any other item in the Museum Division's collections.

(8) Loan requests may be denied if, in the opinion of the director, the requested items are of such rarity, value, significance, condition, or so related to on-going needs that the loan would not be in the best interest of the museum.

B. All loans are subject to the following regulations, which will be in force when agreement is reached:

(1) The borrower will insure the loan under his/her own policy or the borrower will agree, in writing, to assume liability for the loss or damage in lieu of insurance. All works of art from the permanent collection shall be insured.

(2) The borrower must arrange and pay for shipping, in both directions, using a method approved by the museum.

(3) Items placed on public exhibition must be secured and protected by methods prescribed by the museum.

(4) Only persons designated by the museum will be permitted to handle, move, or pack items.

(5) The borrower shall exercise extreme care to ensure safe handling and keeping of items throughout the duration or the loan.

(6) No item may be altered or cleaned by the borrower without express permission of the Museum Division.

(7) Borrowed items may not be photographed or used for any commercial purpose without specific advanced approval of the Museum Division.

(8) Items may not be re-loaned by the borrower.

(9) The borrower shall immediately report any damage, vandalism, breakage, or loss. No item may be repaired without express permission from the Museum Division.

(10) Packing for return shipping must be in the same manner and means as the original shipping.

(11) Borrower may be required to pay all costs of preparing items for shipment as prescribed by Museum Division.

(12) The museum shall receive appropriate credit for all items on loan. Acknowledgement shall credit the "Museum Division of the Department of Recreation and Parks, St. Mary's County, Maryland."

(13) Appropriate loan forms shall prescribe the procedure for all loans. A complete record of loan transactions shall be kept as part of the Museum's permanent record.

(14) Any variation from these listed regulations must be approved by the museum director and must be in writing on the face of the loan form.

C. Loans Incoming

(1) Incoming loans may be accepted from individuals or institutions for purposes of exhibition or current research within the Museum Division. All loans shall be for a specified period of time.

(2) No indefinite or long term loans shall be routinely accepted. Rare exceptions to this rule may be authorized by the Board of Trustees with the recommendation of the museum director in the case of extremely important objects or collections. The Museum Division cannot normally store, exhibit, or care for artifacts belonging to others.

(3) All loans to the Museum Division must have a completed loan form executed and signed by the museum director and the lender. The artifact inspection and loan documentation shall be updated annually or as specified by the lender. The loan form may become part of the Museum Division's permanent records.

(4) The Museum shall use reasonable care for loaned items and employ the same precautions exercised with property of its own.

(5) Unless otherwise notified by the lender, the museum may photograph loan items for publicity, catalogue, or educational purposes.

(6) Loans shall remain in the possession of the museum for the time stipulated on the face of the loan agreement form but may be withdrawn from exhibit at any time by the director or collections curator.

(7) It will not be common practice for loaned items to be stored by the museum. It is the intention that all items on loan to the museum be on exhibit.

(8) If the lender elects to maintain their insurance, the museum must be supplied with a certificate of insurance naming the museum as additionally insured or waiving subrogation against the museum. Otherwise, the signed loan agreement shall constitute release of the museum from any liability in connection with the loaned property. If the lender does not elect to maintain his own insurance coverage, the Museum will insure the loaned items wall-to-wall under a policy for the amount indicated on the face of the signed loan agreement. Said policy contains the usual exclusions for loss or damage due to such causes as gradual deterioration, inherent vice, war, or shipments by mail other than registered First Class Mail.

Items Placed in the Custody of the Museum Division

(1) All items deposited with the museum for the purpose of informal artifact identification shall be recorded on a temporary receipt form signed by the owner. Such material will not normally be covered by the museum's insurance. Objects are not to be deposited in the care of the museum for more than thirty days. The museum accepts no responsibility for the notification of individuals for the return of such items. Items not claimed within 60 days of deposit are considered abandoned property and, as such, are subject to state law.

(2) All items left in custody of the museum for consideration of acquisition or loan purposes shall be recorded on a temporary receipt form. Such material will not normally be covered by the museum's insurance. Museum staff shall notify the owner of such items of the museum's intent within thirty days of the initial receipt. Items not claimed after 60 days of written notification shall be considered abandoned property and, as such, are subject to state law.

Loan Conversion

(1) Any item on loan to the museum may be permanently acquired by the museum if the item has not been claimed by the owner within 180 days after notice is sent to the owner by certified mail, return receipt requested. The owner's last known address will be used.

(2) If the certified letter is returned because it could not be delivered to the addressee, public notice shall be published by the museum once each week during two successive weeks in a weekly newspaper circulating in St. Mary's County, Maryland. The notice will describe the unclaimed items, giving the name of the reputed owner thereof and requesting all persons who may have knowledge of such owner to contact the Museum Division of the Department of Recreation and Parks of St. Mary's County, Maryland. More than one item may be described in each of the notices. If the owner does not claim the item within 180 days following the final publication describing the item, the museum may permanently acquire the item.

Public Disclosure

(1) In regard to a reasonable inquiry, the Museum Division shall make available the identity and description of collection items acquired or deaccessioned. All other facts pertaining to the circumstances of acquisition, deaccession, and disposal should be adequately documented in the Museum Division's permanent records.

(2) A copy of this Collection Management Policy shall be available to any donor, prospective donor, lender, or other reasonable persons upon request.

(3) This Collection Management Policy document was approved at the Museum Division Board of Trustee meeting at their regular meeting May 9, 2016.

Index of On Site - Forms and Supporting Documents

A. Temporary custody form
B. Official Donation Acceptance and 501-c3 tax ID form and cover letter
C. Loan Agreement form
D. Signature page from the Collections Access Registration Book
E. Environmental conditions monitoring form
F. Risk management form for insurance inventory
G. Copy of "United Nations Protocol for the Protection of Cultural Property"
H. Copies of the "United States Repatriation and Cultural Properties Acts"
I. Registration and identification methods instructions information
J. Sample Past Perfect® object registration page
K. Specifications for Past-Perfect® software currently in use

Registration and Identification Methods of the St. Mary's County Museum Division

Philosophy

The heart and soul of any Museum is its collections. Publications pertain to information that artifacts in a collection relate; exhibits are centered around a museum's collections; scholars depend on a museum's collections for interpretation of historical events. Schools utilize a museum's collections as tangible objects from the past that reinforce learning objectives. It could be said, therefore, that a museum's collections provide educational opportunities for all age groups, as well as, an entertainment media for the general public. Objects of art and antiquity are our legacy and contact with our cultural heritage. It is into our care that they are entrusted. When we find, through archaeological investigations or through donations, objects relating to the natural history, pre-history, and history of our county, state and nation, it behooves us to guarantee that they will be properly cared for through preservation and conservation of the artifacts for future generations. The data recorded refer to the objects individuality, much as a personality profile would rend to identify and catalog people in our society. The purpose of detailed cataloguing fulfills many functions and purposes including computerization (using Past Perfect® software) of the Museum Division's collection. The following information is imperative for a complete object profile:

A. Object: Obviously this pertains to the correct identification of an object. In some cases, identification is impossible. In such a case, this portion is filled in as "unknown." If the object is an "arrowhead," the description "Projectile Point" is entered on the registration card. If it is a ceramic shard, then the entry refers to Shard, Ceramics, Sgraffitoware, or Earthenware, or Delftware, etc.

B. Accession Number: Each object in the collection has its own identification number known as its Accession Number. The first two digits refer to the current year (2015); the following digits follow a successive numbering system. For example, if this specimen were the hundredth object registered in the calendar year 2015 then the Accession Number would be 2015-0100.

If the object were a tea service used in the St. Clement's Island Lighthouse and was comprised of twenty pieces the Accession Number would read 2015-0100-20. The marking of objects with the proper Accession Number is an exacting process. The preparations for wood, stone, ceramic, and metal objects generally follow the same procedures. An innocuous location on the artifact's obverse side is selected and prepared for marking. A thin stripe of white paint is then applied

with a Rapidograph Pen and the identification number applied with permanent ink. This is allowed to dry. A coat of polyurethane varnish is next applied over the Accession Number. Objects that are too small are placed in a container and so marked. Some objects may be tagged rather than marked. Works of Art, fabrics, and paper may or may not be marked depending on each object and its needs. Paintings may be marked on the obverse side, while fabrics may be tagged. Paper is usually deposited in a receptacle and the container is itself marked rather than the object. For temporary items, a separate cataloging system is utilized. The object is subjected to a "Lender's" card with the agreement clearly stipulated. A prefix of "T" (for temporary) is indicated and included before the other digits.

C. Provenience: This section of the entry describes the origin of the artifact. Archaeological information identifying the site (18 ST 73), the feature (M-59), and the level of excavation is included. The object is removed from its archaeological bag, afforded its catalog number and placed in the collections. The archaeological information is important in the reconstruction of the site and its proper interpretation. Without the provenience, the artifact remains a memento or curiosity of history and a mute reminder of events whose secrets are lost forever due to the carelessness of those responsible.

D. Cultural Affiliation and Description: Basically, this section dates the object. The collection manager is familiar with the following pre-historical and historical periods:

a. Paleolithic Period (old stone) from about 12,000 BCE until about 7,000 BCE
b. Archaic Period 6,000 BCE -1,000 BCE
c. Early Woodland 1,000 BCE 500 AD
d. Middle Woodland-5oo AD -1,000 AD
e. Late Woodland -1,000 AD -1,600 AD
f. Historical Period -1,600
g. 17th Century European Colonization
h. 18th Century Maryland
i. 19th Century Anti-Bellum
j. Post Bellum Maryland
k. 20th Century

The collection curator must be familiar with the projectile point types of the pre-historical era, the tools of these first Americans, when ceramics first appeared in America, and what types are found with the Eastern Woodland Indians. Knowledge of the history of the language groups that populated pre-historic Maryland is helpful. A proficient knowledge of the tribes that frequented Maryland and their history is also imperative in artifact identification. The projectile point, for example, is a complex identification problem for the collection curator. Some of the questions that should arise, and which the collection curator should be familiar with, concern the time period the artifact was made, its purpose, its phase, and its composition as well as an appreciation of how it was made.

The shape, width, length, type of base, and material of the point determine classification. An initial analysis is made concerning its type, then the focus is moved to the shape of the base. Generally the size of the projectile point and the shape of the blade indicates usage and time period.

In conclusion, there are approximately forty projectile point types that the collection manager may be called upon to identify. Guides and reference materials are available to assist in identification of Native American artifacts.

Registration Methodology of Archaeological Collections

An Acceptable Procedures Guide

Archaeological collections present a dilemma to the museum professional. Many pieces, including brick-bats, shards, ashes, seeds, and debitage are by themselves insignificant. But presented in an archaeological context they represent valuable clues and evidence in interpreting the events that took place in human drama. Therefore, sample bags of brick-bats will arrive at the museum with their own archaeological code written on their containers.

The first four digits and letters have a very significant meaning. All archaeological sites in Maryland begin with the two digits since alphabetically Maryland is the 18th state. The following two letters signify the county. In our case, it would be "ST" for Saint Mary's County. The terminating series of numbers represent a site registered with the Maryland Historical Trust. For example, 18ST53 represents Abel1's Wharf while 18ST71 pertains to an 18th century site known as Ocean Hall.

Archaeological sites are surveyed resulting in a grid system being laid over the site. Usually, but not always, the square closest to the original reference point is referred as A-1. The next row begins with B-1 and so forth until the site is completely covered by the series of squares comprising the grid. This information will be recorded on every bag of artifacts presented to the registrar or collection manager.

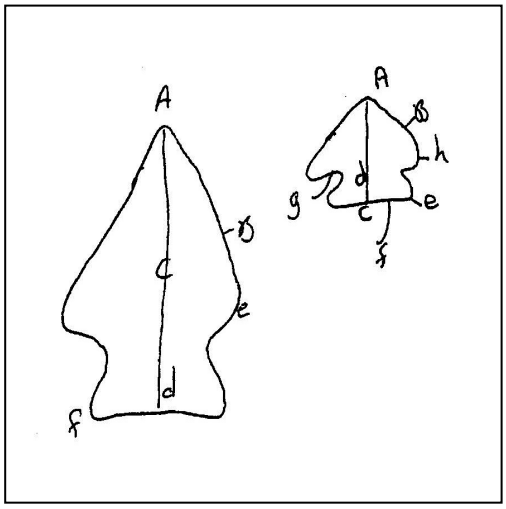
The basic concept or premise of the art and science of archaeology is "last in; first out." Translated, this means that the last object deposited in, let us say, a trash-pit will be the first recovered. Using the same logic, the last layer excavated will have been the first deposited. This important stratigraphic layer will also be present on the bag being sent to the museum for processing.

If the site includes various archaeological features such as post-holes, wells, privies, trash-pits, hearths, ruins, etc. these will be given a feature number.

Therefore, a bag containing archaeological materials should arrive at the museum bearing the following information (Figure 4).

18ST70	Archaeological Site Registration Number
F6	Feature
B4B	Level and Square
7-1G74	Date Excavated

Figure 4



A. Tip

B. Edge

C. Blade

D. Stem

E, Tang

F. Base

G. Notch

H. Barb/Shoulder

The blade indicates usage and time period. A proper description of this point would state: *Blade trianguloid in outline, bi-convex or plano convex in cross section, edges excurvate, stem contracted. Shoulders pronounced and symmetric. No barbs or serrations; base concave with some basal grinding*.

A different projectile point would be described: *"Thick lancelet, bi-convex in cross section, edges excurvate, side stem notched, notching appears to have been final operation resulting in large tangs. Base concave. Basal grinding extended into notch"*.

It would be impossible to place all of this information on each specimen. Therefore, after the material is analyzed, individual pieces that are destined to become part of the museum's exhibit able collections will be assigned a museum Accessioned Number. The accessions card will contain all archaeological information. The remaining materials will be sorted into objects, materials, functions and will also be assigned a museum Accession Number, albeit en masse. Individual pieces will not be marked, but the container will be identified. In the event that they are exhibited, a special notation will be completed containing archaeological information and its Accession Number.

Marks

This category refers to any distinguishing marks located on the item. Included would be trademarks located on the obverse side of ceramics placed after 1890. On ceramics prior to this date it is unusual to find any distinguishing identification marks. However, rare events do occur and finger impressions have been noticed and recorded in this space. Other distinguishing characteristics found in aboriginal ceramics include construction telltale evidence, which could be recorded in this space. These include cord marked, net pressed, paddle marks, etc. On

historical ceramics, characters, slogans, and symbols are often found under the glaze or over the glaze. These decorations should be recorded.

History

This section refers to a brief history of the object itself and how it came to be included in the museum's collections. Any significant information not recorded in other sections of the Accessions Card will be included here.

Material

Simply registering the collection certainly is not the end of the Collection Curator's responsibility.

The Collection Curator should have more than a working knowledge of an artifact's composition and how to properly store them in order to prevent further decomposition. The major concept to remember is that all artifacts, and for that matter, all objects man-made or otherwise, are attempting to return to their natural state with very few exceptions. The treatment and preservation of these objects certainly fall within that spectrum of the conservator, but the Collection Curator should be well versed in this field as well. Many objects are composed of more than one material such as pewter and these alloys are subjected to more than one source of attack. Generally speaking, however, the main detractors concerning the wellbeing of objects are as follows:

1) Temperature
2) Humidity
3) Light
4) Insect Damage
5) Rodent Damage
6) Sulphur Dioxide
7) Physical Breakage

Applying these methods of attack to the materials found in the museum's collections we find that complexity is common and an object made of just one material is not unusual. A more in-depth look at the problems facing the Collection Manager concerning various materials is advisable for the next logical step; following registration of the artifact is a conservation survey.

The following is a brief look at the problems facing the individual composition of objects and does not take into account those objects that consist of more than one material:

A. Paper Objects

   a. Bends and wrinkles
   b. Water Damage
   c. Insect Attack
   d. Foxing and Mold Growth
   e. Stains
   f. Tears

B. Wood Composition

a. Warping
b. Insect and Fungi
c. Loose Joints
d. Dents, Scratches, Nicks
e. Alligatored and Checkered Finishes
f. Fog Appearances, Milky, and Rings

C. Leather

a. Stains and dirt
b. Mold and Mildew
c. Hardness and Brittleness
d. Powdery Leather
e. Wet Leather
f. Normal Leather

D. Textiles

a. Cleaning problems
b. Pest control
c. Rust stains
d. Mechanical damage

E. Ferrous Objects (Iron)

a. Rust
b. Completely Rusted Objects
c. Rusted Marine Objects

F. Copper and Copper Alloys

a. Simple Oxidation
b. Heavy Oxidation
c. Chloride Salt
d. Calcareous

G. Tia, Pewter and Lead

It should be stated that pewter is a combination of tin and lead and other alloys in a smaller amount. The problem lies in the fact that the ratio between the amounts of tin verses the amount of lead are unknown and vary with each civilization and each individual craftsman. Lead being more readily available and less expensive was, of course, the dominant metal used in pewter. Tin is a very stable metal, whereas lead is soft and vulnerable to "lead pest," a result of oxidation.

H. Gold and Silver

Truly, gold and silver are the noble metals and in their natural state are at harmony with their environment. Unfortunately, both gold and silver are very soft metals in their natural state and are usually mixed with other less durable metals to produce a firmer object. The predominant alloy used in hardening gold and silver is copper. Most gold and silver objects are subject to those detractors that attack copper.

I. Ceramics

(1) The conservation problems facing ceramics greatly depends on the type of shard or vessel in question. Basically, ceramics of antiquity fan into three major categories: stoneware, earthenware, and porcelain. Thus, the treatment depends on the composition of these materials. Most vitreous fixed ceramics are generally stable and adjust with their environment without any serious problems arising.

(2) The exception, of course, is physical damage caused by the mishandling of the object or in the method in which it is stored. Any exposed area, such as a crack or missing piece is an entry port for moisture and when exposed to heat or heat generated through light will cause the water molecules to travel toward the source of the heat resulting in the lifting of the glaze thus damaging the object. This is even more prominent in archaeological collections excavated from a dark and moist environment. Salt and chloride deposits are also a problem and must be removed chemically and manually as soon as possible

J. Glass

(1) Glass is traditionally silica, which has been fused with potash or soda ash. Potash and soda ash are alkaline carbonate salts that were purposely extracted by leaching hardwood ash and evaporating the resulting solution.

(2) Adding a small percentage of lime gave the glass its stability, although technically glass is a liquid and a solid (measure old windowpanes, they are always thicker at the bottom rather than at the top as they moved due to gravitational pull). Deficient soda ash or potash glass is extremely hydroscopic and weeping glass appears as the salts pull moisture from the air. This type of glass is extremely unstable and corrective steps must be taken immediately in order to ensure stability.

K. Bone, Ivory and Teeth

The major problem facing these organic materials is their identification .We are not speaking of their natural state, but rather in an artifact context. "Bone" handled knives have, in fact, turned out to be composed of ivory. Teeth and tusks contain a hard dense core of dentine with a fine longitudinal grain structure and a thin external layer of enamel. Bone is much softer and is composed of a coarse cellular structure resembling a honeycomb. The major problem facing bone in an archaeological context concerns the stabilization of the organic friable material before it is moved. Various techniques are employed by museum professionals to accomplish this goal.

L. Stone

(1) The final category is stone which appears, at first, to be indestructible. Unfortunately, this is not so as stone also faces destructive forces, which are natural, chemical, and man-made. When one mentions stone it is similar to mentioning automobiles, there are many different varieties in the museum collections.

(2) All of these types of stone are classified according to their hardness and density. The softer the stone, the more tenuous its condition may become. Deposits, iron stains, cracking due to temperature changes, organic stains, salts, grease stains from human handling, encrustation, and burnt material all call for immediate treatment and every problem must be treated differently according to the composition of the stone.

(3) An example of the many varieties is listed below:

a. Quartz
b. Quartzite
c. Shale
d. Composite
e. Jasper
f. Rhyolite
g. Flint
h. Ocher
i. Soapstone
j. Marble

Source of Acquisition

This section should be accompanied by any official paperwork denoting a gift to the museum and any special stipulations. Borrowed objects are not included on the Museum Accessions record.

(1) Archaeological

(2) Permanent loan

(3) Gift

Data Received

All new acquisitions to collections should be recorded in the Past Perfect software program with all pertinent information before accessioning the object. This information would be included on the dated accessioning records at the time of accession.

Date Accepted

The date the artifact was officially accessed.

Insurance Value

(1) This information is collected in order that the value of the object may be placed on the County's Insurance Policy.

(2) The information concerning an appraisal of the donated object is the responsibility of the museum director. Objects donated to the Museum for tax purposes by an individual or corporation are acceptable by the Museum. However, any value established for tax purposes must be done by the donor and not by the museum. This policy conforms to Internal Revenue Service guidelines and regulations.

Purchase Price

Any acquisition purchased by the museum must be entered in the museum’s records. The insurance value and the purchase price will agree in most cases.

Photograph Number

All artifacts are photographed and the photos are uploaded into the Museum Division's Past Perfect® cataloging program. Photographs of representative artifacts from a large donation should be taken when possible. Unusual, purchased artifacts, and books will be photographed.

Measurements

Every acquisition purchased, donated, or of an archaeological provenience will be measured. In this way, if the object is damaged or lost, we will have both a photographic record and physical size of the object. Calipers are used for this purpose in order to obtain a factual measurement.

Condition of Object

An initial evaluation of the condition of the object is recorded at this time. The classes are: excellent, good, fair, and poor. If the object is in excellent condition or cannot be improved, then it is placed in the collections. If the object needs conserving or restoring, a conservation work request is attached and the object sent to the lab before placing in the collection.

Date Cataloged

The actual date of registration serves as the date cataloged.

Conclusion

This policy was approved in 1984 and was revised in the summer of 2000 and updated again in the fall of 2015 in compliance with the American Alliance of Museum's re-accreditation process. The policy has worked well and the Museum Division collections records are current; the artifacts and archival materials are systematically stored in a climate controlled facility or on exhibit in a monitored facility.

	Policy	Policy No.	Affect & Type	Approval Date
ST. MARY'S COUNTY RECREATION & PARKS	Museum Facility Use/Rental	M3	All Employees and General Public Public	6/11/2021
	Raymond E. Bivens, *Director*			**Amended:** 5/21/2025

PURPOSE

To establish fair pricing, rules and procedures for facility rentals to the public. Facilities include St. Clements Island Museum, Piney Point Lighthouse Museum, Drayden African American School house and the Old Jail Museum.

SUBTITLE

Museum Division Facility Rental/Usage Guidelines.

PROCEDURES

1. Citizens interested in the use of Museums grounds and or facilities should contact the Site Manager of the desired location.
2. Citizens will complete the site usage agreement and submit to Site Manager.
3. A copy of the County's Liability Release waiver must be signed and returned with the reservation form, deposit and fee and, if applicable, an alcohol permit.
4. It is unlawful to consume alcoholic beverages in county parks, except by permit from Recreation and Parks. For further information regarding a permit for alcohol use, contact the site supervisor or marketing specialist.
5. Cooking is not permitted in museum buildings.
6. The parks hours are from sunrise to sunset. Users must be out of the park by dark, unless special permission is granted, in writing, by the Recreation and Parks Department.
7. All vehicles must be parked in designated areas.
8. Overnight parking or camping is not allowed unless specifically authorized in writing by the Recreation and Parks Department.
9. Small (12' x 12') tents may be used in the picnic areas. They may not be set up on piers, beaches or museum lawns without written permission from the Museum Division Manager.
10. No candles, oil lamps, citronella candles, tiki lamps, open fires, or grills are permitted.
11. Medical Insurance is not provided.
12. Swimming is not permitted. Usage of these waters may be dangerous.
13. Please remove all trash, furnishings and decorations when you leave.

14. NO GLASS CONTAINERS PERMITTED!
15. Trash Charge: A bill will be sent to the contact person for any excessive amount of trash left after the event requiring removal by staff.
16. Unregistered motor vehicles and all-terrain vehicles are prohibited.
17. The Museum Division does not provide any tents or furnishings other than picnic tables. Staff to assist with parking or to keep the site buildings open beyond normal hours of operation may be arranged for a fee of $50 per hour. A minimum of 2 staff people is required.
18. Photography: DRONES ARE NOT ALLOWED to be used on the property.
19. Music at Piney Point: Music may be permitted on the pier. If needed, a 100 ft. electric cord must be supplied by your vendor. No amplifiers are allowed.
20. Mandatory Signage: A sign announcing "Smith & Smith Wedding", "Smith Family Picnic" etc. is required and should be on heavy tag board or foam core board (approx. 2ft x 1.5ft). Signs must be dropped off at the museum 1 week prior to the event.
21. Site finalization: A meeting with the site supervisor should be held no less than 1 week prior to the event to ensure a full understanding of the parking and setup arrangements.
22. Checks should be made payable to: *SMC Museum Division* and mailed or delivered to the rental site.
23. Payment must be received at least 14 days prior to the event to guarantee reservation of the site.
24. SITE FEES: Rental rate for each location as found in the current fiscal year approved budget.
25. Liability Insurance: THE COMMISSIONERS OF ST. MARY'S COUNTY DO NOT PROVIDE LIABILITY COVERAGE FOR EVENTS. IF YOU DO NOT HAVE LIABILITY OR EVENT COVERAGE, YOU ARE ASSUMING THE RISKS

    a. Renter shall obtain general liability insurance covering the day of the event in the minimum amount of $1,000,000 naming the Commissioners of St. Mary's County as the certificate holder. The certificate of insurance or policy endorsement shall name the Commissioners of St. Mary's County as an additional insured and the certificate shall be provided at least three business days before the day of the event. This coverage may be available from a homeowners/rental insurance policy or endorsement. Check with your insurance agent.

    b. Another option is to purchase Event Day insurance from the Commissioners of St. Mary's County sponsored program TULIP: *Tenant User Liability Insurance Program* www.onebeaconentertainment.com (Brochure Attached, use Facility code: 0501 Venue ID Code: AL1)

    c. Organizations, Businesses or Groups conducting fundraisers will be required to provide the Commissioners of St. Mary's County with a Certificate of General Liability Insurance.

St. Mary's County Museum Division

Department of Recreation and Parks

Date of Request: _____

Location: (please check)

_____Piney Point Lighthouse, Museum and Historic Park

_____St. Clements Island Museum

_____Drayden African American School House

_____Old Jail Museum

Nature of the event: _____

Date of Event: _____ Number of people attending: _____

Start time: _____ End time: _____

Be sure to include set up and clean up time needed.

Electric Needed: _____yes _____no

(If yes, arrangements must be made in advance with site supervisor)

Contact Name: _____

Street address: _____

City_____ State_____ Zip Code_____

H) _____ W) _____ Cell) _____

Email address: _____

1. SITE FEES:

   St. Clements Island: A site use fee of $100 for the first two hours and $25 per additional hour thereafter, is required.

Site Use Deposit	$NO Deposit needed
Site Rental Fee	$100
Over Time Museum Staff Fee	no charge

   Piney Point Lighthouse: The site use fee is $150 per hour (or any part thereof) with a minimum of two hours required.

Site Use Deposit	$ 150.00
Site Rental Fee	$150.00/hour
Over Time Museum Staff Fee	$50 per hour

2. Payment must be received at least 14 days prior to the event to guarantee reservation of the site. **Along with the signed copy of the agreement.** Checks should be made payable to: *SMC Museum Division* and mailed or delivered to the rental site.
3. Citizens interested in the use of Museums grounds and or facilities should contact the Site Manager of the desired location. Citizens will complete the site usage agreement and submit to Site Manager
4. The Museum Division does not provide any tents or furnishings other than picnic tables. Staff to assist with parking or to keep the site buildings open beyond normal hours of operation may be arranged for a fee of $50 per hour. A minimum of 2 staff people is required.
5. Mandatory Signage: A sign announcing "Smith & Smith Wedding", "Smith Family Picnic" etc. is required and should be on heavy tag board or foam core board (approx. 2ft x 1.5ft). Signs must be dropped off at the museum 1 week prior to the event.
6. Photography: DRONES ARE NOT ALLOWED to be used on the property.
7. Music at Piney Point: Music may be permitted on the pier. If needed, a 100 ft. electric cord must be supplied by your vendor. No amplifiers are allowed.
8. Site finalization: A meeting with the site supervisor should be held no less than 1 week prior to the event to ensure a full understanding of the parking and setup arrangements.
9. A copy of the County's Liability Release waiver must be signed and returned with the reservation form, deposit and fee and, if applicable, an alcohol permit.

Addendum to Facility Rentals - Piney Point

(Rental of additional facilities is at Division Manager's discretion.)

Keeper's Quarters

- The front porch of the Keeper's Quarters may be rented for weddings.
- The two front rooms downstairs and the restroom upstairs may be used for the bridal party while waiting for the ceremony to start.

Pavilion

- Includes 3-5 tables located underneath the pavilion as well as those in the nearby picnic area. Additional tables may or may not be available.
- **Restroom facilities are not available at this location.**

Main Museum Multi-Purpose Room

- Area may be rented by small groups (<20) for programs in partnership with the museum.
    - **Any disrespect towards the staff, facilities or exhibits will not be tolerated.** The staff reserves the right to stop any event - without a refund.
- Food and drink are not allowed in the main exhibit gallery.

Potomac River Maritime Exhibit Building

- Area may be rented by small groups (<40) for programs in partnership with the museum.
- Area may be rented for small private parties/gatherings with the following restrictions:
    - Renters are responsible for the proper behavior of their group.
    - **Any disrespect towards the staff, facilities or exhibits will not be tolerated.** The staff reserves the right to stop any event - without a refund.
    - All food and drink is to be kept in the front central area of the building. **NO GLASS ALLOWED**
    - **Restroom facilities are not available at this building.**
    - Rental of this facility requires 2 staff on site.

Blanton Field Parking Lot

- Area may be rented by local Lighthouse Road Association residents when field is dry. A $25 donation is requested along with completion of paperwork.

RULES AND REGULATIONS:

1. Citizens interested in the use of Museums grounds and or facilities should contact the Site Manager of the desired location.
2. Citizens will complete the site usage agreement and submit to Site Manager.
3. A copy of the County's Liability Release waiver must be signed and returned with the reservation form, deposit and fee and, if applicable, an alcohol permit.
4. It is unlawful to consume alcoholic beverages in county parks, except by permit from Recreation and Parks. For further information regarding a permit for alcohol use, contact the site supervisor or marketing specialist.
5. Cooking is not permitted in museum buildings.
6. The parks hours are from sunrise to sunset. Users must be out of the park by dark, unless special permission is granted, in writing, by the Recreation and Parks Department.
7. All vehicles must be parked in designated areas.
8. Overnight parking or camping is not allowed unless specifically authorized in writing by the Recreation and Parks Department.
9. Small (12' x 12') tents may be used in the picnic areas. They may not be set up on piers, beaches or museum lawns without written permission from the Museum Division Manager.
10. No candles, oil lamps, citronella candles, tiki lamps, open fires, or grills are permitted. Portable propane grills are allowed when renting the picnic pavilion.
11. Medical Insurance is not provided.
12. Swimming is not permitted. Usage of these waters may be dangerous.
13. Please remove all trash, furnishings and decorations when you leave.
14. NO GLASS CONTAINERS PERMITTED!
15. Trash Charge: A bill will be sent to the contact person for any excessive amount of trash left after the event requiring removal by staff.
16. Unregistered motor vehicles and all-terrain vehicles are prohibited.
17. The Museum Division does not provide any tents or furnishings other than picnic tables. Staff to assist with parking or to keep the site buildings open beyond normal hours of operation may be arranged for a fee of $50 per hour. A minimum of 2 staff people is required.
18. Photography: <u>DRONES ARE NOT ALLOWED</u> to be used on the property.
19. Music at Piney Point: Music may be permitted on the pier. If needed, a 100 ft. electric cord must be supplied by your vendor. No amplifiers are allowed.
20. Mandatory Signage: A sign announcing "Smith & Smith Wedding", "Smith Family Picnic" etc. is required and should be on heavy tag board or foam core board (approx. 2ft x 1.5ft). Signs must be dropped off at the museum 1 week prior to the event.
21. Site finalization: A meeting with the site supervisor should be held no less than 1 week prior to the event to ensure a full understanding of the parking and setup arrangements.
22. Checks should be made payable to: <u>*SMC Museum Division*</u> and mailed or delivered to the rental site.
23. Payment must be received at least 14 days prior to the event to guarantee reservation of the site.
24. SITE FEES:
    a. St. Clements Island: A site use fee of $100 for the first two hours and $25 per additional hour thereafter, is required.
    b. Site Use Deposit $NO Deposit needed

c. Site Rental Fee $100
d. Over Time Museum Staff Fee no charge

e. Piney Point Lighthouse: The site use fee is $150 per hour (or any part thereof) with a minimum of two hours required.
f. Site Use Deposit $ 150.00
g. Site Rental Fee $150.00/hour
h. Over Time Museum Staff Fee $50 per hour

25. Liability Insurance: THE COMMISSIONERS OF ST. MARY'S COUNTY DO NOT PROVIDE LIABILITY COVERAGE FOR EVENTS. IF YOU DO NOT HAVE LIABILITY OR EVENT COVERAGE, YOU ARE ASSUMING THE RISKS

a. Renter shall obtain general liability insurance covering the day of the event in the minimum amount of $1,000,000 naming the Commissioners of St. Mary's County as the certificate holder. The certificate of insurance or policy endorsement shall name the Commissioners of St. Mary's County as an additional insured and the certificate shall be provided at least three business days before the day of the event. This coverage may be available from a homeowners/rental insurance policy or endorsement. Check with your insurance agent.

b. Another option is to purchase Event Day insurance from the Commissioners of St. Mary's County sponsored program TULIP: *Tenant User Liability Insurance Program* http://www.onebeaconentertainment.com/ (Brochure Attached, use Facility code: 0501 Venue ID Code: AL1)

c. Organizations, Businesses or Groups conducting fundraisers will be required to provide the Commissioners of St. Mary's County with a Certificate of General Liability Insurance.

Signed_____
Dated_____

_____Signed copy for the Museum Division

_____Copy for responsible party

St. Mary's County Recreation and Parks

Park Use Permit Application

P.O. Box 653 Leonardtown, MD 20650 Phone: 301-475-4200 x. 1800; Fax: 301-475-4108

Date Requested: _____ Time: _____

Park Area Requested: _____

Name of Group or Organization: _____

Contact Person: _____ H) phone: _____ W) _____

Address: _____

Type of Function/Event: _____ Number in Party: _____

Groups of 250 or more must provide a detailed map depicting the area of use.

NOTE: Cancellation, other than for inclement weather, must be made in writing at least four (4) weeks prior to the scheduled event.

IS ALCOHOL CONSUMPTION REQUESTED? _____ YES _____NO

IS ALCOHOL SALE REQUESTED? _____ YES _____NO

ALCOHOL POLICY: It is unlawful to consume alcohol on county property except by permit from the Board of County Commissioners or its designee (Recreation and Parks Board). This permit, if approved, authorizes consumption of alcohol in designated areas only. Violators of this policy are subject to a fine. This permit must be in your possession on day of function. To sell alcohol on county property, a license must also be obtained from the Alcohol Beverage Board and displayed on site. A copy must also be submitted to the Board of County Commissioners or its designee (Recreation and Parks / Museum staff).

The Requestor herein shall indemnify and hold harmless the Board of County Commissioners, its employees, agents or subcontractors for all losses, costs, and expenses (including attorneys' fees and court costs), settlement payments and all liabilities, damages and fines paid, incurred, or suffered by reason of or arising out of injuries to persons (including death) or property damage caused by the Requestor or its agents resulting in any claim, action, suit or proceeding threatened, instituted or otherwise made against the Board of County Commissioners, its employees, agents or subcontractors by reason of or arising out of any breach, violation or non-performance by Requestor of any provision of this Permit or from any other cause whatsoever due to the careless, negligent, intentional, wanton or improper conduct of Requestor, or its employees, agents or subcontractors. This indemnification by Requestor shall survive the expiration or sooner termination of this Permit.

_____ _____

Signature of Authorized Representative DATE

To be completed by Recreation & Parks Staff

Alcohol Consumption: _____ Authorized _____ Denied

Alcohol Sale: _____ Authorized (Pending approval by the Alcohol Beverage Board)

Authorized by: _____ _____

Staff Representative//Title DATE

PLEASE SIGN CONTRACT AND RETURN IT ALONG WITH A COMPLETED MAP OF YOUR EVENT (if applicable).
Application requests must be received at least 30 days prior to the event.

ST. MARY'S COUNTY GOVERNMENT
DEPARTMENT OF
HUMAN RESOURCES
Catherine Pratson,
Director of Human Resources

Board of County Commissioners
James R. Guy, President
Eric Colvin, Commissioner
Michael L. Hewitt, Commissioner
Todd B. Morgan, Commissioner
John E. O'Conner, Commissioner

Release and Waiver of Liability

Each vendor must have a signed "Release and Waiver of Liability" on file. This form must be completely filled out and submitted to the appropriate department. Please read carefully. This is a legal document that affects your legal rights.

St. Mary's County Government Department of Recreation and Parks, Museum Division
Activity Description:

This release and waiver was executed on the _____ day of _____ 20____ by _____ (the "User") and _____ (the "Guardian" if User is a minor child). The User desires to serve as a User for St. Mary's County and engage in activities related to being a vendor. The User (and guardian) does hereby release and forever discharge and hold harmless St. Mary's County Government and its successors and assigns from any and all liability, claims, and demands of whatever kind and nature, either in law or equity, which arise or may hereafter arise from User's activities with St. Mary's County Government.

User (and Guardian) understands that this release discharges St. Mary's County Government from any liability or claim that the Vendor (or Guardian) may have against St. Mary's County Government with respect to any bodily injury, personal injury, illness, death, or property damage that may result from User's activities with St. Mary's County Government, whether caused by the negligence of St. Mary's County Government or its officers, directors, employees, agents or otherwise. User (and Guardian) also understands that St. Mary's County Government does not assume any responsibility for or obligation to provide financial assistance or other assistance, including, but not limited to, medical, health, or disability insurance in the event of injury or illness.

User (and Guardian) understands that, except as otherwise agreed to by St. Mary's County Government in writing, St. Mary's County Government does not carry or maintain health, medical, or disability insurance coverage for any User. St. Mary's County Government maintains general liability insurance, which may or may not apply to specific circumstances. Each User is expected and encouraged to obtain his or her own medical or health insurance coverage.

User (and Guardian) expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Maryland, and that this Release shall by governed by and interpreted in accordance with the laws of the State of Maryland. User (and Guardian) agrees that in the event that any clause or provision of this Release shall by held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

IN WITNESS WHEREOF, User (and Guardian) has/have executed this Release as of the day and year first above written.

_____ _____
Signature of User Signature of Witness

_____ _____
Signature of Parent Having Legal Custody or Legal Guardian (If user is a Minor) Date

User Address:_____