

## **MESSAGE FROM DPR DIRECTOR HUNTER**

Welcome, I am the Director Delano Hunter. As you may know, the Department of Parks and Recreation (DPR) has a great variety of parks and recreational resources available to you for your personal leisure and recreational use. This handbook will guide you through the permit application process including: understanding the availability of our facilities, the fees for permitted use of our property, the standards for granting a permit, the rules for facility use, and the priority for which we will grant permits.

DPR's current inventory, includes, large and small community and meeting rooms and gymnasiums in various recreation centers, picnic and party space in our parks, over 100 grass and artificial turf fields, 124 tennis courts and roughly 100 basketball courts and various indoor and outdoor pools and gardens.

Many of our spaces are able to be immediately reserved online at [dpr.dc.gov](http://dpr.dc.gov) giving residents an up to the minute look at available city resources. Fee Based Uses are also explained in this handbook where individuals or groups are able to charge fees for participation for their permitted activities – including the sale of goods for the convenience of the public. If you have questions about permitting our space or Fee-Based Uses, you can call our Office of Permits at (202) 671-2597.

DPR's top priority is the safety and welfare of residents, visitors, DPR employees and the DPR property while providing world class leisure and recreational activities. You play an important role in accomplishing these goals by providing applications with accurate and honest information and adhering to the DPR policies prescribed within this manual and more detailed information can be found online. Many of our facilities are immediately purchased online on our new permit portal. You can browse our inventory and view availability as you request space. We encourage you to familiarize yourself with our rules and regulations found in this handbook before you apply for a permit. Your understanding of this information will ensure that your permitted activity is approved and that you enjoy your experience.

Thank you and we look forward to hosting your next successful event.

Delano Hunter  
Director  
DC Department of Parks and Recreation

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## SECTION I: DO I NEED A PERMIT?

### A. Examples of Uses Requiring a Permit.

Are you planning...

- A birthday party or a picnic in a park?
- A “pick-up” football game on Sundays this month?
- To meet with friends from your team to have an informal practice?
- Practice in a particular swim lane?
- To have a meeting in a recreation center?
- To sell hot dogs at a game?
- To operate a one-week summer camp?
- To sell team t-shirts and water bottles?

If so, these are activities that require a DPR permit to use our property.

### B. When Do I Need a Permit?

Depending on the type of activity you are planning on DPR property, you may need a Permit, a Fee-Based-Use Permit or BOTH! Below are the ABC’s of permitting:

1. A Permit is required for any organized activity, program or event on DPR property involving more than ten (10) people or for repeating “pick up” activities or if you want to guarantee a space for an even smaller group. Here are some examples of activities that require a Permit:
  - ✓ Picnics
  - ✓ Birthday parties
  - ✓ Repeated Pick-up games
  - ✓ Pool parties
  - ✓ Meetings
  - ✓ Team or Individual Athletic instruction and lessons (tennis, basketball, swim lessons) where no fees are charged to the participants or spectators
  - ✓ Team sports where no fees are charged to the participants
2. A Fee-Based-Use Permit **and** Permit are both required for one or more people if the applicant charges fees for the activity or if there is an organized event like a market or festival. The following activities require Fee Based Use Permits and Permits if fees are charged to participants:
  - ✓ Indoor or Outdoor fitness classes (yoga classes, boot camp, running,)
  - ✓ Team or Individual Athletic instruction and lessons (tennis, basketball, swim lessons)
  - ✓ Team sports
  - ✓ Youth Camps

- ✓ Flea Market
- ✓ Holiday Market
- ✓ Farmers Market
- ✓ Group Therapy (billing Medicaid)
- ✓ Seminars
- ✓ Conferences

3. Only a Fee-Based-Use Permit is required for the sale of goods that is not a market or festival. A Fee-Based-Use Permit only is needed for the following:

- ✓ Team t-shirt sale fundraiser
- ✓ Sale of athletic apparel
- ✓ Sale of healthy food concessions
- ✓ Admission to athletic competitions or seminars

4. Please do not apply for a permit for the following uses, because they are simply not allowed:

For the health, safety, and welfare of DPR employees, participants, property and members of the public, DPR denies applications for the following use of its property: petting zoos, use of metal detectors, flying drones or hobbyist aircraft, use of equipment or vehicles that DPR deems heavy or loud, installing structures, extreme sports, paintball, fires (unless charcoal barbecues in picnic areas), alcoholic beverages of any kind, fireworks or medical procedures or activities requiring DPR of Health licensure that are not authorized like massage or cosmetology activities.

5. Notes on Private Parties/Celebrations in DPR Spaces

DPR does not permit activities outside of DPR operational hours.

Inside Spaces:

Private parties should be booked/placed in Multipurpose rooms. DPR does not permit pools or gyms to individuals for private parties.

Pool lanes or other areas of the pool (and sometimes entire pools) can be rented to organizations for athletic uses only, this includes tournaments, practices trainings, testing etc.

Likewise, Gymnasiums can be rented if available to teams and organizations for athletic uses intended for inside spaces, basketball, volleyball, some forms of soccer (futsal), etc.

DPR Permits Office will assess on a case by case basis requests by government entities, community organizations or others that may want to rent a gymnasium for non-athletic events if they are open to the public and/or otherwise align with the agency and/or administration's mission.

Outside athletic spaces: Fields and outdoor courts can be rented for private parties if the athletic space is specifically used for a fitting activity as a part of the private event, i.e. baseball, basketball or soccer party. In these cases the permit holder cannot place tables, chairs or other "party" items on the fields or courts. Eating, moonbounces and other parts of the events need to be planned off the playing fields and the permit holder may need to rent additional space like nearby park site or an inside multipurpose room to handle cake and ice cream or other social activities and this will need to be assessed by the Permit Office on a case by case basis.

6. DPR only permits the property under its jurisdiction.

DPR does NOT issue permits for use of any public right-of-way like sidewalks, parking lots or other areas under the jurisdiction of DDOT and may include permission needed from HSEMA and MPD. If your event is requesting the closure of/use of a public street or public way (including sidewalks or street crossings) you must obtain approval and all necessary permits from the applicable District agencies.

### **C. Applying for a Permit.**

All permits for space at DPR facilities and parks must be applied for online at [www.dpr.dc.gov](http://www.dpr.dc.gov) DPR encourages all applicants to plan in advance to avoid denial of an application. Only complete applications will be accepted by DPR.

1. Seasonal Use For Athletic Fields and Courts

Applications for seasonal permitted uses of athletic fields, courts, gymnasiums, aquatics and spaces are due four times per year in a seasonal rotation. Seasonal permitted uses are requested by season and may not be requested for a period longer than 16 weeks. The deadlines will be set by DPR on an annual basis but no later than January 15 for the spring/summer seasons and July 15 for the fall/winter season. Applicants for seasonal permits will be notified of whether their permitted use is granted within 21 business days after the last day of the Permit Window.

Seasonal permit applications are collected during a "Permit Window" (usually two weeks). All applications that come in during that time frame are considered to have come in at the same time. Application approvals are determined by "Priority of Use" as outlined in Section II. Below are general seasonal guidelines for DPR Permit Windows, specific dates are posted on the DPR website, [dpr.dc.gov](http://dpr.dc.gov)

**Spring Season** | Permit Window – By End of January  
Seasons Duration: Third weekend in March through the third weekend in June

**Summer Season** | Permit Window – By End of April  
Seasons Duration: third weekend in June through third weekend in August

**Fall Season**| Permit Window – By End of June

Seasons Duration: Third weekend in August through third week in November

**Winter Season**| Permit Window – By End of September

Seasons Duration: Third weekend in November through third week in March

\*Check [dpr.dc.gov](http://dpr.dc.gov) for specific dates, dates change yearly.

## 2. One Time Permits inside DPR Facilities

Applications for one-time permitted uses are due 30 calendar days before the date of use. Permit requests may be accepted within 30 days at DPR's discretion, Permit requests within 14 days of the intended event will be automatically denied. Permits may be granted for one time use or a patterned use for up to 16 weeks. DPR will notify an applicant in writing of the approval, denial, or conditional approval (based on further information to be provided by the applicant) of the permit within 10 business days.

Deadlines and timing of a request is critical to successfully reserving space. 16 week reservations for an inside space at our recreation centers aligns with the timing of our seasonal athletic permits and DPR programs, therefore facility reservations follows a seasonal progression throughout the year and depending on the time of year can be reserved between two and six months in advance.

**Spring Season**| Reservations open – February

Seasons Duration: Third weekend in March through the third weekend in June

**Summer Season**| Reservations open – April

Seasons Duration: third weekend in June through third weekend in August

**Fall Season**| Reservations open – July

Seasons Duration: Third weekend in August through third week in November

**Winter Season**| Permit Window – October

Seasons Duration: Third weekend in November through third week in March

## 3. One Time Permits Outside at DPR Park Sites

Applications for one-time permitted uses are due 30 calendar days before the date of use. Permit requests may be accepted within 30 days at DPR's discretion. Many Permits for DPR Park Sites can be often be immediately obtained online at the time of application. This may depend on the number of people that will attend the event and the specific park site. If a permit is applied for, paid and immediately issued, required documents may still be needed (i.e. a letter of approval from local ANC, may still be needed to hold the permitted event, event may be canceled by DPR if requested documentation is not provided. DPR Park Sites are open from the Third weekend in March through the third

weekend in November each year. Please see the DPR website and Permits page for exact dates:

Seasons Duration: **Third week of March through third week in November**

Closed: **Third weekend in November through third week of March of the following year**

4. Application Information

- ALL permit requests are made through DPR's Website at [dpr.dc.gov](http://dpr.dc.gov).
- All applicants must create an online account in order to complete a transaction. (an online account is not necessary to search for facility availability)
- The information supplied by the applicant when applying is critical to the success of getting a permit issued. The request form must be filled out completely to be considered. The permit department needs all pertinent information to be able to make an informed decision on the request.
- All applications shall indicate the total number of hours needed. Time of events for inside facilities must be within the hours of operation for the facility requested. The time requested must include hours to set up and clean up – clean-up of rooms, rake fields, remove equipment, and disperse participants.
- Type and brief description of the event should be included. DPR needs to know what type of event, sports game, birthday party, civic meeting etc. you plan to host on DPR property.
- Include number of participants for the event or on the teams/league that is requesting space for that particular day. If more participants than requested are present DPR may require the event to end before the permitted time and no refund will be offered to the permit holder.
- No individual applicant shall apply on behalf of a group or another individual for the purpose of securing a discount or preference for priority of use.
- Permit holders must adhere to the event start and end times set forth on the permit. An applicant should include sufficient set up and clean up time in the application.
- It is the responsibility of the applicant to properly inform DPR of any and all changes to the original permit application. The applicant must inform DPR upon the immediate discovery of the need for such amendments and/or revisions. All changes must be made in writing and are subject to the review and approval of DPR. Some changes may incur additional fees.
- Large events of 100 or more people will require additional information and documentation including but not limited to a letter of support from the local ANC, letter of support from MPD, parking plan, security plan and certain licenses from other DC Agencies such as the Department of Health.

Failure to comply with these application requirements may result in the revocation of the permit and future permits. DPR reserves the right to revoke a permit if the space leased but the room, field or court is reserved but not used.

5. Request for Reconsideration of Permit denial, modification or revocation:

An applicant may request reconsideration by DPR of a denial, modification, or revocation of a permitted use or refund within 5 days after the date of the denial, modification, or revocation. The applicant's request for reconsideration shall be in writing.

DPR shall review the request and make a final determination within 5 business days after receipt of the request. The Director shall determine whether the decision by DPR was made based upon a reasonable determination and consideration of the facts by DPR and whether the decision by DPR was consistent with the rules in this chapter and other applicable law or regulations.

Upon reconsideration, DPR designee may offer any reasonable relief in the discretion of DPR. If the Director does not grant the relief requested, he or she shall provide a written explanation of the reasons for the action of DPR.

Reconsideration shall be limited to a review of the record already before DPR. Failure to adhere to any of the above conditions shall be grounds for denial and/or revocation or modification of a permit and in some cases may constitute a violation of law, subject to penalty.



## **SECTION II: PRIORITY OF USE**

### **A. Priority of Use**

Priority of use is relevant most often and especially when various athletic leagues apply for permits for the same space at the same time. As the city grows, the demand for athletic space is greater than the supply. For larger leagues, DPR may not be able to grant all of the requested hours because the agency must factor in sufficient mixed use, community time and relaxing of fields. Consequently, larger leagues should consider incorporating plans to use fields outside of DPR authority to ensure that their leagues have sufficient space. Similarly, smaller leagues should consider requesting permits for non-traditional play areas instead of athletic fields. For example, smaller leagues may use a grass park area for a soccer practice instead of an actual soccer field.

Permits are issued on a first come, first serve basis. There is no right to a DPR permit and all permits are subject to space and time availability. During the “permit window,” when DPR takes applications, all applications during that time are considered concurrent and therefore are prioritized in the following order:

- DPR sponsored activities;
- Partners with written agreements;
- Athletic programs organized by DCPS, District Public Charter Schools, or the DCSAA for competitive league play (games only);
- Youth non-profit organizations, including schools, principally serving District residents
- Adult non-profit organizations principally serving District residents;
- Other organizations, groups, or individuals for private use that are based in the District; and then others; and
- Organizations that “principally serve District residents” are defined as organizations with over 75% of participants residing in DC. Rosters or other proof of residency may be required to obtain permit.

Even if space and time are available, DPR may issue a permit for less than the hours requested to ensure 1) DPR property is not overtaxed, 2) to provide for community time, 3) to allow for other types of permitted uses, or 4) to accommodate other applicants who have requested the same space for the same times.

It is not the responsibility of DPR to accommodate the demands of any group because they have a need. When more than one applicant is seeking a permit for property or equipment for the same property at the same time, DPR may mediate between competing users and propose a reasonable and proportionate schedule of use, shared use, a proposed alternative property, or denial.

## **B. Mediation for Shared Proportionate Use.**

The standard for DPR mediation is for the parties to agree to a shared proportionate use and not to “win” or “lose” the amount of hours requested. Thus, DPR will issue a proportionate use based on the following factors:

1. DPR will consider whether or not the applicant has a history on a particular property and DPR will strive not to displace historical hours with new applicants. However, any increase in hours requested by historical users will be considered as a new use.
2. DPR will strongly consider higher numbers of users in issuing a proportionate share of hours. Groups or leagues may be required to demonstrate the number of users at a particular field during the requested hours. DPR may audit use and modify applications if the number of actual users does not align with the application information.
3. DPR has the discretion to prioritize uses that offer unique programming.
4. Intended uses are strong considerations to protect the players and the property. DPR will give weight to playing baseball on baseball fields and soccer on soccer fields, etc. Intended uses are strong considerations to protect the players and the property. DPR may also consider other reasonable considerations that align with the mission of the agency.
5. When considering priority, DPR may block out time for open community use or for permitted activities that do not involve an organized league.

## SECTION III: PERMIT COSTS

### A. Permit Fees and Waiver/Discount Information

Actual fees can be found in the tables in Attachment A.

1. Fees for non-residents are 1.5 times the fees for residents.
2. Fees apply to each location requested under a permit.
3. Fees for permitted property are in Table A and B. If you are charging your participants for the activity than you need to add a Fee-Based Use fee from Table C too.
4. Individual vendors selling goods who are not part of a market operation shall be required to pay the relevant fees in Table C.
5. Any individual or group vending/selling cooked product (once raw product) will need a Food handlers License issued through the DC Department of Health (<https://doh.dc.gov/service/food-safety-hygiene-inspection-services-division>)
6. DPR has discretion to charge the applicant the per diem fee or the revenue share fee-based on based on the length and time of permit.
7. Permit applicants deemed eligible for use of property outside DPR's hours of operation will be required to pay a premium fee per hour to cover the cost of staff and keeping the facility open.
8. An applicant who is a resident of DC and fits into any of the categories below may apply and received the following fee discounts:
  - a. 50% for individuals or non-profit corporations that serve fewer than 100 total youth residents, the fees collected by the corporation from participants may not generate income to pay salaries, benefit sponsors, fund other aspects of the corporation's operations, or make charitable donations;
  - b. 50% for District agencies or public officials so long as the planned activities meet a government purpose;
  - c. 100% for DPR partners with valid written partnership agreements,
  - d. 100% DCPS, DCSAA, Public Charter Schools for league games;
  - e. 50% for school day activities for public and charter schools involving a government purpose as determined pursuant to standards established by DPR policy such as scheduled physical education classes but not for special events or after school activities;
  - f. 100% waiver of fees for business meetings held by ANCs, PSAs, Civic Associations, and DCHA, if the meetings meet a government purpose as determined by DPR; and
  - g. 100% waiver of fees for farmers' market operators and vendors if they sell food through SNAP or WIC (discount per participating vendor).
9. DPR may offer a discount for field or facility improvements made by organizations that have a written adopt-a-park/facility agreement with DPR. The amount of the credit shall be set forth in the agreement.
10. The discounts do not apply to operating costs outside of DPR hours..
11. DPR may waive the fees in this Chapter if an applicant can show a financial hardship of the participants in paying the fees, a significant need that the activity aligns with the mission of DPR; and that the applicant does not charge its participants or only charges a fee for incidental costs for materials or supplies.

12. Fees for services provided by DPR for therapeutic recreation services under Medicaid will be charged pursuant to the amounts allowed under Medicaid.

## **B. How to Apply for a Non-Profit Hardship Waiver**

Waiver rules are outlined in our regulations, Rules 716.16-716.20. The first step in keeping costs down for your organization is only requesting time at DPR facilities that you NEED and you will USE.

Organizations seeking reductions in permit fees can find waiver application form on the DPR website at DPR.dc.gov.

## **C. Fees**

The tables at the end of this document, in Attachment A, explain DPR's permit fees.

### **Examples of calculating fees:**

Example 1: Ballers Basketball would like to host an indoor basketball tournament for 4 hours on Saturday. How much are his fees? Ask: Is he charging fees? Are the participants youth or adults?

If Baller is not charging youth participants, Baller would pay \$20.00 dollars for the gym space (\$5.00 per hour).

If Baller is charging youth participants a fee, he would pay \$20.00 (\$5/hr times 4 hours) for the gym space and \$100.00 for the fee-based use permit. Total: \$120.00 for the youth tournament. See Tables A and C for details.

If Baller's tournament is for adults, Baller would pay \$160.00 for the gym space. If Baller charges the adults fees, then he would pay \$160.00 for the gym space and \$150.00 for the fee-based use permit. Total: \$310.00 for his adult tournament. See Tables A and C for details.

Example 2: If Antique Annie convenes a market to sell goods, she must pay \$10.00 per vendor. However, the fee for her vendors participating in WIC or SNAP food programs who are selling food would be exempt and their \$10.00 fees would be waived. She would also have to pay a flat fee-based use fee for the life of the permit: (\$75.00 for 1-15 vendors, \$100 for 16-25 vendors and \$125 for over 25 vendors).

Example 3: If Babe Ruth would like to sell t-shirts during the games for which he already has a use permit, then he needs a fee-based use permit for the sale of goods. The permit would cost \$20.00.

Example 4: Ryan Z would like to hold an 8-hour baseball homerun derby. If Ryan Z's application is approved, he would pay \$200 for youth all day permit (assuming he is a DC Resident) and \$400 if this is an adult tournament.

Example 5: Nemo applies for a permit to host a birthday party in a community room for two hours and then she would like to bring the party people to the pool for 1 hour. Nemo would pay

\$25.00 per hour for the permit and any additional premium if extra lifeguards are needed for the number of participants.

Example 6: Protein Pam would like to sell healthy snacks at the pool this summer from her food truck. Permits for more than 5 consecutive days are paid for based on revenue share of total profit: up to 5% for 2 hours of sales, 10% for 4 hours of sales, and 15% for 6 hours of sales and 20% for 8 hours of sales. Per Diem permits are either \$20 (Protein Pam individual), \$60 (Rita's Ice Franchise), or \$80 (Whole Foods) per diem.

## SECTION IV: FINALIZING YOUR PERMIT

### A. Permit Conditions

1. DPR may require conditions before granting a permit, including but not limited to the following:

Permitted users and program participants shall provide written or online acknowledgement in the application of the following rules and restrictions. By completing and submitting the permit application the permitted user agrees to the following rules and restrictions:

- (a) Permitted users operate at their own risk and DPR is not responsible for any loss or injury occurring during the permitted use event;
- (b) Permitted users are prohibited from using DPR's property or equipment for any unauthorized or illegal purpose and DPR has a right to terminate the permit if the activity exceeds the scope of the permit and to recover costs to the government associated with any misuse of property under the issued permit;
- (c) Permitted users with over twenty-five (25) participants must agree to remove their own trash and recyclables, and to appropriately dispose of such trash and recyclables, after the permitted use;
- (d) No equipment shall be taken or used off DPR property; and
- (e) Compliance with the DC Human Rights Act: Chapter 14 of Title 2 of the D.C. Official Code.

2. Insurance

DPR reserves the right to require league sports teams to obtain liability insurance, in types and amount required by the District of Columbia and naming the District of Columbia and DPR as additional insured.

3. ANC Letters of Support

DPR may require ANC letters of support for large events (100 or more people), events in/around residences, and the use of amplified sound.

4. Letters of Support From Other agencies

Letters of support from HSEMA, MPD, DDOT, and DCRA may be required by DPR for events that are large (100 or more people), for events using canopies or tents, events that are like protests but are not, events requiring licensure of applicant

5. Bathrooms, Security or Clean-up Plans

Depending on the size and activities of your proposed event, DPR may require the presence of security personnel and portable bathrooms and require a "clean up" plan. You will be notified by DPR based the information in your application. For more information on how to prepare security plan, please contact the Metropolitan Police DPR Special Operations Division at (202) 671-6522 or visit their website at mpdc.dc.gov. Portable bathrooms are usually required for permits that are issued for 4 or more hours.

## **B. PAYMENT AND REFUNDS**

1. A deposit in the amount of 40% of the total cost of a permit for special events and equipment usage is required along with the total costs at the time of payment is due.
2. Deposits will be returned upon satisfaction that no repair or additional clean-up in the permitted area is needed and that all permit rules are followed by the permit holder and group.
3. Payment is due 14 calendar days after the date the permit holder's account is charged unless otherwise agreed to by DPR. If a permit is applied for less than 30 days before the date of the requested use, and DPR determines that the permit may be issued, then payment will be due upon the date determined by DPR, most often less than 14 calendar days and may be required to be paid at time of invoice.
4. DPR does not accept cash. Once a charge is allocated to a permit holders' account for payment, it must be paid by the due date noted. Typically, permit fees for events must be paid at least 14 days before the event. Failure to submit payment and requested documentation prior to invoice deadlines may result in denial/cancellation of a permit application.
5. Payments may be made by cashier's check, money order, personal check, and company check, Visa, Master Card and Discover. Business, organization and personal checks are accepted. Checks and money orders must be made payable to: DC Treasurer.
6. To ensure expedient processing, please insert the reservation number in the note section of the check.
7. If DPR revokes any permit for weather conditions or other emergencies, DPR may attempt to relocate the permitted user or return a pro-rata share or total fees paid minus any actual costs for setting up equipment.
8. Refunds for permitted uses will be provided for cancellations, less any actual costs to DPR. Requests for refunds must be made at least 30 days before the start of the use. Cancellations within 30 days will be refunded the deposit only. Refunds will be processed by DPR within 5 business days of the cancellation.

## **C. RULES AND RESTRICTIONS**

1. Granting or Denying or Revoking or Limiting a Permit  
DPR may deny permitted uses or impose conditions limiting an activity or location or requiring insurance and/or advisory neighborhood commission approval, to ensure participant health, welfare, or safety, or for the preservation of DPR property or equipment.

If DPR determines that a permit applicant or program participant operated in past violation of these regulations then DPR may consider these facts as a basis for denying a permit or registration for 12 months from the date DPR provided notice of any findings to the applicant or participant.

DPR may deny, revoke, or modify a permitted use or participation in an activity if the applicant provided false information regarding residency or use, or if the applicant or registrant fails to follow the requirements in this chapter.

By applying for a permit through DPR the applicant, on behalf of itself, and, if applicable, its employees, contractors, vendors, representatives, agents, volunteers, participants, guests, and exhibitors (collectively, the “applicant’s representatives”) agrees to comply with and strictly adhere to the Permit Conditions (and to ensure that the applicant’s representatives understand and adhere to the Permit Conditions) and to otherwise comply with all applicable laws and regulations governing activities at DPR facilities and parks.

**2. Assignment**

Permit Applications and Permits are non-transferable and may not be re-assigned to another applicant. Permits cannot be sold or resold.

**3. Marketing and Advertisements**

Advertising and signage recognizing or supporting specific individuals, products, services, and/or entities is prohibited on DPR property without a Fee-Based Use permit. A permit applicant is responsible for contacting DPR at the time of submitting the permit application to discuss any matters regarding advertising, sponsorship and/or signage and to obtain a Fee-Based Use permit.

**4. Emergencies**

In the event of an emergency during an event, call 911. In case of a non-life threatening emergency, please contact DPR Park Rangers at (202) 441-2605.

**5. Inclement Weather**

DPR reserves the right to cancel or suspend outdoor facility and field use, including uses subject to an issued permit, for games, practices and other uses, whenever DPR determines in DPR’s sole discretion that field conditions might result in damage to the fields or injury to players.

Permits 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 or equipment failure (e.g., lighting failure, etc.).

DPR will alert residents of the District through email or text through the DPR Alert system. It is the field user’s responsibility to visit the DPR Website and sign up for DPR ALERTS to get the most up to date information regarding field closures. Closed fields may not be used.



DPR Park Rangers and/or the Metropolitan Police DPR enforce field closure notices, and if groups are found using closed fields, the permit holder may be charged for the cost to repair the field and may incur other penalties. Additionally, if DPR determines that a permit holder has violated the field closure notice, applicant's permit may be revoked or modified.

DPR reserves the right to cancel or relocate an event due to poor weather and/or turf conditions prior to or on the day if DPR determines that the event that may cause excessive damage to the site location.

In the event of a DPR Field Closure, DPR may attempt to reschedule the permitted time/location or return a pro-rata share or total fees paid minus any actual costs for setting up equipment.

**6. Barbecues, Picnics and Food**

In some cases (e.g., if food will be served at an event; if the event will be co-located at a DPR site and a site under the jurisdiction of another agency; if an event expects to attract large crowds or street closures may be necessary; etc.), it may be necessary for the applicant to obtain additional permits.

Charcoal grilling is the only type of grilling allowed and only pursuant to applicable laws and regulations and in areas designated by DPR. Gas and propane tanks are strictly prohibited. Absolutely NO grilling of any kind is allowed on athletic fields or playgrounds.

No person shall kindle, build, maintain or use a fire in any place, portable receptacle or grill except in places provided and/or authorized by DPR.

In NO event shall open or ground camp fires be allowed on any DPR property.

If your event requires grills to prepare/cook food, you MUST indicate and receive approval for grilling as part of your permit application.

If fire is kindled and contained in a portable receptacle grill, it must be continuously under the care and direction of a competent person over 18 years of age, from the time it is kindled until it is extinguished. If the applicant is a corporation, organization or other group, the individual completing and signing the permit application must be a legally authorized agent of such corporation, organization, or group.

Any individual or group vending/selling cooked product (once raw product) will need a Food handlers License issued through the DC Department of Health (<https://doh.dc.gov/service/food-safety-hygiene-inspection-services-division>)

**7. Campaign Activities**

Use of DPR property for campaign events of any type is prohibited. No DPR property or equipment shall be used to support or oppose any candidate for elected office, whether partisan or nonpartisan, or to support or oppose any initiative, referendum, or recall measure, including a charter amendment referendum.

On occasion, a DPR site may be used as a debate or election site.

**8. Prohibited Activities on DPR Property**

Illegal activity, including the use of drugs or the consumption of alcohol, fires, automotive work, parking on grass or in unauthorized areas, consumption of alcohol, gambling, the possession or use of unlawful substances, and the possession or use of explosives, firecrackers, or firearms (or weapons of any type), smoking is prohibited in DPR facilities and within 25 feet of any DPR playground, picnic grove or other outdoor amenity, golfing or use of drones.

**9. Hours of outdoor use**

All DPR parks and outdoor amenities close at dark. All athletic fields without lights close at dark. Field lights will be set by DPR to turn off at the close of the field; therefore field with light close as soon as the light shut off (generally this is 9pm but can vary depending on the neighborhood and permit activities unique to certain fields. Athletic fields will be closed to the public, for maintenance purposes, from the third week in November through the third week in March of the next year. Only groups with permits are allowed to use ball fields. Permit holders are required check DPR's website for field closure announcements.

**10. Code of Conduct**

It is within the DPR staff's reasonable discretion to find the following behaviors AT PERMITTED ACTIVITIES as violative of the code of conduct in all DPR programs, activities and services:

- a. Use of words by any person that are typically considered curse words, talking or yelling at someone in a manner threatening harm, retaliation, or violence either at that time or in the future, intimidating a person by making him or her feel scared, antagonizing a person by disrupting operations by guests directed to other guests, employees, volunteers, and DPR partners;
- b. Unreasonably strong odor emanating from a person's body or clothing while participating in recreational activities that interferes with the enjoyment of guests, employees, volunteers, or DPR partners;
- c. Personal hygiene that reasonably creates a concern about public health such as dirty clothing, body, hair or fingernails, or open cuts, wounds, or rashes on people that utilize DPR indoor facilities, pools, or participating in our programs .
- d. Intentionally creating or causing an act or event that could reasonably be construed as dangerous, harmful or in any way interfering with the safe operation of a facility or the safety, well-being, and enjoyment of other guests employees, volunteers, and DPR partners – including unreasonably loud music, cheering or banging sounds;
- e. Failing to follow proper attire requirements set forth in a particular DPR facility, activity or service as noticed on DPR signage;
- f. Using food or beverages in a particular DPR facility, area, or activity, where it has been prohibited by notice through DPR signage;
- g. Loitering and authorized presence in areas where it has been prohibited by Notice through DPR signage.
- h. Smoking within 25 feet of DPR recreational facilities or playgrounds containing a play apparatus. Smoking on athletic fields, including in dugouts, spectator stands,

bathroom areas, or within 25 feet of the perimeter of these areas is also prohibited pursuant to;

- i. Presentation of false identification or false residency status;
- j. Interference with employee duties by monopolizing a staff member's attention to be heard about a non-emergency complaint while the staff member is conducting an activity, or by engaging the staff member in personal social conversation and discussion while the staff member is conducting an activity, or guarding a pool;
- k. Pets are not permitted in prohibited areas as noticed through DPR signage, with the exception of service animals providing assistance to DPR guests;
- l. Unauthorized use of alcohol;
- m. Use of DPR property that demonstrates risk to the property being damaged, lost, stolen, or otherwise unusable; and
- n. Engaging in criminal behavior that violates federal or local laws on DPR property.

#### **11. Dogs and Other Pets**

DPR has always welcomed dogs on leashes on DPR property. Except for working dogs for people with disabilities, DPR has applied some limited exceptions to the areas for which dogs are allowed.

To ensure the use and enjoyment of our property by all members of the public, DPR dogs are not allowed on playing fields, in children's play areas, on courts, in or around pools and in recreation centers. Again, working service dogs are exempt from this rule.

Appropriate signs are hung in and around these areas giving the public notice of these policies, and DPR tries to enforce these policies with communication and networking through community meetings rather than invoking MPD to write citations. However, visitors may receive fines if they violate DC leash laws on DPR properties.

## SECTION V: FAQs

1. How do I calculate fees if I am a Market Operator? Applicant must pay for a permit per table B for each vendor and I must pay for the Fee-Based Use fee in table C. Waivers apply for each vendor participating in a SNAP or WIC program.
2. If I am a DCPS school, a councilmember, or a DC Agency planning a special event, may I apply for a waiver? No. Special events are not considered part of your government work. However, if you are planning a public meeting, like a health or recreation initiative you may apply for a waiver.
3. May I agree with another team to switch fields for ease of scheduling? Yes, However, you may not assign the permit or modify it unless you inform DPR first in writing.
4. Do I need to provide bathrooms for large events? Yes. DPR will determine the need for bathrooms based on the time and size of the event.
5. Can my league give the boys' teams 90% of the fields under the permit? Permittees are required to follow the DC Human Rights Act and cannot discriminate.
6. If I plan a birthday party from 3-4 p.m. in a community room for 10 children. May I bring the children into the pool from 4-5 p.m.? No, unless you pay the appropriate fees in Tables A and B.
7. May I have sponsors at my special event? No, unless each sponsor is granted a Fee-Based use permit by DPR.
8. May I teach swim lessons to one person during open swim? No, unless you are granted a Permit and Fee-based Use permit by DPR per table A and B.
9. May I teach tennis lessons on an outdoor court to one person? No, unless you are granted a permit and Fee-Based Use permit by DPR per table A and B.
10. May I apply for a waiver if I am a DCPS partner? No. DPR partners with written partnership agreements may apply for waivers.

## ATTACHMENT A

**TABLE A – PERMITTED USES OF BALL FIELDS, COURTS, GYMS AND AQUATIC LANES**

<b>Fee Category</b>	<b>Details</b>	<b>Unit</b>	<b>Resident</b>	<b>Non-Resident</b>
Ball Field Lights	Adults	Per Hour	\$10	\$15
Ball Field	Grass Field (Adult)	Per Hour	\$40	\$60
Ball Field	Turf/Synthetic Field (Adult)	Per Hour	\$50	\$75
Ball Field	Grass Field (Youth)	Per Hour	\$5	\$8
Ball Field	Turf/Synthetic Field (Youth)	Per Hour	\$7	\$11
Indoor Court	Adult	Per Hour	\$40	\$60
Indoor Court	Youth	Per Hour	\$5	\$8
Outdoor Court	Basketball Adult	Per Hour	\$25	\$38
Outdoor Court	Basketball Youth	Per Hour	\$5	\$8
One-Time Indoor or Outdoor Court or Field Permit For Full Day Exclusive	Adult	8 Hours	\$400	\$600
One-Time Indoor or Outdoor Court or Field Permit For Full Day Exclusive	Youth	8 Hours	\$200	\$300
Aquatics - Lane	20 and 25 Yard Swimming Lane (Adult)	Per Lane/hr.	\$15	\$23
Aquatics - Lane	20 and 25 Yard Swimming Lane (Youth)	Per Lane/hr.	\$7	\$11
Aquatics - Lane	50 Meter Swimming Lane (Adult)	Per Lane/hr.	\$20	\$30
Aquatics - Lane	50 Meter Swimming Lane (Youth)	Per Lane/hr.	\$10	\$15
Aquatics - Pool	Full Facility Small Pool	Per Hour	\$250	\$375
Aquatics-Pool	Full Facility Large Pool	Per Hour	\$350	\$525

Pool and Room	Indoor Room fees and additional aquatics employees fees also apply	Flat Fee	\$25 per hour	\$37.50 per hour
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**TABLE B – PERMITTED USE OF PARK SPACE AND FACILITIES**

Fee Category	Details	Unit	Resident Applicant	Non-Resident	Deposit (Resident)	Deposit (Non-Resident)
Small Community Room (holds up to 50 people)	1-49 people	Per Hour	\$25	\$37.50	\$10.00	\$15.00
Large Community Room (holds more than 50 people)	1-49 people	Per Hour	\$35	\$52.50	\$14.00	\$21.00
Outdoor Picnic/Event Space/Park Site	1-49 people	Per Hour	\$25	\$37.50	\$10.00	\$15.00
Other Meeting Room or Open Field Space	Up to 25 people	Per Hour	\$10	\$15.00	\$4.00	\$6.00
Indoor/Outdoor Special Event	50-99 person event	Per Hour	\$50	\$75.00	\$20.00	\$30.00
Indoor/Outdoor Special Event	100-199 person event	Per Hour	\$100	\$150.00	\$40.00	\$60.00
Indoor/Outdoor Special Event	200- 400 person event	Per Hour	\$200	\$300.00	\$80.00	\$120.00
Indoor/Outdoor Special Event	401-700 person event	Per Hour	\$300	\$450.00	\$120.00	\$180.00
Indoor/Outdoor Special Event	701-999 person event	Per Hour	\$400	\$600.00	\$160.00	\$240.00
Indoor/Outdoor Special Event	1,000-1,200 person event	Per Hour	\$500	\$750.00	\$200.00	\$300.00
Market	Per Vendor	Per Day	\$10	\$15.00	\$4.00	\$6.00
Outdoor Lights	Special Events	Per Hour	\$10	\$15.00	\$4.00	\$6.00
Special Event Transportation	Bus	Per Trip (6 hour maximum)	\$400	\$600.0	\$160.0	\$240.0

Special Event Transportation	Van	Per Trip (6 hour maximum)	\$200	\$300.0	\$80.0	\$120.0
Garden Space Fee	Small, Medium, or Large	Per Year	SM \$25	SM \$37.50	N/A	N/A
			M \$50	M \$75	N/A	N/A
			L \$75	L \$112.50	N/A	N/A

**TABLE D – PERMITTED USE OF EQUIPMENT**

<b>Fee Category</b>	<b>Details</b>	<b>Unit</b>	<b>Resident</b>	<b>Non-Resident</b>	<b>Deposit (Resident)</b>	<b>Deposit (Non-Resident)</b>
Aquatics - Equip. Rental	Timing System (Adult)	Up to 6 Hours	\$175	\$262.50	\$70.00	\$105.00
Aquatics - Equip. Rental	Timing System (DCPS/Charter/DCSAA)	Up to 6 Hours	\$75	\$112.50	\$30.00	\$45.00
Aquatics - Equip. Rental	Timing System (Youth)	Up to 6 Hours	\$150	\$225.00	\$60.00	\$90.00
Equipment - Showmobile	Large Showmobile	Up to 6 Hours	\$750	\$1,125.00	\$300.00	\$450.00
Equipment - Showmobile	Medium Showmobile	Up to 6 Hours	\$500	\$750.00	\$200.00	\$300.00
Equipment - Showmobile	Small Showmobile	Up to 6 Hours	\$400	\$600.00	\$160.00	\$240.00
Equipment Rental	Large PA System	Up to 6 Hours	\$150	\$225.00	\$60.00	\$90.00
Equipment Rental	Small PA System	Up to 6 Hours	\$100	\$150.00	\$40.00	\$60.00
Equipment Rental	Platform	Up to 6 Hours	\$35	\$52.50	\$14.00	\$21.00
Equipment Rental	Podium	Up to 6 Hours	\$35	\$52.50	\$14.00	\$21.00
Equipment	Miscellaneous	Up to 6 Hours	\$25	\$37.50	\$10.00	\$15.00
Garden Tools	Various	Daily, Weekly, and Monthly	Garden Tool Guide		Garden Tool Guide	Garden Tool Guide

**NOTES:**

**Fees for non-residents are one-and-a-half (1½) times the amounts set forth in**

**Tables A, B, C, and D.**

**Applicants that charge their participants are required to obtain both a permit and a fee-based-use permit and pay the relevant fee amounts in Tables A or B AND Table C.**