

City of Gaithersburg

Field Permitting



City Inventory:

- Lakelands Park:
 - Turf rectangle (full size soccer)
 - 2 little league baseball fields
 - Small aux fields (no lights)
- Robertson Park:
 - Large grass open space
 - Turf rectangle (240 x 138)
- Morris Park:
 - 2 adult softball fields
- Kelley Park:
 - 2 90 ft baseball fields
 - Turf rectangle (205 x 130, no lights)
- Activity Center:
 - 2 basketball courts

Other:

8 outdoor basketball courts

12 tennis courts / 19 pickleball overlays

Application Process

Spring: April 1 through June

Applications accepted January 15 – February 15

Summer: July through August

Applications accepted March 15 – April 15

Fall: September through November

Applications accepted June 15 – July 15

Winter: December through March

Applications accepted (for turf only) October 15 – November 15

Priorities:

1. MCPS Programs / City Programs
2. Gaithersburg Organizations (non-profits)
3. Historic usage (non-profits)
4. Gaithersburg Residents
5. All other requests

“Historic” meaning: Proven history of meeting our application requirements. Could be:

- 501c3 status
- Updated COI
- Resident versus non resident percentage
- Proven use of field needs/cancellations
- Rosters provided
- Proven payment history

Field Rates:

<u>Fees:</u>	<u>Res – NC</u>	<u>Res – Com</u>	<u>Non Res – NC</u>	<u>Non Res – Com</u>	<u>Hours x Cost = Total</u>
Admin Fee (x1): <input type="checkbox"/>	\$20	\$30	\$25	\$40	1 X _____ = _____
Field Fee (per hour):					
Grass Field Fee <input type="checkbox"/>	\$15	\$15	\$20	\$20	
Criswell BB Field <input type="checkbox"/>	\$20	\$30	\$40	\$60	
Lakelands Turf <input type="checkbox"/>	\$100	\$160	\$120	\$185	
Robertson Turf <input type="checkbox"/>	\$60	\$95	\$70	\$110	
Kelley Turf <input type="checkbox"/>	\$50	\$80	\$60	\$90	
					_____ X _____ = _____
Field Staff (per hour) <input type="checkbox"/>	\$20	\$20	\$25	\$25	_____ X _____ = _____
Lights (per hour):					
Criswell BB Field <input type="checkbox"/>	\$50	\$50	\$50	\$50	
Robertson Turf <input type="checkbox"/>	\$25	\$25	\$25	\$25	
All Others <input type="checkbox"/>	\$37	\$37	\$37	\$37	
*Kelley Turf has no lights yet					
					_____ X _____ = _____

Gym Rates:

**Activity Center Rental Rates / Gymnasiums
Social Event, Show or Sale, Cultural Event, or Meetings**

Effective July 1, 2023

Rates are per hour, per gym

	Monday-Friday Before 3pm	Monday-Friday After 3pm	Saturday-Sunday All Day
Resident*	\$85	\$120	\$120
Non resident	\$120	\$180	\$180

**Activity Center Rental Rates / Gymnasiums
Athletic Events**

Effective July 1, 2023

Rates are per hour, per gym

	Monday-Friday Before 3pm	Monday-Friday After 3pm	Saturday-Sunday All Day
Individual Non-profit Resident*	\$40	\$63	\$63
Individual Non-profit Non resident	\$60	\$95	\$95
Business/ Commercial Resident*	\$75	\$95	\$95
Business/ Commercial Non resident	\$110	\$140	\$140

*Resident rates apply to a person, organization, or a business, which is located within the **corporate** limits of the City of Gaithersburg.

CAPACITY OF EACH GYMNASIUM (7,750 square feet)

Chair seating:	500
Chairs & Bleachers:	650
Bleachers only:	250
Table Seating:	400

Questions?