

Facilities and Fields (Including Artificial Turf Athletic Fields), Joint Use and Maintenance Agreement between Prince George's County Public Schools and M-NCPPC, Department of Parks and Recreation, Prince George's County Frequently Asked Questions

- **When does the migration go live?** Reservation requests will be accepted beginning on January 6, 2025, but users can visit pgparks.com/fields today to explore the system.
- **What is the purpose of the new reservation system?** The new reservation system will provide sports teams and organizations with an easy, online means of securing time on Prince George's County Public School (PGCPS) fields. To streamline the process, the Department has entered into a multi-phased joint use agreement with PGCPS for the oversight of field permitting during non-school hours.
- **Why are there just the turf fields and not the grass fields included in the reservation system?** Phase 1 of the process will be used as a pilot program to ensure that the process operates efficiently. If successful, all fields will eventually be available for reservation using the new system.
- **What's the process for reserving indoor spaces (i.e. gymnasiums)?** The process of reserving indoor spaces has not changed. Contact Prince George's County Public Schools directly to reserve indoor spaces/gymnasiums.
- **What are the requirements to reserve a field?**
Applicant(s) must provide a valid certificate of insurance written by a carrier licensed in the State of Maryland with compensation of \$1,000,000.00 per occurrence and aggregate. The certificate of insurance must name "M-NCPPC, Department of Parks and Recreation" as an additional insured or Certificate Holder.

Permittees must also have a Parks Direct account to request a permit. To create a Parks Direct account, visit pgparks.com.

- **What is the priority schedule for permitting fields?**

Per current policy, permits are issued under the following priority schedule:

1. Prince George's County Public School
2. M-NCPPC
3. Prince George's County Boys & Girls Club

4. Third Party Non-Profit Youth Organizations

5. Third Party Non-Profit Organizations

6. Third Party Organizations

- **How can we learn more? Who do we contact?**

For more information, contact the Permitting & Field Operations office at athletic.permits@pgparks.com.

- **Can I reserve a field a year in advance?**

Yes, a request can be made a year in advance, but a permit may not be issued until closer to the date of the event. Please remember that your reservation could be rescheduled due to Prince George's County Public Schools or M-NCPPC activity. Please note that all requests made before July 1 will be reviewed and processed. All other requests made after July 1 will be reviewed and processed within two weeks of submission. If you have any questions or concerns, please contact the Permitting & Field Operations office at athletic.permits@pgparks.com.

- **Can I reserve a turf field for a special event, tournament, or camp?**

Yes, the same process is used to reserve for special events, tournaments, or camps. A special event form will be provided when applicable.

- **What happens if I need to make changes to my permitted usage times?**

Please contact the Permitting & Field Operations office as soon as possible at athletic.permits@pgparks.com

- **Will food be allowed to be sold on turf fields?** Food sales requests will be reviewed. If approved, a Prince George's County Health Department permit is required. Details provided when applicable.

- **Is smoking or alcohol allowed on turf fields?** Smoking and alcohol is not allowed on Prince George's County Public School property.

- **Are pets allowed on the turf fields?**

No, pets are not allowed on turf fields or inside the gated areas surrounding turf fields. Only coaches, players, officials, and staff are allowed on turf fields. Service Animals are welcome.