

# OUTDOOR ATHLETIC FACILITIES -POLICIES & PROCEDURES-



## **GENERAL STATEMENT**

To establish a policy that provides direction for the usage and rental procedures for parks and recreation facilities. Please read and review these procedures with your group. If there are questions, please contact the Department of Parks and Recreation (the “Department”) by phone at 540-727-3412 or by email at parks@culpepercounty.gov.

## **STATEMENT OF PHILOSOPHY**

The guiding principle of the Department is:

To efficiently offer recreational services, including a wide variety of programs and services for all Culpeper citizens. This objective is accomplished through two primary funding sources: tax dollars and user fees.

- 1.) Tax dollars provide basic operational costs for the Department.
- 2.) Fees assist in offsetting operating costs and continue to be an important source of income to assist in reducing the level of needed tax revenues. Fees must be viewed as a method of continuing and expanding the ability to provide quality parks and recreation services at a level that is fair and equitable to both participants and non- participants in Culpeper.

\*\*\*NOTE: Additional funds may be obtained from time to time through grants and gifts.

## **DEFINITIONS**

- 1.) “Certificate of Liability Insurance” means providing proof of insurance to the Department by a certificate of liability demonstrating liability coverage in the amount of one million dollars (\$1,000,000.00), and naming the County of Culpeper, Virginia and the Board of Supervisors, 302 N. Main Street, Culpeper VA 22701 as an additional insured to the policy.
- 2.) “Event” is defined as a practice, game, exhibition, or other similar activity.
- 3.) “70/30-residency/work rule” means that a youth association or league must have at least 70 percent of their team roster members either living or working within the County.
- 4.) “Association” is defined as a Culpeper County Youth Sports Organization with an open registration policy - and compliant with the 70/30 residency/work rule.
- 5.) “League” is defined as an Adult Sports Organization that is registered with the State Corporation Commission (SCC).
- 6.) “Athletic Fields” are fields designed with specific dimensions for a particular sport or as designated by the Parks and Recreation Department.

- 7.) "Multi-Purpose Fields" are open spaces used for practice and other activities designated by the Parks and Recreation Department. Multi-purpose field information will be located on the parks and recreation "Culpeper Sports Complex Field Reservation Form".
- 8.) "Culpeper County Parks & Recreation Department Sponsored Activities" are activities that the Parks and Recreation Department plans, promotes, staffs, schedules, and/or implements.
- 9.) "Culpeper County recognized Associations" are organizations that have a Memorandum of Understanding (MOU) with the County of Culpeper and its Parks & Recreation Department in regards to field and/or facility use.
- 10.) "For-profit" is an individual, business, corporation or organization without 501c3 status.
- 11.) "School" is defined as the Culpeper County Public School Board or affiliated school governed by the Culpeper County Public School Board.
- 12.) "Payment" is considered fees paid for usage of Parks and Recreation Outdoor Athletic Facilities. All checks must be made payable to: Culpeper County Parks and Recreation. The Department also accepts VISA, MasterCard, American Express and Discover credit cards.
- 13.) "Park Hours" - Department parks and outdoor facilities are made available to the public from civil dawn to dusk. Permission to engage in activities in the parks, before or after these times, must be requested in writing to the Director or his/her designee for approval 2- months prior to the activity/event date.

### **ORDER OF PRIORITY**

Facility reservations generally will be approved in the following order:

- 1.) Culpeper County Parks & Recreation Programs, Activities, and Special Events;
- 2.) Culpeper County Parks & Recreation Co-Sponsored Activities and/or Organizations
- 3.) Public Programming & Events
  - a. A Culpeper-based individual, agency, and/or organization can receive the public rate if their event is free and open to the public.
- 4.) Private Events
- 5.) Culpeper County Public School System (CCPS)
- 6.) Non-Residents: Individuals / Businesses / Organizations

### **FEE SCHEDULE INFORMATION**

The fee schedule defrays some of the costs associated with the additional benefits (maintenance, utilities, facility preparations and the reservation process) provided to the applicant. All facility reservation fees for applications must be accompanied with a proposed field schedule to include team division, dates, times and fields to be used. Any Association and League camps/clinics are considered separate from their organization and will be charged accordingly for facility use.

Facility reservation fees for non-seasonal applications made after **July 16** are due at the time of the request. Fees may be changed at the sole discretion of the Director.

## Culpeper County Parks & Recreation Athletic Field Rental Rates

Athletic Game Fields	Per hour	
	Resident	Non-Resident
Game Fields - minimum 2-hr. rental	\$15	\$30
<b>Additional Services</b>		
Field Lining ( <i>per field</i> )	N/A	N/A
Athletic Field Lights ( <i>per field per hour</i> )	\$10	\$20
Practice Athletic Fields	Per Hour	
	Resident	Non-Resident
Practice Fields - minimum 2-hr. rental	\$10	\$20
<b>Additional Services</b>		
Field Lining ( <i>per field</i> )	N/A	N/A
Athletic Field Lights ( <i>per field per hour</i> )	N/A	N/A
Tournaments - Culpeper Sports Complex	Per Day / 8-hrs.	
Rectangular Athletic Fields	\$250	
Additional Field(s)	\$75	
Diamond Athletic Fields	\$300	
Additional Field(s)	\$100	
<b>Additional Services</b>		
Field Lining ( <i>per field</i> )	*\$125	
Athletic Field Lights ( <i>per field per hour</i> )	\$20	
Tournaments - Lenn Park	Per Day / 8-hrs.	
Adult Softball	\$175	
Additional Softball Field	\$50	
<b>Additional Services</b>		
Field Lining ( <i>per field</i> )	*\$125	
Athletic Field Lights ( <i>per field per hour</i> )	N/A	
Misc.	Per Day / Event	
DEPOSIT	\$200	

\*Rates may change based upon current expenses (i.e., paint cost, salary rates, etc.).

\*\*Culpeper County Parks & Recreation reserves the right to adjust any fees for field rental fees.

## **USER REQUIREMENTS**

All applicants for outdoor facilities must be at least 21 years of age.

All users of athletic fields must adhere to the Department's 70/30-residency or working rule. That is, organized leagues must require that all team rosters have a minimum of 70% of its players living or working in Culpeper County to qualify for resident rates.

Culpeper County Parks & Recreation Department approved tournaments; company, family or other one-day application will be exempt.

Culpeper County Parks & Recreation Department is shall be compliant with the ADA (American with Disabilities Act). Applicants are also required to comply with the ADA regulations.

Applicants agree to follow and enforce the policies included in this document and the Code of Ordinances of Culpeper County, Chapter 10B. The applicant's responsibility also extends to its participants, volunteers, officials and spectators.

## **APPLICATION PROCEDURES**

*Seasonal Applicants-* A request must be presented on an official *Facility Application* form. Each seasonal applicant must provide a certificate of liability insurance. Payment is required when the application is submitted. The Parks & Recreation Department will not hold athletic field rentals without the appropriate payments (if necessary) and reservation forms.

*General Applicants-* Applications submitted require the above documentation. Please allow seven (7) days for the processing of any application. Failure to include your payment(s) and game / practice schedules will result in your application being denied.

\*\*\*Applications will be accepted based off of the criteria listed below in Seasonal Applicants, General Athletic Field Requests, and Tournament Procedures sections.

## **SEASONAL APPLICANTS** (Culpeper County approved MOU Associations)

Applicants are required to complete and submit the *Facility Use Application* 45-days prior to the start of their respective desired season for use.

- a. Spring: Recreation – February 1    Travel – March 1
- b. Fall: Recreation – July 1    Travel – August 1

All Facility Use Applications must be submitted as required to the Parks & Recreation Department.

\*\*For specific opening and closing dates for each athletics season, please contact Culpeper County Parks & Recreation at 540-727-3412 or by email parks@culpepercounty.gov.

\*\*\*A copy of the the League schedule and coaches telephone numbers must be provided to the Parks & Recreation Department at the time of submission of the application.

Additional athletic field requests during the season must be submitted to the Parks & Recreation Department in writing. Each Association, League or organization will assign one (1) person as their representative to submit schedules and/or make changes during the season. Any and all submittals are subject to approval by the Parks & Recreation Department.

## **GENERAL ATHLETIC FIELD REQUEST**

Complete your *Facility Application* after March 1

- 1.) Application(s) will be processed on a first come-first served basis.

### **TOURNAMENT PROCEDURES**

- 1.) Requests must be submitted a minimum of one (1) month prior to the requested dates with a Certificate of Insurance (COI) submitted two (2) weeks in advance.
- 2.) All County facilities, unless otherwise indicated, are available to be reserved daily and in increments of eight (8) hours between the established hours of operation.
- 3.) Depending on availability, additional time may be “purchased” for an additional fee, provided that arrangements are finalized prior to the date of the reservation.
- 4.) Reservations are made available on a first-come-first-served basis, after all seasonal applications are satisfied.
- 5.) The Parks & Recreation Department and County sponsored Associations, Leagues, or Organizations, shall retain first right of refusal to sell concessions at all County athletic fields and facilities. Should the Department or above-mentioned groups choose not to provide concessions for an event, the requesting party may be permitted to sell concessions.
- 6.) Determination of field playability will be made by the Parks & Recreation Department by 3:30pm on Fridays for weekend games and activities.
- 7.) In the event the Parks & Recreation Department designee is not available, local Association representatives will determine if the tournament should/can be played or must be cancelled due to adverse weather or poor athletic field conditions. It will be the sole responsibility of the Association representative(s) to notify the the Parks & Recreation Department designee after the decision is made.

### **CANCELLATION OF APPLICATION**

Any applicant reported to the Parks & Recreation Department and/or County for improper use of facilities and/or not consistent with the policies covered in this document will be suspended from use of the facilities. The Parks & Recreation Department reserves the right to deny, put on probation, or cancel any facility agreement for any reasonable cause or violation of the policies and procedures addressed in this document. Every attempt will be made to give the applicant adequate notice of any cancellation or denial.

### **AVAILABILITY OF ATHLETIC FIELDS**

All athletic fields will be closed based on the below schedule:

1. All Bermuda grass athletic fields at the Culpeper Sports Complex are scheduled to close the end of November, until mid-March.
2. Hard surface courts are open year-round, weather permitting.
3. Athletic fields at Lenn Park are open year-round, weather permitting.

The Parks & Recreation Department reserves the right to limit athletic field reservations and events, as defined above. This procedure is required to ensure the playability of the athletic fields and reducing the risk of having to close the athletic fields for an extended period of time for renovation.

The Parks & Recreation Department may plan and schedule additional events and/or activities on designated athletic fields per season for use by the general public, non-profit community groups, organizations or commercial agencies on a first come-first served basis.

Priority use for athletic fields is given to Associations, Leagues, Tournaments and Parks & Recreation Department sponsored programs that provide services to County residents. However, the Department reserves the right to designate select athletic fields at the Culpeper Sports Complex and other Parks & Recreation facilities to be available for County resident use (e.g., Open Play).

## **FIELD CANCELLATIONS**

Reasons for Athletic Field Closures or Postponements

- a.) Heavy rain at or prior to game or practice time(s).
- b.) Athletic field(s) are currently saturated and the playability is deemed hazardous.
- c.) Athletic field(s) must be closed in the interest of participant and/or public safety.
- d.) Renovation or construction.

## **PROCEDURES FOR ATHLETIC FIELD CLOSURES**

### **Weekdays**

- a.) The Parks and Recreation Department staff is responsible for making decisions based upon current athletic field condition(s) or weather by 3:30pm.
- b.) If after the games have begun inclement weather becomes a factor, the umpires, referees and /or Association, League or organization officials/representative shall follow the Parks & Recreation Department established guidelines for determining field playability.
- c.) Parks & Recreation staff and contract Associations, Leagues, and organizations shall have a mutual responsibility for informing the public and specifically program participants about cancelled events. When a cancellation occurs, each Association, League, or organization shall then post such cancellations on their telephone weather lines or their respective web page, social media platform and any other communication source no later than 4:00 pm Monday through Friday.
- d.) The Parks & Recreation Department designee will contact the designated Association contact by phone, text, and/or email to notify them of any cancellations— it is the Association's responsibility to notify ALL of their members (coaches, participants, vendors, officials, etc.). Phone calls by parents / coaches made to the Parks & Recreation Department will be directed to contact the specific league President or review the Association's / League's social media platform.

### **Weekends**

- a.) The Parks & Recreation Department designee will inspect the athletic fields by 3:30pm on Friday. The Department will then advise the Associations, Leagues, or organizations, if, in the Department's opinion, the athletic field conditions are questionable for weekend use.
- b.) The Parks & Recreation Department designee and Association, League or organization representatives shall be responsible for determining the playability of athletic fields for weekend play. Athletic fields damaged from weekend league play may make athletic fields unavailable for use the following week until repairs by Parks & Recreation staff can be completed.

In the event that the athletic field damage is in excess of \$200.00 the accountable Association, League or organization will be financially responsible for reimbursing the County for the necessary repairs required to bring the athletic field/facility back to its original condition.

### **Notifications**

- a.) The appropriate Association, League or organization's on-site field representative has the responsibility to notify association, league or organization participants about any and all cancellations.
- b.) The Parks & Recreation Department requires a minimum of 24-hours' notice in order to rescheduled any games/scheduled activities by the Association, League or organization representative.
- c.) The Parks & Recreation Department shall be responsible for administering and coordinating all additional facility reservation requests provided such requests do not conflict with the current and approved facility use schedule.

### **FIELD LIGHT FEES**

\*\*\*Review the Culpeper County Fee Classification & Rates (page 3).

### **FACILITY MAINTENANCE**

The Parks and Recreation Department strives to provide a level of service that includes regular mowing and athletic field preparation work. Unless there is a written agreement with the Department, no individual or organization should make any alterations, install equipment, prepare a facility for play or make attempts to maintain a facility. Following use, the facility must be returned to its original condition to include the removal of all trash from the facility (sidelines, dugouts, game fields, etc.).

Managers, game officials and program coordinators should conduct safety inspections of their permitted facilities before, during, and after each use. Any unsafe conditions must be reported to the Parks & Recreation Department immediately. At its own risk, the user/association will be responsible for any additional damage caused by their use of the facility.

### **REFUSE DISPOSAL AND TRASH REGULATIONS**

The Association shall be responsible for picking up and the proper disposal of all trash and debris that accumulates during and after its event(s). The Association is also responsible for taking their trash to the dumpster. Assistance with the trash removal is essential for maintaining a quality facility for all residents and parkgoers.

A \$25.00 per hour per staff assessment/fee will be charged to the Association in the event its responsibility for refuse/trash disposal is not met, such that remaining refuse, trash, and debris has to be cleaned up by staff.

### **FACILITY GUIDELINES**

All permitted user groups and individuals must abide by the following rules.

1. Once an athletic field has been damaged through either wear and tear or vandalism and deemed unsafe for play, it will be closed for repair and maintenance.
2. At select times throughout the year an athletic field may be placed on an "off-use" rotation schedule for the benefit of turf recuperation.

3. The Parks & Recreation Department reserves the right to deny any non-complying, and/or untimely facility use application.
4. No league or tournament play may start before 7:00 a.m.
5. Organized activities are permitted in open space areas per the approved reservation. However, the Parks & Recreation Department reserves the right to withhold designated open space for non-organized activities.
6. The Parks & Recreation Department will post all closures and cancellations on Facebook under its account Culpeper County Parks & Recreation or any other social media platform(s) as deemed necessary. As a Department, we encourage each Association, League, and organization to share this information on their individual social media platform(s).
7. The applicant is responsible for the supervision and control of all group participants, officials, spectators, volunteers, etc. for damage to property during use of the facility. 9. Alteration or installation of any equipment (basketball hoops, fences, mowing, etc.) is prohibited without expressed written permission from the Director or his/her designee.
8. The installation of any equipment, buildings and/or other alterations to County property may not be made without first obtaining approval from Parks & Recreation Department and County.
9. For the safety of our participants, spectators, and parkgoers - pets are not permitted on or around the athletic fields during practices or games. This includes, but is not limited to, the soccer fields, football fields, baseball fields, softball fields, and the baseball and softball concourse. In addition, all pets that are brought onto Parks & Recreation property must be on a leash no longer than 6-feet in length at all times and owners are required to pick up all of their pet's feces, and dispose of it in a tied off bag in a trash receptacle(s).
10. Smoking, vaping, and/or any other tobacco product use is prohibited on County owned property.
11. Any conduct that may jeopardize the safety of others is strictly prohibited.
12. For further applicable laws, regulations, and Culpeper County Park Policies, please refer to the Code of Ordinances of Culpeper County, Chapter 10B.

### **FACILITY CLOSING AND INCLEMENT WEATHER**

***DO NOT USE THE FIELDS WHEN WET CONDITIONS EXIST.*** Users MUST call their association's field playability phone line two hours before game time to check field conditions. Otherwise, the association or league official will be designated to make such decision as deemed necessary and pertaining to the Culpeper County Parks & Recreation Operational and Maintenance Manual. The Culpeper Sports Complex also provides an open or closed signage to designate field availability.

### **ALCOHOLIC BEVERAGES**

No alcoholic beverages may be sold or consumed on County property except with prior approval by the Board of Supervisors.

### **CONCESSIONS**

- 1.) Facility users, other than youth associations and leagues, must submit a separate written request to the Parks & Recreation Department to operate concessions a minimum of three (3) months in advance. Please give a complete description of applicant's proposed concession sales operation, set-up needs, and what food and beverage items will be sold (some food items require a separate permit from the Health Department in order to be



legally sold at a concession stand.) If applicant's concession proposal is approved, a specific location to operate your concession will be identified by the Department. Operation of applicant's concession anywhere else is prohibited, unless otherwise approved by the Parks & Recreation Department Director or his/her designee. Applicants are prohibited from operating concessions without written approval from the Department.

- 2.) Concession, clothing, novelty, or toy sales cannot take place in a County park or facility without prior approval from the Director or his/her designee.
- 3.) The Department retains first right of refusal to provide concessions during "non-Department" programs conducted on Department property/facilities.

\*\*\*No person shall set up any booth, table or stand, mobile or otherwise, for the sale of any article whatsoever, within the limits of a County Park or facility, without written permission of the Director or designee.

### **CONCESSION OPERATION FOR ASSOCIATIONS, LEAGUES OR ORGANIZATIONS**

- 1.) Each Association will be provided use of the concession stand based on the usage schedule(s) submitted with their individual concession request form.
- 2.) It is each Association's responsibility to secure their goods and equipment in or on the facility. The Parks & Recreation Department and County will not be responsible for any lost, stolen, or damaged equipment or goods.
- 3.) It is each Association's responsibility to clean the facility and leave it in the condition which existed prior to the Association's use.
- 4.) Each Association will pay a lease fee as per the Concession Stand Agreement.

### **REFUND POLICY**

All regular athletic field rentals will be refunded if the reservation is cancelled more than seventy-two (72) hours in advance. For cancellations providing 10-days or more notice, a full refund will be issued. For cancellations providing less than ten (10) calendar days' notice, the Parks & Recreation Department shall retain a **\$10.00** processing fee, with the remaining balance being refunded. Refunds for inclement weather cancellations will be paid in full per approval from the Director.

### **RETURNED CHECKS**

All returned checks are subject a **\$35** processing fee.

### **GOLF PROHIBITIONS**

No person is permitted to strike golf balls within any park area not designated for such activity pursuant to County Code, Section 10B-38.

### **METAL DETECTING PROHIBITIONS**

Metal detecting is prohibited in the parks pursuant to County Code, Section 10B-37.

### **SUBLETTING/ASSIGNMENTS PROHIBITIONS**

The applicant may not assign, sublet or transfer its right or privileges to use facilities or equipment to any other individual, group or organization.

## **DISRUPTIVE / CRIMINAL CONDUCT POLICY**

It is anticipated by the County and the Department that the citizens of Culpeper, visitors, associations, leagues, and other organizations (collectively “users”) will use County parks and recreation facilities in the manner intended to maximize enjoyment for all.

However, should a participant/user engage in disruptive, criminal, or behavior which violates any laws, or the County’s ordinances and/or the Department’s rules, regulations, or procedures (collectively “rules”), it shall be the **SOLE** responsibility of the permitted applicant’s designee to take the following actions:

1. For minor disturbances or rule violations, to take necessary steps to quell the disturbance or end the rule violation;
2. For a serious disturbance or potential criminal activity, call appropriate law enforcement agency at (540) 727-7900. For emergency, call 911.
3. In the event of a serious disturbance or potential criminal activity, the permit applicant should consider suspending or canceling the event.
4. It is expressing understood that all applicants shall not place themselves or others at risk for serious bodily injury.
5. All disturbances, actual and potential criminal activity, violations of rules, etc., shall be reported. A written report to the Director or his/her designee must be submitted by the permit applicant within 24 hours of the event. The report shall include names of the participants in the incident, addresses and telephone numbers, if known, date, time and circumstances of the incident, and whether or not law enforcement was called. The Department may then take additional action, as the Department deems necessary.
6. Parks & Recreation employees are not law enforcement personnel and will not act in such capacity. The Association, League, organization, staff, volunteers, officials, etc. are responsible for all of the conduct of their participants and spectators during event operations.

## **MEDICAL EMERGENCIES**

Culpeper County Parks & Recreation employees are not medically trained or qualified. Therefore, “Seasonal Applicants” are required to have a Medical Designee at each event (game, practice, or other activity). The name and telephone number of each Medical Designee shall be provided to the Parks & Recreation Department prior to each event. It is recommended, but not required, that the Medical Designee have, at a minimum, a certification in first aid and CPR. It is not the duty of the Medical Designee to treat any injury or other medical problem, but to evaluate the situation and decide whether or not the injury or medical problem requires calling for emergency medical assistance (911). The Medical Designee will also provide notice of a medical incident, by calling the Department at (540) 727-3412. Should, in the discretion of the Medical Designee, the medical situation requires immediate medical action, the Medical Designee may choose to take any appropriate action or defer to a more medically qualified person at the scene.

Non-Seasonal applicants are recommended, but not required to have a Medical Designee.

Any permitted Applicant may bring such first aid or other medical supplies to an event as the applicant deems desirable. The Parks & Recreation Department generally will not provide any first aid, medical equipment, and/or supplies at Parks & Recreation facilities. In addition, Medical Designees are not agents or employees of the Parks & Recreation Department or County.