



ATHLETIC FIELD USE, DISTRIBUTION and RENTAL GUIDELINES ASSIGNED BY THE PARKS AND RECREATION DEPARTMENT

Statement of Philosophy

King George County is dedicated to creating partnerships with local sports organizations and to ensure there is ample opportunity for participation in athletics at various ability and age levels. Our primary role in these partnerships is to provide athletic opportunities and to make certain our fields are safe and of high quality. The objective of these guidelines is to create clear/written allocation procedures for field distribution to include:

- User Group Classification / Priority
- User Application Process
- Contributing Factors in the Fair Distribution of Available Fields
- Users Maximization of Approved Fields Playing Time
- Field Use Regulations
- Financial Considerations - Issues and Recovery Policy

Classification/Priority of Users

1. King George County Parks and Recreation for County facilities / second for school facilities
2. King George Public Schools for County facilities / first for school facilities.
3. Affiliate Organizations as defined in the Affiliate Policy. **Organizations must submit the following to be considered for this classification:**
 - a. Submit approved IRS paperwork designating organization as non-profit w/current date
 - b. Local organizational by-laws in initial request
 - c. Current Financial Statement
 - d. Roster of Officers
 - e. Insurance listing King George County as additional insured (this will be submitted prior to practices/leagues starting)
 - f. Contacts authorized to serve as liaison and to make reservations on behalf of your organization
 - g. Submittal of Field Requests by designated deadline
4. Local non-profit clubs, teams, or organizations that select and limit player roster who are not recognized as KGPR affiliates
5. First Come – First Serve basis for all others – fields will not be distributed to this user group until top four groups are serviced.
6. For-Profit/Commercial Athletic Field Use: Commercial use of King George County Athletic Fields that are not tied into the Parks and Recreation program will be considered on an individual basis. Fees will be negotiated between user and Parks and Recreation Department; and, depending on the activity, may need authorization from the Board of Supervisors. This includes

clinics, workshops, camps, outside leagues, picnics, special events, etc. Any activity offering the services of professional or for-profit agencies/groups/individual will be considered "Commercial" users. Any non-profit offering activities with a for-profit group will be considered a commercial/for-profit user.

User Application Process

This section outlines the procedures by which users shall request field allocation from King George County Parks and Recreation

ALL YOUTH ORGANIZATIONS USING COUNTY OR SCHOOL PROPERTY MUST COMPLY WITH THE BELOW CODE. YOUR CONCUSSION POLICY IT MUST BE SUBMITTED WITH THE APPLICATION

Effective July 1, 2014 youth organizations, in accordance with Virginia State Code 22.1-271.5. Guidelines and policies and procedures on concussions in student athletes, paragraph C and D.

Paragraph C. Each non-interscholastic youth sports program utilizing public school property shall either (i) establish policies and procedures regarding the identification and handling of suspected concussions in student-athletes, consistent with either the local school division's policies and procedures developed in compliance with this section or the Board's Guidelines for Policies on Concussions in Student-Athletes, or (ii) follow the local school division's policies and procedures as set forth in subsection B. In addition, local school divisions may provide the guidelines to organizations sponsoring athletic activity for student-athletes on school property. Local school divisions shall not be required to enforce compliance with such policies.

Paragraph D. As used in this section, "non-interscholastic youth sports program" means a program organized for recreational athletic competition or recreational athletic instruction for youth.

Holds on Fields:

The County does not hold rental dates. Reservations are confirmed and the rental date and time are secured once the rental application has been approved and the rental fees have been paid, where applicable.

League Applications:

1. A **Facility Use Application** for each facility requested must be completed and submitted according to application deadline, described below.
2. Verification of residency by requestor must be submitted.
3. Specific dates of use not required, however, range of dates is requested.
4. Provide Certificate of Insurance with King George County listed as additional insured.
5. Incomplete applications (look on the flip side for Conditions for Approved Use) will not be considered.
6. One contact person to serve as liaison between league and Parks & Recreation.

Individual Team Applications:

1. A **Facility Use Application** for each facility requested must be completed and submitted according to the application deadline, described below.
2. Individual teams will be granted space after above league reservation cut-off dates on a first-come first-served basis.
3. Verification of residency must be submitted.

4. Reservation requests must be made at least two (2) weeks in advance of requested date. Reservation requests received with less than a two (2) week notice may not be accommodated.
5. Provide Certificate of Insurance with King George County listed as additional insured.
6. Incomplete applications (look on the flip side for Conditions for Approved Use) will not be considered.

Tournament/Sports Camp/Clinic Applications:

1. A **Facility Use Application** must be filled out at least thirty (30) days prior to commencement of rental; and no more than the due date for seasonal Field Use Requests. The only exception to this would be a special event tournament.
2. Provide Certificate of Insurance with King George County listed as additional insured. At the time of submittal, Insurance Certificate must show coverage at least through the completion date of tournament. Insurance requirement is listed on page 4.
3. Non-refundable \$100 deposit is required at least thirty (30) days prior to commencement of rental. If the County denies the request, all deposits and fees will be returned without penalty. Should applicant cancel tournament within two (2) weeks in advance of tournaments date, the security deposit will not be refunded.
4. Reservation requests received with less than thirty (30) days' notice may not be accommodated.
5. Incomplete applications will not be considered.

Application Deadlines:

Leagues and individual teams requesting reservations must submit schedule request according to following deadlines:

Athletic Field Use Requests Due By:

October 1
 January 15
 June 15

Winter (December 1 to February 28/29)
 Spring/Summer (March 1 to July 31)
 Fall (August 1 to November 30)

Return Application To:
Mailing Address
 King George Parks & Recreation
 Attn: F. Lorenzo Smith, Jr.
 P.O. Box 71
 King George, VA 22485
Physical Address
 8076 Kings Highway, King George, VA 22485
 FAX; 540-775-5255
 Email: lsmith@co.kinggeorge.state.va.us

INSURANCE REQUIREMENTS

All athletic facility use requests require that the group or organization furnish a **Certificate of Insurability** to show the following:

Commercial General Liability	\$1,000,000	Each Occurrence	Bodily Injury
	\$2,000,000	General Aggregate	Bodily Injury
	\$500,000	Each Occurrence	Property Damage

OR

A combine single limit of \$1,000,000

Coverage is to include Products Liability, Personal Injury, and Fire Damage Legal Liability. The Certificate shall certify that the policy has been endorsed to name King George County as additional insured.

Contributing Factors in the Fair Distribution of Available Fields

Contributing factors include: Inclusive (open to all) vs. Exclusive (limited to selected individuals); number of teams being served / # of players per team; field(s) requested matches play level standards; number of hours per team per practice / average game time; games (priority) vs. practices; King George based organizations/teams participating locally (County) vs. out of County participation. **Where possible, one field at each park will, unless in an emergency, remain open for public use.**

User's Maximization of Approved Fields

Upon notification from the Department of Parks and Recreation of the designated approved fields, it is up to the organization / requestor to plan practices and/or games within the times and fields allocated. In some instances, this may mean compressing schedules, adjusting practice times, or creating other alternatives.

Within four (4) weeks of approval, approved users must submit their practice and game schedules showing field, coach, and time. Any fields requested but not used must be reported by the requestor. Failure to respond may result in forfeiture of original request in its entirety.

Tournament Guidelines:

Tournament Coordinators must submit a written schedule of games/matrix, including the number of teams, at least five (5) business days in advance of the tournament.

FIELD REGULATIONS AND GUIDELINES FOR APPROVED USERS

General Field Rules:

1. Applicant is expected to leave the premises in the same or in better condition in which they were found. Ensure that individual teams clean up the facility after each use, including dugouts, athletic field, and surrounding areas. Remove all trash in the area to trash cans and/or dumpster. If cans are already full, please take trash with you and contact Parks and Recreation for follow-up. All groups must leave the facility in a condition satisfactory to King George County. If not, violators must accept and pay the Director of Parks & Recreation's estimated damage appraisal.

2. Users shall not make any modifications to any athletic field without prior approval from the proper authorizing agency (including, but not limited to: storage boxes, bleachers, goals, fencing, sani-cans, etc). All field modifications including field size increases or decreases or the request for multiple layouts (two fields on one) must be approved by the KG Department of Parks and Recreation.
3. Lining or marking County fields requires approval of KG Department of Parks and Recreation. Burning lines on field is prohibited. Repair cost arising from the improper use of chemicals or other field marking products will be charged to the applicant.
4. General maintenance and field preparation at park sites will be performed by KG General Properties staff to ensure safety for all uses. Maintenance at school fields is provided by School Board staff unless otherwise authorized by Owner.
5. Treat all maintenance staff with respect and courtesy.
6. User shall provide crowd and traffic control measures, as needed. Overflow parking area must be pre-determined and approved by Parks and Recreation at park sites; and by the school's principal at school sites. Crowd control plans may be requested by the County Sheriff's Office. Cars improperly parked at county parks or schools may be cited by the Sheriff's Office.
7. It is unlawful for any person to use threatening, abusive, insulting or indecent language at public fields in the County; to create any nuisance or offense; or to scratch, cut, injure or deface any of the building, fences, structures, trees or shrubbery, or to destroy any other improvements.
8. It is unlawful to drive any vehicle over any portion of any public park. The applicant will be responsible for all damages to the building and accessories and shall be responsible for reimbursement to King George County.
9. No alcoholic beverage shall be sold or consumed on County property or parking lots used in conjunction with the event.
10. Smoking or use of tobacco products/controlled substances is prohibited on all King George County school fields. Controlled substances on County property is prohibited. Smoking is not permitted within smoke free zones designated at the park or inside County facilities.
11. County staff will make the final determination as the playability of ball fields. The renter will take responsibility for damages caused by playing on wet fields when fields are closed. King George County reserves the right to revoke any permits where it deems such action advisable for the best interest of the County.
12. It is the league/team/organization's responsibility to ensure that all team coaches, managers, parents, and players understand the regulations and guidelines. Failure to follow regulations and guidelines will result in cancellations of field use.

Rules Specific to Grass Fields:

In addition to the above General Field Regulations and Guidelines, the following shall apply on grass fields:

1. Bases will be provided on park ball fields by KG Parks and Recreation.
2. Fresh drag will be applied at the start of the day when games are scheduled.
3. Bases/pitching rubbers may not be moved or removed unless given permission by KG Parks and Recreation.
4. **POSITIVELY, NO** throwing or hitting into any fences or backstops.
5. In between games and where County staff is not on-hand, league/teams/ organizations may use manual chain-link hand drags. Such drags must be done by foot. Absolutely no vehicles may be used to drag fields without authorization by KGPR. After each use, drags must be taken off the field and stored in one of the storage boxes at the field or taken off site. Each team that uses the

drag must put it away after use and chain-link drags may NOT be left out for following teams to use.

Unauthorized Use:

Use of fields that are non-adherence to published regulations and guidelines can affect a group/individual's future use of King George County property. Any organized activity or group activity that monopolizes the field and does not allow for individual or general public use must reserve and pay for the field rental in advance. Any user of the field that does not make a reservation may be asked to leave the field immediately. If a field is reserved, individual or general public use may not take place on the field during the reserved time. Applicant/Organization fully understands that use of King George County fields/parks is intended solely for the applicant on file and as such cannot be transferred or sublet to any other entity. Failure to comply will result in loss of future field use.

Athletic Field Closures:

The Department operates a schedule that minimizes the damage to fields based on use and time of year. If fields need to be closed on weekdays, a decision is made by 1 p.m. and the KG Alert system is utilized in the event of a closing. If conditions deteriorate into the evening, league officials will make the determination. On weekends, the Department will make a decision and update KG Alert by 8 a.m. Field conditions dictate playability and it is expected that users will modify their use if conditions warrant.

The King George County Department of Parks & Recreation will make every attempt to allow play of all athletic games when and where they are scheduled. The following criteria will be used by County staff members, who are responsible for the use of athletic fields, to determine whether a field is not playable for scheduled practices, games, and tournaments:

- The presence of standing water on any part of the playing surface makes a field unplayable (i.e. Areas of the field where there is visible standing water and little chance of it drying out in time for play).
- One-half inch of rain or more that has fallen in the last 24 hours and very dry conditions and/or high heat and wind are not forecast which would evaporate the rainwater before game time.
- Steady rain is falling and the rain is not forecast to stop soon and conditions such as high heat and wind will not be present which would evaporate the rainwater before game time.
- Ground that clings or cakes to shoes or cleats.
- A field that does not provide adequate footing (i.e. loose turf moves or comes out in clumps).
- The turf is not in its growing season and playing on it would cause long-term damage to it (i.e. if at the end of fall season or during winter season playing on the turf would cause damage that could not be repaired until the late spring.)
- An excessive amount of rain or snow one to two weeks prior to an event.
- Two inches or more of snow that has fallen in the last 24 hours (as snow melts into the turf, it may cause the turf to become over saturated).
- A field that is covered with snow.

- A field that is frozen including turf frozen below the top layer.
- Less than 80% of an area of a field is covered with turf.
- Type of activity to be played on the field would damage the field due to field conditions.
- Standing water present in the infield mix areas that cannot be removed without causing damage to the field.
- An impression of a footprint ¼-inch or more that is left due to excessive moisture in the soil while walking on the area.
- Any other condition that the KG Parks and Recreation deem unsafe or likely to damage the field.

Groups who use County athletic fields and facilities are expected to assist in protecting their participants and fields during periods of rain or inclement weather. It only takes one practice or game to destroy a field that is not ready for play. User groups are responsible for any damages caused to a field by playing in questionable weather. This includes damages done trying to dry out the field such as digging ditches, raking mud into the fencing, pushing water into the outfield/grassy areas or excessive application of a drying agent. Violations will constitute a strike against the organization and/or may result in cancellation of your permit.

King George County reserves the right to close a field or cancel a rental at any time due to an emergency, severe weather, vandalism, poor playing conditions, situations that may result in field damage or personal injury or for any other reason deemed necessary.

Closures will be announced through KG Alerts

1. When weather conditions decline after the Weather/Rainout line has been updated, field playability is determined by the user group for practices or if for a game, the official(s).
2. The user group is responsible for any damages done trying to dry out a field, such as digging ditches, raking mud in the fencing, pushing water into the outfield/grassy areas, or applying a drying agent.

Athletic Field Fees

Financing public park and recreation facilities is for public use, enjoyment, and to ensure that all citizens have equal opportunity and choice of participation. Since the demand is greater than the budgeted monies available for support, it is necessary to charge fees for selected fields.

The Department Parks and Recreation must utilize multiple funding sources. Fees and charges provide only one source of financing for the Parks and Department mission to provide enhanced public facilities, parks and open space for all citizens.

The fees below indicate rates for non-profit user groups for leagues or tournament play. Private use rates are subject to negotiation between the renter and the Parks & Recreation Director.

Rental fees are generally reviewed on an annual basis and adjusted using a comparative rental fee study. Fees are subject to change.

Game and Practice Fees:

	<u>Grass Fields - Fee per hour (2hr block)</u>	<u>Fee Practice / games</u>
<u>Adult</u>	Softball/Baseball Rectangular Field	\$30 per field / \$30 per game \$30 per field / \$30 per game
<u>Youth</u>	Softball/Baseball Rectangular Field	\$25 per field / \$25 per game \$25 per field / \$25 per game
<u>Extra Fees</u>	Lights (per hour) Field Preparation	\$ 25.00 per hour \$ 30.00 per hour

Tournament Fees:

	<u>Tournament Fees- Grass Fields</u>	<u>Fee per Field/Day daytime / with lights</u>
<u>Adult</u>	Baseball/Softball Rectangular	\$65.00 / \$115.00 \$100.00 / \$150.00
<u>Youth</u>	Baseball/Softball Rectangular Field	\$50.00 / \$75.00 \$75.00 / \$100.00
<u>Extra Fees</u>	Non-refundable deposit Field Preparation Supplies (paint,etc.) Supervision (on-site)	\$ 50.00 (applied to fee) \$ 25.00 per hour \$ current price \$ 25.00 per hour

Payment of Rental/Billing and Confirmation:

- **Teams** – Invoices will be sent out upon known intended use and invoices must be paid in full by the 2nd week of season unless the payment schedule has been determined otherwise, and in writing, by the KG Parks and Recreation Department. Park Application / School Use Request **must be signed and returned; and user/renter must confirm use dates, times, and needed lighting schedule.**
- **Individuals** – Payment to accompany application at time of submittal.
- **Tournaments** – Non-refundable deposit to accompany application. Balance to be billed after event when total number of games played has been determined.

Failure to pay and/or submit signed Park Application / Facility Use Request will result in loss of field use. Payments via check or money order are accepted; or cash payment at the Parks and Recreation office. ***Tournament directors will be provided an Economic Development/Tourism Impact (EDTI) form to be filled out and returned within one (1) week of tournament conclusion. Deposits will be returned at that time.*** Please contact the Athletic Supervisor with any questions.

Concessions and Souvenirs:

The granting of any athletic field rental does not give the applicant authority to sell souvenirs, food, or drink upon King George County property. The authority to operate a concession shall be the sole privilege of King George County. Users must request permission to provide concessions/sales of any sort.

Cancellations, Changes and Refunds:

1. If King George County Department of Parks and Recreation cancels or declares a safety closure or weather related "Rain-Out," user groups will either be refunded or not billed – whichever should apply.
2. If coach or Umpire determines a field is unplayable after being deemed playable by parks and recreation staff, user group must advise the parks and recreation within 48 hours in order to receive a refund. (Refunds will be pro-rated based on games played.)
3. User groups must notify King George Parks and Recreation Department one (1) week prior to the scheduled rental date if they desire to cancel and receive a refund. User groups who do not notify the King George Parks and Recreation Department one (1) week prior to cancellation will not receive refunds and/or they will be billed for the field or facility use.