

Baltimore City Recreation and Parks Permits Online Process

HOW TO ACCESS THE GENERAL PARK USE APPLICATION

- Google Baltimore City Recreation & Parks or go to www.bcrp.baltimorecity.gov
- Click "Permits" on the left hand side
- Click "Start My Permit Process"
- Click "My Event is NOT open to the Public"
- Select the "Applications" link under "Pavilion Permits are now open!", and email to park.permits@baltimorecity.gov with a copy of a valid Driver's License/State ID (applicant's name MUST match the form of identification).

HOW TO ACCESS THE ATHLETIC FIELD APPLICATION

- Google Baltimore City Recreation & Parks or go to www.bcrp.baltimorecity.gov
- Click "Permits" on the left hand side
- Click "Start My Permit Process"
- Click "I need an Athletic Field"
- Select the "Applications" link under "Athletic Field Use Permits are now open!", and email to park.permits@baltimorecity.gov.

*****LIABILITY INSURANCE (IN FORM OF A CERTIFICATE) WITH THE COVERAGE AMOUNT OF \$1,000,000 IS REQUIRED FOR ANY/ALL ATHLETIC EVENTS. DETAILS WILL BE GIVEN ONCE AN APPLICATION HAS BEEN SUBMITTED*****

HOW TO ACCESS METAL DETECTING, DEMONSTRATION, VENDING, PROMOTIONAL, FILM, FARMERS MARKET, INNER HARBOR USE APPLICATION, WEDDING & PROGRAMMING APPLICATION

- Google Baltimore City Recreation & Parks or go to www.bcrp.baltimorecity.gov
- Click "Permits" on the left hand side
- Click "Start My Permit Process"
- Click "My Event does not fall into either category"

*****PLEASE BE SURE TO COMPLETE/SUBMIT THE ADDENDUM/CONDITIONS FOR PATTERSON, CANTON WATERFRONT, MT. VERNON AND WEST SHORE (INNER HARBOR AREA) PARKS*****

HOW TO ACCESS THE ONLINE REQUEST PORTAL FOR PRIVATE EVENTS

- Google Baltimore City Recreation & Parks or go to www.bcrp.baltimorecity.gov
- Click "Permits" on the left-hand side
- Click "Start My Permit Process"
- Click "My Event is NOT open to the Public" (for private gatherings)
- Once the online portal has been accessed, select the "Pavilions & Picnic" tab within the Catalog. Once the Park has been selected, you will have access to photos and the calendar.

*****CUSTOMERS CAN ALSO USE <https://secure.rec1.com/MD/baltimore-md/catalog> TO ACCESS THE SCHEDULING SYSTEM TO SUBMIT A REQUEST 2 WEEKS PRIOR TO THE REQUEST DATE. IF YOU DO NOT HAVE A PRE-EXISTING ACCOUNT, YOU WILL BE PROMPTED TO CREATE ONE. YOU WILL ALSO BE PROMPTED TO PAY THE \$35 NON-REFUNDABLE APPLICATION FEE PRIOR TO CHECKING OUT. THE REQUEST WILL NOT SAVE, IF PAYMENT HAS NOT BEEN MADE. SOMEONE FROM THE PERMITS OFFICE WILL REACH OUT TO YOU VIA EMAIL WITHIN 24-48 BUSINESS HOURS*****

*****LIABILITY INSURANCE (IN FORM OF A CERTIFICATE) WITH THE COVERAGE AMOUNT OF \$1,000,000 IS REQUIRED FOR ANY/ALL ATHLETIC EVENTS. DETAILS WILL BE GIVEN ONCE AN APPLICATION HAS BEEN SUBMITTED*****

HOW TO ACCESS THE ONLINE REQUEST PORTAL FOR ATHLETIC USE

- Google Baltimore City Recreation & Parks or go to www.bcrp.baltimorecity.gov
- Click “Permits” on the left-hand side
- Click “Start My Permit Process”
- Click “I need an Athletic Field”
- Once the online portal has been accessed, select the “Sports Field Permits” tab within the Catalog. Once the Park has been selected, you will have access to photos and the calendar.

*****CUSTOMERS CAN ALSO USE <https://secure.rec1.com/MD/baltimore-md/catalog> TO ACCESS THE SCHEDULING SYSTEM TO SUBMIT A REQUEST 2 WEEKS PRIOR TO THE REQUEST DATE. SOMEONE FROM THE PERMITS OFFICE WILL REACH OUT TO YOU VIA EMAIL WITHIN 24-48 BUSINESS HOURS*****

FOR FIRST TIME PUBLIC EVENTS WITHIN A BCRP PARK

- Google Baltimore City Recreation & Parks or go to www.bcrp.baltimorecity.gov
- Click “Permits” on the left-hand side
- Click “Start My Permit Process”
- Click “My Event is open to the Public”
- Select the “First-time permit holder? Review our step-by-step process” link, and complete the attached document. This a 10-11 week process.

*****FOR NON-FIRST TIME PUBLIC EVENTS, PLEASE CONTACT DOT SPECIAL EVENTS DIRECTLY AT (410)396-1916. PLEASE KEEP IN MIND THAT THIS IS A 6-8 WEEK PROCESS. ANY REQUESTS SUBMITTED UNDER 6 WEEKS, WILL BE DENIED*****

HOW TO MAKE AN ONLINE PAYMENT

- Go to <https://secure.rec1.com/MD/baltimore-md/catalog>, sign into your account, and click the pay drop down box

*****IF USING A CELL PHONE OR TABLET, PLEASE SELECT THE DESKTOP VERSION, AND/OR TURN THE DEVICE SIDEWAYS FOR A LARGER VIEW*****