



Athletic Field And Facility Use Manual

PRINCE WILLIAM
Parks & Recreation

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Athletic Field And Facility Use Manual

INTRODUCTION

These Athletic Field and Facility Use Standards govern the allocation and use of Prince William County athletic fields and indoor facilities (including Prince William County School fields and facilities) with the goal of fair and equitable distribution among all users.

This document contains general information and guidelines. It is not intended to be comprehensive, all-inclusive, or to address all the possible applications of, nor exceptions to the general policies and procedures described.

Department of Parks & Recreation (DPR) reserves the right to unilaterally revise, supplement or discontinue any of the standards, guidelines, procedures and addenda described in this Athletic Field and Facility Use Standards.

Nothing in this document is intended to provide any right or benefit of any kind to any person or entity, nor to acknowledge, establish or impose any legal duty to a third party.

SCOPE OF AUTHORITY

DPR regulates the use of facilities as assigned by the Prince William Board of County Supervisors (BOCS). Facilities include, but are not limited to, Prince William County (PWC) fields and facilities, PWC leased properties, and Prince William County School (PWCS) properties. The DPR Director has the authority to make changes to the allocation formula, season dates, primary/secondary sports designations, practice/games allocations,

and fee charges as usage and field availability change, and to interpret and determine appropriate procedures for implementation of the Athletic Field and Facility Use Standards.



SCOPE OF RESPONSIBILITY

DPR facilitates agreements and facility use permits with those desiring to use County athletic fields and facilities and ensures that the recreational assets are utilized and distributed effectively and efficiently. DPR schedules community recreational use at both PWC Park and School sites.

FACILITY USE PERMITS

DPR provides use permits to manage the allocation of PWC facility and park space as well as PWCS middle and elementary school athletic fields and indoor space.

General Guidelines

Facility reservation is not complete until the appropriate application is on file with DPR, all applicable fees are paid, and a permit has been issued. Facility use is restricted to areas and times indicated on the approved Facility Use Permit or Letter of Authorization from DPR.

Facilities are generally permitted for their designed use. Nonstandard uses are considered on a case-by-case basis and require a facility use permit.

Approved community activities may include, but are not limited to: recreational games, tournaments, festivals, or instructional programs.

The use of public properties by for-profit organizations or for commercial activities must be approved by DPR Recreation Services Division Chief and the Sports Services Manager; and, in the case of school



property, the PWC Public Schools Department of Risk and Security.

Use of facilities by for-profit organizations or by private individuals for the sole purpose of advertising or exhibiting commercial products or services is prohibited except as specifically authorized in other provisions of this manual.

A Facility Use Permit or Letter of Authorization from DPR is additionally required for: any person or organization sponsoring or arranging an organized gathering/activity of more than fifteen (15) persons upon property scheduled by DPR; any recreational use of a PWCS facility; and/or use of any field/facility designated as “Use by Permit Only”.

In order to provide space for spontaneous play by persons not affiliated with an organized sports group, certain DPR properties will be set aside for such activities and are not reserved by permit. These areas can be used on a first-come, first-served basis.

Facility Use Permit Fees

DPR collects participation and facility use fees. These fees are charged per season to all leagues using indoor and outdoor athletic facilities. Invoiced DPR fees must be paid before a permit for use will be issued. Use of school facilities may result in additional fees being assessed as defined in the School Cooperative Agreement.

Leagues will be charged an applicable rental fee for additional practice/game time (subject to space availability). Additional fees may be levied for services such as lighting, additional field lining, portable toilets, and security support. If activities are not held and/or services are not received, fees may be refunded less any cost incurred by DPR.

For additional information about the costs associated with Facility Use Permits, please see Addendum C – Fee Schedule.

Field And Facility Use Availability Restrictions

Outdoor grass fields are available for scheduling/permitting April 1 through November 30; they are closed to scheduling/permitting December 1 through March 31. Artificial turf and stone dust fields are available for additional scheduling December 1 through March 31.

DPR Facilities

- The hours of field use will be restricted to the period from 9:00 a.m. until sunset or posted park closing time, with the exception of lighted ball fields in use, which will not remain open later than 10:45 p.m.
- Use before 9 a.m. is subject to request and approval by DPR.

School Facilities

- **Weekdays:** Community use will begin after school related programs which impact areas scheduled for community use are completed, until 10:00 p.m. (indoors), sunset or posted closing time (outdoors).
- **Weekends:** From 9:00 a.m. until 10:00 p.m. (indoors), sunset or posted closing time (outdoors).
- **Exceptions:** require approval of the Superintendent of Schools or designated representative and the DPR Director.

Areas in parks and schools without installed lighting will be closed to users at sunset.



Obtaining A Facility Use Permit

Process for Obtaining a Facility Use Permit

1. An application is submitted in accordance with application deadlines and requirements identified within this manual.
2. DPR reviews each application based on program classification and requirements as outlined in this document.
3. Field/facility assignments are communicated to the applicants.
4. An invoice is issued electronically upon approval of the application and payment is required prior to issuance of the permit.
5. Permit is issued electronically in *.pdf format prior to scheduled use.

Assignments are made in adherence to DPR Field/Facility Allocation Standards, PWCS Cooperative Agreement, Lease/MOU Agreements, and current inventory of resources.

Application Deadlines & Requirements

All groups/individuals must submit the following documents to DPR Sport Services in order to obtain a Facility Use Permit:

- The appropriate application – Individual, Special Event/Tournament, or League/Seasonal.
- A signed Hold Harmless Agreement.
- A current certificate of General Liability insurance coverage listing the PWC DPR as “Additional Insured” on the policy may be required for certain activity types. Use of school facilities may also require listing PWCS as “Additional Insured”.

Additional documents may be required depending on the specific facility and type of use for which a Facility Use Permit is requested. Individual applications for single- or multi-use events must be received 15 business days prior to requested date(s).

Special Event/Tournament applications must be received by December 1st for the following calendar year. League and/or seasonal applications must adhere to the timeline shown in Table 1.

Table 1: Seasonal Application Deadlines		
SEASON	BEGINS	APPLICATION DUE
Spring	April 1	December 1
Summer	June 1	January 15
Fall	August 1	April 1
Winter	November 1	August 1

For more information about scheduling a tournament using DPR fields and facilities, please see the “Tournament Scheduling” section of this document.

One camp/clinic (fundraiser) per calendar year, not to exceed five (5) days, will be considered for approval for each league. If leagues are requesting to conduct a camp or clinic, a formal written request must be submitted to the Sports Services Division with your league application.

Any application requesting an exception to DPR standards will be considered on a case-by-case basis according to availability of appropriate facilities and resources.

Application Review

Whether for single or multiple event use, applications received are reviewed by DPR based on the following information:

- Type of field/facility being requested;
- Number of participants;
- Determining field/facility availability;
- Complete contact information;
- Past history with DPR and PWCS;
- Hold Harmless Agreement; and
- Proof of General Liability Insurance.

DPR reviews special event and tournament applications for all of the information required for single or multiple event use as well as number of teams, vendor information and financial/economic impact reports.

DPR reviews league/seasonal applications for all of the information required for single or multiple event use as well as the information outlined in the “Athletic League Requirements” section of this document.

ATHLETIC LEAGUE REQUIREMENTS

To be recognized by DPR, leagues must be comprised of a minimum of five (5) teams with the appropriate number of players per sport to participant guidelines – Table 5. Eighty percent (80%) of each league’s membership must reside in Prince William County.

Preliminary rosters including names and addresses of participants are due to DPR one month in advance of season start date as identified in Table 1. No later than one (1) week subsequent to the first permitted date of use, leagues shall submit a final current season roster (by team) of all participants registered. The final roster will include, by team, each player’s (participant’s) full name, age, home address (street) with the city, state and five-digit zip code. Incomplete or invalid mailing addresses will result in the non-resident player fee being applied. If final rosters are not received within one (1) week from first permitted use, permits already issued may be revoked.

DPR may request from leagues detailed practice/game schedules for their current season. Leagues are expected to schedule games and practices to ensure safe and efficient use of the field and/or facility space with a maximum of 30 minutes between scheduled uses.

For each league, a current DPR Hold Harmless form must be on file (updated annually).

All leagues must be recognized as a not-for-profit by the Commonwealth of Virginia, receive tax exempt status from the Internal Revenue Service under Section 501(c)(3), and provide an IRS EIN number.

All organized sport leagues must purchase General Liability Insurance and carry a

minimum of \$1,000,000 in liability insurance coverage. This coverage is required for use of park, school and leased properties. The certificate of insurance must name Prince William County and Prince William County Schools as “Additionally Insured”. The league must notify DPR immediately if the insurance has been canceled. Failure to maintain insurance will result in immediate cancellation of facility use.

League representatives must attend seasonal scheduling meetings and designate a single point of contact for field applications and assignments.

Written proof of background checks is required for adults acting in any capacity on behalf of the youth organization (administrative staff, paid staff, coach, volunteer, trainer, etc.).

A copy of the following must be submitted to DPR with the application annually:

- The organization’s bylaws and roster of elected league officials;
- The organization’s written code of conduct for athletes, spectators, and coaches;
- The organization’s policy establishing disciplinary procedures for behavioral problems of athletes, coaches, officials and spectators;
- The emergency communication plan used by the organization to ensure that all member coaches and teams are aware of any County or state issued emergency announcements;
- The organization’s previous year game and practice schedule;
- A schedule of registration fees, equipment fees or other fees charged to participants or participating teams;
- A completed DPR Hold Harmless Agreement;

- Documentation of 501(c)3 not-for-profit status; and
- Proof of insurance.

Effective July 1, 2014, the Virginia General Assembly approved an amendment to §22.1-271.5 of the Code of Virginia regarding concussions. It requires all groups that provide youth recreation programs, athletic instruction or events on county school facilities to have concussion guidelines that follow §22.1-271.5 of the Code of Virginia. Leagues must comply with the following code and, if requested, must provide documentation of training.

If a league is not in compliance with their by-laws or has demonstrated unfair or inequitable policies, DPR reserves the right to refuse a permit.

When league demand in any sport exceeds the supply of suitable facilities, each league will be required to limit their registration based on available resources.

No organization may sponsor any other organization for the purpose of altering the classification or fee schedule of such other organization.

Collection Of League Permit Fees

Fifty percent (50%) of participation fees (as determined by previous year's corresponding season roster) are due prior to issuing permit, but no later than ten (10) business days prior to the season start date. Remaining participation fees will be based on the final submitted rosters and will be due net 30 days from invoice date.

Expansion Programs Or New Sports Organizations

When forming a new league, expansion program, or sports activity that will require either indoor or outdoor facility space scheduled by DPR, Sports Services must be notified at least six (6) months in advance to the start of the season (Table 1). New leagues/sports activity must meet all league requirements described above. Applications for new leagues, expansion program or sports will be approved contingent on available resources. New leagues may be encouraged by DPR to combine with other similar groups to encourage resource efficiency.



ALLOCATION PROCEDURES

Preliminary allocations will be based on prior corresponding season rosters and field allocations, existing use agreements, and overall community demand for fields and facilities. Final allocation will be adjusted based on final submitted rosters.

Scheduling Priority

- **Priority 1:** DPR Sponsored Activities - Those activities the department plans, promotes, staffs, schedules and executes on DPR property. Note: PWCS Organizations/Activities will have Priority 1 status for those activities taking place on PWC school property. In these cases, DPR would have Priority 2 status within the school facilities.
- **Priority 2:** PWC Youth Leagues - Those organizations that meet league requirements and are scheduled by DPR.
- **Priority 3:** PWC Adult Leagues - Those organizations that meet league requirements and are scheduled by DPR.

- **Priority 4:** Seasonal Groups, not-for-profit organizations or affiliations not meeting league requirements within PWC.
- **Priority 5:** Seasonal Groups, not-for-profit organizations or affiliations not meeting league requirements outside the boundaries of PWC.
- **Priority 6:** All other youth users.
- **Priority 7:** All other adult users.

If a group is comprised of fewer than 80% Prince William County residents, facilities and fields will be allocated based on availability of resources after allocation to other groups meeting the 80% County residency standard. Rosters are used to verify this percentage.

Scheduling priority and field allocation will be given to sports leagues serving the following sports during the months indicated in **Table 2**. Some overlap between seasons may occur.

Allocation Guidelines

League representatives will attend seasonal scheduling meetings with Sports Services to review application and tentative field/facility assignments.

Table 2: Primary Seasonal Sports

SEASON	SPORTS
Spring	Baseball, Cricket, Field Hockey, Lacrosse, Soccer, and Softball
Summer	High School Age Baseball and Softball, Rugby and new sports
Fall	Football
Winter	Basketball, Gymnastics, Volleyball, and Wrestling

Table 3: Outdoor Time Allocation

AGE GROUP	PRACTICES OR GAMES PER WEEK	TIME PER SESSION	TOTAL TIME PER TEAM PER WEEK
Youth	Determined by user	Determined by user	5.5 hours
Adult	Determined by user	Determined by user	3 hours

Table 4: Indoor Time Allocation

AGE GROUP	PRACTICES OR GAMES PER WEEK	TIME PER SESSION	TOTAL TIME PER TEAM PER WEEK
Youth	2	1.25 hours	2.5 hours
Adult	1	1.25 hours	1.25 hours

Allocations will be based on prior year’s corresponding season allocation (i.e. spring to spring, fall to fall), existing use agreements and overall community demand for field and facilities.

Whenever possible, DPR will ensure that all leagues will have some access to lighted fields, as well as fields maintained at level II or higher. Any fields that are maintained or operated by a league on county owned or leased properties will be included as part of the leagues allocations. When applicable, established Memoranda of Understanding will provide guidance for the allocation of athletic fields. Exclusive use of any field is not guaranteed.

New or additional programs that fall outside of the defined parameters of the leagues official sanctioning body’s guidelines, will be allocated space only after all other county field allocation needs have been met.

When there are insufficient resources to meet the seasonal demands, resources will be allocated to sports in their primary season.

When final rosters are submitted, one week after the first date of use, organizations are required to notify Sports Services of any preliminarily allocated fields and/or facility use hours that the organization will not use. Adjustments to an organization’s allocation may be made during the

season when allocated hours are not being used. Unused hours will be returned to DPR inventory for reallocation.

DPR reserves the right to make adjustments to allocations. Allocation procedures will be based upon availability of resources and competing needs.

Weekly allocations will reflect two (2) teams per field/facility, excluding practices on diamond fields. Field allocations are based on the total number of participants and may be adjusted as the available resources in relationship to level of demand warrant.

Table 5: Sport-to-Participant Guidelines

SPORT	PARTICIPANTS PER TEAM
Basketball	10
Baseball	15
Cricket	15
Field Hockey	15
Flag Football	12
Football	20
Lacrosse	15
Rugby	15
Soccer (over 6)	15
Soccer (6 and under)	15
Softball	15
Volleyball	10
Wrestling	20

Sports to participant ratios as indicated in Table 5 are used to determine the number of teams.

INDOOR USE GUIDELINES

To make maximum use of the time available to schedule winter leagues in facilities, as well as the most effective and efficient use of supervisory personnel and budgetary resources, DPR will require leagues to conduct no less than three (3) practice sessions or games each week night in each facility assigned, subject to the hours of gym use authorized by PWCS.

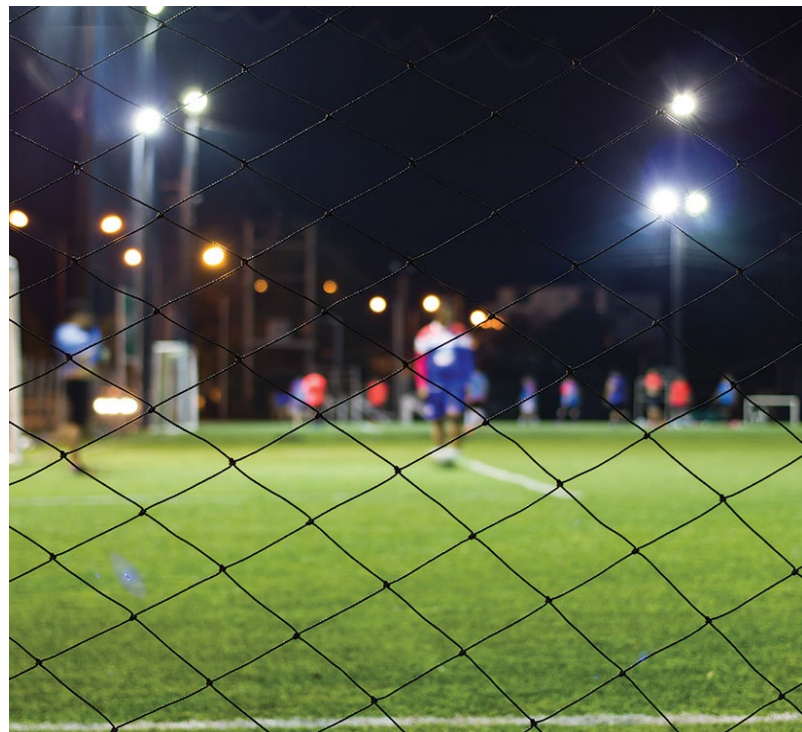
Each of these practice/game periods will be at least one (1) hour, but not more than one (1) hour and fifteen (15) minutes in length. This will require all winter leagues to expedite transition from one game or practice session to the next. Failure to complete the required number of practices or games in the time allotted will not entitle the league to additional gym time.

DPR considers the following when processing requests for PWCS indoor facilities:

- PWCS Risk Management and Security guidelines;
- Established PWCS school and activity calendars;
- Supervisory and custodial guidance;
- Gym Rules and Procedures;
- Any other school community programming; and
- Any additional guidelines as identified in the PWCS Cooperative Agreement.

LIGHTS

Where fields are lighted, lights will be turned off no later than the time indicated on the permit (no later than 10:45 p.m.). Where an automated lighting system is not available,



groups will be responsible for reporting lighting usage to DPR. Groups using lighted fields will be responsible for any lighting-related charges or penalties.

Utilization of PWCS lighted fields must adhere to Schools scheduling terms.

For additional information on use of lighted fields please see (Addendum D – Lights).

COMMERCIAL USE & FOR-PROFIT ACTIVITIES

In the event that an organization or individual desires the use of County property for any commercial purpose, DPR will receive no less than fifteen (15) percent of the gross revenues, in addition to all direct expenses, including all building use fees, and other costs including, but limited to, supervision, clean-up and utilities.

Gross revenues include participation fees, spectator fees, and concessions and merchandise sales. A financial report itemizing expenses, revenue, and participation will be required five (5) business days after completion of the activity.



FOOD, BEVERAGE & MERCHANDISE

Vendors

Vendors are not allowed on DPR or PWCS property without a permit. All vendors are responsible for collection and payment of applicable State sales taxes. Food vendors are responsible for contacting the PWC Health Department to arrange for permits and inspections.

In addition to DPR facility use permit, any person or organization requesting to have such features as a moon bounce, dunk tank, tents, fireworks, carnival rides, or pony rides, etc., regardless of the size of the group, must receive DPR approval. Once approved by DPR, the permitted group is responsible for contacting the PWC Public Works Department, PWC Fire Marshall, and PWC Health Department to arrange for appropriate permits, inspections, and/or fees.

Concessions

Leagues may operate their own concessions provided all appropriate permits are obtained and all health and fire laws are obeyed with the exception of the Valley View Complex

where a private concessionaire provides food and beverage services. All league concession and storage buildings and other equipment require a lease agreement with DPR.

For indoor facility use, food and/or beverages are not permitted in any part of the buildings unless such areas are equipped or designed for that purpose and permission has been granted.

CANCELLATION OF RENTAL ACTIVITIES

Notification of canceled use must be made ten (10) business days prior to the date of use. Rental fees paid will not be refunded if notice of cancellation is made less than ten (10) business days prior unless due to inclement weather.

TOURNAMENT SCHEDULING

A complete Tournament Application Package is required for all tournament requests. Fees and conditions are outlined in the Tournament Application Package.

Applications for tournaments must be received by December 1st for the following calendar year. Tournament requests are submitted separately from a league's practice/game requests. Tournament applications must include information regarding the anticipated number of participants and spectators. Tournament requests may be denied if available facility capacity (including, parking and spectator space) cannot accommodate the event.

Once a tournament has been scheduled, the tournament sponsor is required to submit information including the number of teams, schedules and field assignments.

Scheduling of league play will take precedence over tournaments. Tournaments with a local sponsor responsible for organizing, promoting and running the event will receive scheduling priority. Tournaments without a local sponsor will be considered on a space available basis.

Youth tournaments will be scheduled prior to scheduling adult tournaments. When scheduling conflicts arise, DPR will review projected tournament rosters of the competing requests, which will be prioritized based on numbers of participating County residents. Field allocations for tournaments are dependent upon available resources and may be modified to provide required resources for primary season games.

If requesting more than one tournament, the applicant completing the Tournament Request Form must prioritize the tournaments. DPR may limit the number of tournament dates and/or tournaments each season. Every attempt will be made to schedule the applicant's top priority tournament dates, but in the event of a scheduling conflict, the tournaments will be equally divided among requesters and in accordance with the scheduling priority outlined above.

Tournament deposits are due thirty (30) days prior to date of use. No facility is deemed reserved until the deposit is paid to DPR. Remaining balances will be invoiced following the event. In the event of cancellation due to weather or other conditions beyond DPR's control, the tournament deposit will be refunded, less any cost incurred by DPR in preparation for the tournament.

Applicants conducting tournaments must agree to pay for any damages to the facilities used. If the tournament fields are damaged to such an extent that the fields are made unusable for the balance of the season, the applicant/organization may not receive future permits until the applicant meets with appropriate DPR representatives to address concerns.

A permit for any sales during the tournament is required by DPR. Other permits may also be required per DPR and/or PWC regulations.



Tournament organizers will be required to provide adequate portable toilet facilities as determined by DPR.

Tournament organizers may be required to contract additional security as required by DPR Chief Park Ranger and/or PWC Police.

Tournament organizers must submit a signed, completed financial and/or economic impact report no later than five (5) days after the event.

Cancellation of tournament must be made in writing ten (10) business days in advance of tournament date.

For more information about scheduling a tournament using DPR fields or facilities, please see Addendum E – Tournament Applications.

GENERAL RULES & REGULATIONS GOVERNING USE OF DPR FIELDS & FACILITIES

Applicants agree to support and enforce DPR rules, regulations, and procedures and those of the PWCS, and other regulatory bodies as appropriate.

Permits are not transferable, and all users will ensure that no unauthorized third party is granted permission to use the field or any portion thereof without DPR approval.

PWCS may cancel or postpone any non-school use of a school field, and DPR may cancel any nonpark use of a park field, when such use is in conflict with a school or park event. The conflict must be one in which the two events cannot occur simultaneously due to space, parking, or other restrictions. DPR will make every attempt to notify the affected organizations as soon as the cancellation information is received and will attempt to locate alternate facilities/fields.

Field use may be canceled by the County due to weather or other extenuating circumstances.



Any individual or group responsible for damaging, destroying or defacing school or park property or other public property may be excluded from further use of the field or facility and shall be held responsible for such damage. User shall ensure reimbursement for the cost of damages occurring during use. Groups may forfeit some of their assigned fields in order to compensate other groups that may have been affected as a result of the damage.

All managers, coaches, or persons in charge of a group using the fields will be responsible for the conduct of all participants, spectators and others connected with the activity, including visiting teams and opponents. DPR reserves the right to suspend or expel any organization, group or individual from use of County athletic facilities if their use of the fields causes or may cause damage to the facility or harms or threatens to harm any individual.

Generally, when using school fields, restrooms are not available unless special arrangements are made via the school principal, in which case the School Cooperative Agreement would apply.

In no case shall anyone enter the grounds other than through the designated gates and

not before they are opened by the appointed school or DPR official.

All groups are responsible for policing the area used. This includes picking up all trash and placing the trash in the appropriate receptacles or dumpsters. The permit holder assumes personal liability for the cost of excessive cleanup, loss, damage or removal of County property resulting from the permitted activity. Failure to comply will result in the permit holder being billed for any additional cost and may result in the loss of allocation. The field and surrounding public property area should be clean when permitted use is completed. Recycling is encouraged at all facilities.

There will be no construction, modification, or physical changes to any field or facility unless specific written permission is received from DPR and PWCS. Placement of winter turf blankets must be approved by DPR. All requests for facility improvements on DPR properties must be directed, in writing, to Sports Services.

Users must agree to:

- Follow field closing announcements and refrain from using fields when conditions are such that said use is likely to cause injury to participants or result in damage to the playing surface.
- Change clothing in public restrooms only.
- Request, in advance, written permission from DPR for use of any amplified sound and comply with all PWC and State ordinances.
- Conduct warm-ups or practice for a game in an area that is permitted and a manner that is not dangerous to spectators or individuals using other fields, or damaging to other fields on the assigned grounds.
- Receive prior approval from DPR before signs, banners, and pennants are erected,

and ensure that they do not deface public property.

- Provide adequate chaperones for children and youth activities (no less than one adult per twenty-five (25) children or youths).
- Guarantee activities shall be orderly and lawful and not of a nature to incite others to disorder.
- Prohibit alcoholic beverages in buildings or on grounds.
- Comply with safety and other applicable regulations and policies of DPR and PWCS.
- Park automobiles, trucks, tractors, trailers, wagons or other motor vehicles in the designated parking area.
- Obey all federal, state and local laws, regulations and licensing requirements.
- Use field during allocated time only and restrict use to only those areas to which the organization or group has been assigned.
- Use fields only for the purpose designated in the approved permit.
- Obtain permission from private property owners before retrieving any balls or equipment.
- Ensure the safety of the players including termination of play if unsafe field conditions exist.
- Hold harmless and indemnify DPR and PWCS and all of their officials, officers, employees, or agents, with respect to any injury or property damage caused by user or user's employees or agents, including damage to DPR and PWCS property or other public property.

DPR may deny any scheduled use or terminate use if it determines that one or more of the following has occurred:

- Unmanageable groups or adverse team behavior.

- Leagues not considered in good standing.
- Required documentation is not submitted.
- Required usage fees and out-of-county player fees, or fees for other DPR services, (i.e. Grounds services, lights, portable toilets, etc.) are not paid within the specified time frame.
- A history of field damage, regulation violation, or inadequate supervision of attendees is noted.
- Discrimination because of race, religion, color, gender, national origin, age, disability, or any other basis prohibited by state or federal law.
- Participants of the requesting organization have demonstrated dangerous and/or violent behavior towards others or among themselves, and/or participants/organizations whose literature or stated philosophy promotes hatred and/or violence.
- League disciplinary measures to address spectator, coach, official, or athlete behavioral problems have not been established and followed.
- Violation of regulations regarding concessions, advertising and profit-making resulting from the use of public athletic fields, charging admission fees for games on public athletic fields, or unauthorized scheduling of public athletic fields for semi-pro or paid players.
- Assigned fields are subleased or re-allocated without prior approval from DPR.
- Failure to comply with the policies and procedures outlined within this manual and attachments.

The DPR Director, or DPR designee, shall have the right to deny the use of a field to any person or organization at any time, and/or impose a penalty for any user, group, or organization not complying with these DPR standards and its rules and regulations. The Director administers

and interprets the standards governing use of public fields and determines the appropriate procedures needed for implementation. The Director has the right to deny the privilege of continued use of fields to any user who does not comply with all the regulations.

CANCELLATIONS & ANNOUNCEMENTS

Athletic Field Announcements

Athletic field cancellation announcements will be made by DPR staff at 3:00 p.m. on weekdays, and by 7:00 a.m. on weekends and holidays. On weekends and holidays, the athletic field cancellation announcements will be updated at 12:00 p.m.

If conditions change subsequent to the recorded announcement, DPR staff may make updated decisions on site. The recorded announcement, however, cannot be changed until the next scheduled field announcement time.

DPR owned athletic fields are visited and assessed by DPR staff daily. Athletic fields on school sites are not visited and assessed daily.

Artificial turf fields are generally open for play, except when snow and/or ice are present or extreme weather conditions prohibit field use.

Outdoor field cancellations will occur if any of the following conditions exist:

- Forecasted or existing severe weather conditions;
- Fields are too wet or muddy for safe play (generally indicated by soft and/or slippery ground);
- Fields are too wet for use without significant damage to the turf and soil (generally indicated by standing water or soft and “squishy” ground);
- Frost (field use will be delayed until the frost has lifted/melted).

Inclement weather closing procedures for indoor use will follow these protocols:

- Monday through Friday
 - If PWC Schools are closed, all DPR activities are canceled.
 - If PWC Schools issue a 2-hour late school opening and if conditions do not worsen throughout the day, DPR activities proceed as scheduled.
 - If PWC Schools close early, DPR activities are canceled.
 - If PWC Schools cancel evening activities, DPR evening activities are canceled.
- Saturday and Sunday
 - Listen to local news and radio stations for PWCS community use announcements. If inclement weather or other emergencies occur during the activity, the Building Attendant, Manager-on-Duty, or Area Supervisor is authorized to cancel activities for that date.

Other Inclement Weather Situations

If inclement weather develops after DPR Field Announcement is made and prior to the start of, or during a game the following will occur:

- DPR staff (whenever possible) will decide field cancellations in consultation with the official/referee assigned to that field



and game. All participants will respect a mutual decision.

- If a representative from DPR is not present, it is the responsibility of the league representative, scheduled official, or permit holder to determine whether or not conditions that exist will endanger the safety of the participants and whether or not the activity will have a serious adverse effect on field condition.
- If play has not been restricted by a league/official when it would have been prudent to do so, the league will be responsible to pay to repair any damage that occurs to the fields due to the use.

Emergency & Maintenance Situations

Non-weather situations, such as electrical or mechanical systems not working properly, may result in the closure of DPR or PWCS fields and facilities. Fields and facilities may not be available for use if currently under repair or renovation or if repairs/renovations have been completed and field is not ready for play.

DPR SERVICES

Facility Maintenance

DPR maintains PWC park facilities and structures in accordance with annual budget funding and park facility maintenance plan. PWCS maintains PWC school facilities and structures.

Grounds Maintenance

DPR maintains PWC park grounds in accordance with annual budget funding and park grounds maintenance plan. DPR maintains PWCS middle and elementary school athletic fields in accordance with the PWCS Cooperative Agreement.

DPR provides the following basic level of service as part of the general tax base contribution:

- Appropriate annual ball field preparation;
- Mowing of grass;
- Aeration, seeding, fertilization;
- Trash removal;
- Field condition assessments and announcements daily;
- Infield prep work on baseball/softball fields;
- Standard base anchors (no bases) on baseball/softball fields; and
- Standard goals for fields as designated in the Park Inventory Guide.

Service requested above this level can be purchased and will include material and staff cost.

Field Marking Of Grass Athletic Fields

When a Facility Use Permit is issued for seasonal use prior to the start of a season (spring, summer and fall), the permitted athletic field(s) will receive markings appropriate to the field designation. Athletic fields are defined as follows:

- PWC Parks – as designated in the Park Inventory Guide;
- PWCS Middle School – as designated at time of construction; and
- PWCS Elementary Schools – as designated at time of construction. Where no field designation is obvious, for the permitted seasonal use.

Markings are typically scheduled within a two week period between the week prior to one week after the season start date or season mid-point. Marking frequency is as follows:

- Spring – initial & mid-season, one each per designated field per season;
- Summer – initial only, one per designated field per season; and

- Fall – initial & mid-season, one each per designated field per season.

When a Facility Use Permit is issued for a sport and no designated fields for that sport exist, the permitted field(s) will be marked for its permitted use. When PWCS Middle School fields are permitted for a use that conflicts with the field markings of the School’s athletic program, the initial and mid-season markings will be done in color to minimize confusion.

Requests for additional field markings should be submitted to DPR Grounds Maintenance Office two (2) weeks prior to the requested service date and are subject to approval and additional fees.



DPR reserves the right to limit the number of markings per field (creating two or more game fields on one designated field) if it results in parking, restroom or general overcrowding conditions.

Permitted users may do their own field markings with prior approval from DPR Grounds Maintenance Office.

Artificial turf fields are permanently lined when constructed. Additional markings may be requested and are subject to approval and additional fees.

Open space areas in Parks will not be marked for community use. School-owned athletic fields will only be marked by DPR if they are identified in the School Cooperative Agreement as sites maintained by DPR.

Requests for exceptions must be submitted to DPR Grounds Maintenance Office at least three (3) weeks prior to the requested service date and are subject to approval.

Portable Toilet Units

Allocation standard is currently one (1) unit per every two (2) fields, as listed in the Park Inventory Guide. The number provided will be adjusted subject to comfort station access.

Safety/Security/Regulation Compliance

DPR Rangers respond to calls for assistance, emergency or otherwise, to ensure patron enjoyment of DPR facilities and activities/functions. Rangers maintain a visible presence at DPR properties, and patrol all park properties on a daily basis providing patron support as needed. Park Rangers coordinate with Prince William County Police on matters of security and enforcement of applicable laws.

For PWCS facilities, the PWC School Security Patrol Dispatcher is available for after hour emergencies at 703.791.8805. The Security Patrol Dispatcher is available Monday - Friday from 5 p.m. - 7:30 a.m. and weekend coverage begins at 7:30 a.m. on Saturday until 7:30 a.m. on Monday.

DEFINITION OF TERMS & ABBREVIATIONS

Adult Sports	Groups of players, 19 years of age or older, who participate in athletic competition with other adults.
Applicant	Any sports organization, group of teams, or individual formally requesting community use of Prince William County facilities. Facilities include, but are not limited to, Prince William County (PWC) fields and facilities, PWC leased properties, and Prince William County School (PWCS) properties.
Athletic Field	Any area that is owned, operated, leased, and designated by PWC and/or PWCS as a sports field.
Athletic Leagues	A local youth or adult athletic group that maintains an organizational structure governing the management of the group. The group registers participants, schedules games and consists of 5 or more teams that are scheduled for competitive play. Athletic leagues must submit the required documentation to be verified by DPR.
Banner / Signage / Advertising	A display of brief written information and/or picture conveying a message. Must meet the established requirements within DPR Signage Policy.
Certificate of General Liability Insurance	Evidence of fiscal responsibility in event of personal injury or property damage during use of public facilities. *Certificate must list Prince William County DPR as an “Additionally Insured” and carry a minimum of \$1,000,000 in liability insurance coverage for activities.
Comfort Station	A room or building with toilet and lavatory facilities for public use.
Designated Contact	Single, primary contact for each applicant sport who deals with field applications and assignments for that sport.
DPR	The Prince William County Department of Parks and Recreation.
Event	A planned public or social activity.
Expansion Program	A sport or activity, not included in prior corresponding season’s allocation, added within an organization and meets the requirements for allocation of fields. Scheduling priority for expansion programs may be determined by sanctioning parameters of the league’s parent organization.
Facilities	Facilities include, but are not limited to, Prince William County (PWC) fields and facilities, PWC leased properties, and Prince William County School (PWCS) properties.
Facility	A building, part of a building or outdoor area that is built for a specific purpose.
Fall	August 1st to November 30th

Field Use Permit	A document issued by DPR through its field and facility allocation process indicating that a specific organization/individual has been approved to use a specific field/facility location for a specific period of time.
For-Profit Groups	Organizations that make a profit for individual gain by charging fees for admission, assessing unusual or non-customary fees on players, teams or participants.
In Good Standing	An applicant (group, organization or individual) that has no outstanding bills from PWC or PWCS, or is fulfilling obligations under a payment plan with the County; has no pending criminal or court injunctions against the league/organization or organization officials; and/or has no Athletic Field and Facility Use Standards violations within the past twelve (12) months.
Letter of Authorization	A document issued by DPR in lieu of a facility use permit identifying approved fields/facilities, dates and times.
Multi-sport field	Any field with a configuration that might support a variety of sports.
Multi-use request	A single application requesting between 2 to 10 events.
New Organization	A new sport group independently established for competitive play.
New Sports	Organized sports not previously receiving community use allocation from DPR. A sport is considered “new” for at least one (1) calendar year.
Non-Standard use of space	Use of an area for an approved event that is considered irregular, rare or unusual for the area as determined by DPR.
Not-For-Profit	As categorized by state and federal agencies.
Open Space	Any green space of land identified, owned and operated by PWC that is accessible to the public, which will not be designated or permitted as a sports field.
Out of County Fees	A fee assessed to leagues or seasonal groups for the participants that reside outside of PWC.
Participation Fees	A per player or per team fee assessed by DPR to leagues.
Primary Season Sport	DPR officially designated season for a particular sport.
PWC	Prince William County.
PWCS	Prince William County Public Schools.
Rangers/Security	A division with DPR whose main function is to enforce DPR rules and regulations and provide a presence within DPR that will ensure safety and enjoyment for all users. Non-sworn law enforcement personnel.

Rental fees	A per occurrence fee assessed to individual and multi-use requests.
Rental Groups	Individuals who informally have joined together to play or participate in a sport or activity, and who do not meet the requirements of a league.
Seasonal Fee	A per team fee assessed to seasonal groups.
Seasonal Groups	Organized teams that do not meet the requirements of a league and are requesting more than 10 events, not to exceed 16 consecutive weeks. Groups must adhere to DPR hourly allocation standards and residency requirements for scheduling.
Seasons	Primary period of scheduled field/facility use as identified by DPR.
Secondary Season	A season not designated as a primary season for a particular sport.
Single-use request	A single application requesting only one event.
Sports Services	DPR staff that regulates the use of facilities as assigned by the Prince William Board of County Supervisors (BOCS).
Spring	April 1st to June 30th
Subdividing	To divide an indoor or outdoor facility into smaller parts.
Summer	June 1st to August 31st
Tournament	Competitive play that requires additional fields or facilities beyond an organization's allocation and/or is not part of the regular playing season.
Travel Participant Fee	An additional per participant fee for anyone playing 50% or more games outside of PWC.
Travel Teams	A league, division, or team that plays 50% or more games during a season outside of PWC, 50% or more games in PWC against teams from outside PWC, or both.
Vendor	A business and/or person that sells a particular type of product.
Winter	November 1st to March 31st
Youth Sports	Groups of players the numbers of which are 18 years of age or younger and participate in athletic competition with other youth.

Addenda

22 | Addendum A – **Code Of Conduct**

23 | Addendum B - **Field Use Policy**

26 | Addendum C – **Fee Schedule**

28 | Addendum D – **Lights**

Addendum E – **Tournament Applications**

30 | **GUIDELINES FOR OPERATIONS**

Retain this copy for your reference

32 | **BASIC LEVEL OF SERVICE STATEMENT**

Retain this copy for your reference

33 | **APPLICATION CHECKLIST**

Keep a copy and send a copy to PWCDPR

36 | **LETTER OF UNDERSTANDING**

Return signed original to PWCDPR, a copy will be returned to you

37 | **CONCESSION OPERATIONS AND MANAGEMENT**

Return signed original to PWCDPR keep a copy for your records

38 | **POST TOURNAMENT SURVEY**

Return completed form to PWCDPR no more than 15 days after tournament

39 | **ECONOMIC IMPACT SURVEY FORM**

Return completed form to PWCDPR no more than 15 days after tournament

41 | Addendum F – **Signage Policy**



Prince William County
Department of Parks & Recreation

CODE OF CONDUCT PROCEDURES

Prince William County supports the various sports leagues in many ways, and in doing so requires, the individual sports leagues that are using County or School property to establish and enforce a Code of Conduct for their participants, parents and volunteers. This Code of Conduct must include the actions that will be taken by the league in the instances where the Code of Conduct is violated. Each league is required to submit a copy of their Code of Conduct prior to receiving field/facility permits each season. The Code of Conduct must be specific regarding the types of behaviors that are unacceptable and at a minimum reflect the items listed below that constitute some of the reasons an individual can be banned from County properties. If a league fails to enforce their Code of Conduct, the County reserves the right to suspend the leagues field/facility permits until the issue has been satisfactorily addressed.

In addition, the County does enforce standards of behavior at county facilities and can prohibit individuals from using county facilities if these standards are violated. An individual may be banned from a county facility if:

1. A person engages in any behavior at a county facility which would constitute a crime (e.g. assault or consuming alcoholic beverages) or;
2. A person engages in any behavior which disrupts the use of a county facility for family recreational and sports activity (e.g. sexually harassing behavior, public profanity or physically or verbally disrupting a sporting event).

If the Director of Parks and Recreation receives a complaint of such inappropriate behavior at a county facility, he will investigate the matter and, if necessary, send a letter to the offending person indicating that they are no longer allowed in County facilities.

Procedures

If an organization has a problem that demands immediate attention, they should call the Park Ranger or PWC Police who will assist with solving the problem.

If, after the conflict has been resolved, the league or association feels that this issue needs additional attention, the organization should submit in writing to the Director of Parks and Recreation a request to have the situation reviewed. The complaint will be investigated by Parks and Recreation staff to gather all of the facts surrounding the issue.

A committee consisting of one Parks & Recreation Commission member and two Parks and Recreation staff members will meet as soon as possible to discuss the findings from the investigation and report back to the league or association.

The determination made by the committee, will be final.

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FIELD USE POLICY
PERMIT USE ONLY FIELDS:

SITE	Field Type	Field Number(s)
Ben Lomond Park	Soccer Softball	13 of the 20 lower fields 3
Catharpin Recreational Park	Baseball Softball	1, 2, 3 4, 5
Chinn	Soccer	1, 2, 3
Fairmont Park	Softball	1, 2, 3, 4
Fuller Heights Park	Baseball	1, 2, 3
Hellwig Memorial Park	Baseball Soccer Softball	1, 3, 4 1, 2, 3, 7, 8 2
Howison Homestead Park	Soccer	1, 2, 3
Leitch Park	Baseball Softball	1 2
Long Park	Baseball Soccer	1, 2, 3, 4 1, 2, 3, 4, 5, 6, 7
Mayhew Park	Football	1, 2, 3
Nokesville Park	Baseball Soccer	1, 2, 3, 4, 5, 6 1, 2
Pfitzner Stadium Complex	Baseball Softball	1 1, 2, 3
Sharron Baucom – Dale City Recreation Center	Baseball	3
Turley	Baseball	1, 2
Valley View Sports Complex	Softball Soccer	1, 2, 3, 4, 5 1, 2, 3, 4, 5, 6
Veterans Park	Baseball Football Soccer	1, 2, 3, 4 5, 6 1, 2, 3, 4
Wall Park	Baseball	1, 2

Prince William County
Department of Parks & Recreation

FIELD USE POLICY
PERMIT USE ONLY FIELDS:

Prince William County Parks and Recreation (PWCDPR) welcomes you to this facility. Use of these fields requires a facility use permit. To reserve a field contact our Sports Department at 703-792-7060, Monday – Friday. Thank you for your cooperation.

**SE NECESITA PERMISO PARA EL USO DE
ESTAS CANCHAS**

El PWCP&R les da una cordial bienvenida a estas instalaciones deportivas.

Para usar estas canchas es necesario tener un permiso otorgado por el Departamento de Deportes del PWCPA.

Para obtener este permiso por favor llame al Departamento de Deportes 703-792-7060, o 703-792-4004 – Lunes a Viernes – 8:30a-5p o visítenos en la red: www.pwcparks.org. Gracias por su cooperación.

Prince William County
Department of Parks & Recreation

FIELD USE POLICY
GROUPS OF 15 OR MORE ON NON-PERMIT FIELDS:

Prince William County Parks and Recreation (PWCDPR) welcomes you to this facility. Groups of 15 or more people on the identified fields require a field use permit. To reserve a sports field contact our Sports Department at 703-792-7060, Monday – Friday, or visit us at www.pwcparks.org. Thank you for your cooperation.

GROUPS DE 15 O MAS - *NECESITAN permiso para el uso de estas canchas*

El PWCP&R les da una cordial bienvenida a estas instalaciones deportivas.

Grupos de 15 o mas personas necesitan un pemiso para el uso de estas canchas otorgado por el Departamento de Deportes del PWCPA.

Para obtener este permiso por favor llame al Departamento de Deportes 703-792-7060, o 703-792-4004 – Lunes a Viernes – 8:30a-5p, o visítenos en la red www.pwcparks.org. Gracias por su cooperación.

Prince William County
Department of Parks & Recreation
FEE SCHEDULE EFF. 07/01/2015

PERMIT FEES - OUTDOORS	DESCRIPTION	FEES	PER
SINGLE USE FEE	REQUESTING 1 EVENT	\$25.00	DATE/FACILITY
MULTIPLE USE FEE	REQUESTING BETWEEN 2-10 EVENTS	\$25.00	DATE/FACILITY
CANCELLATION FEE	WITH LESS THAN 10 WORKING DAYS; PLUS 2 HOURS PERSONNEL FEES WHEN APPLICABLE	\$25.00	DATE/FACILITY
YOUTH FEE	PRINCE WILLIAM COUNTY RESIDENT PARTICIPANT FEE	\$24.00	PARTICIPANT
YOUTH FEE	NON-RESIDENT PARTICIPANT FEE	\$32.00	PARTICIPANT
ADULT FEE	PRINCE WILLIAM COUNTY RESIDENT PARTICIPANT FEE	\$38.00	PARTICIPANT
ADULT FEE	NON-RESIDENT PARTICIPANT FEE	\$50.00	PARTICIPANT
YOUTH SEASONAL FEE	YOUTH SEASONAL GROUPS REQUESTING MORE THAN 10 EVENTS THAT DO NOT MEET LEAGUE REQUIREMENTS	\$400.00	TEAM
ADULT TEAM FEE	TEAM FEE MAY BE APPLIED IN LIEU OF PARTICIPANT FEE	\$570.00	TEAM
ATF PRIME RENTAL	ARTIFICIAL TURF RENTAL – WEEKDAYS AFTER 5 PM AND ALL DAY ON WEEKENDS/HOLIDAYS	\$100.00	HOURLY
ATF NON-PRIME RENTAL	ARTIFICIAL TURF RENTAL – BEFORE 5 PM ON WEEKDAYS (EXCLUDING HOLIDAYS)	\$80.00	HOURLY
TOURNAMENT FEE	PWC RECOGNIZED LEAGUE TOURNAMENT EVENT	\$50.00	FIELD
TOURNAMENT FEE	NON-PWC RECOGNIZED LEAGUE TOURNAMENT EVENT	\$150.00	FIELD
DEPOSIT FEE	DEPOSIT DUE PER FIELD 30 DAYS PRIOR TO EVENT	\$25.00	FIELD
COMMERCIAL / VENDOR FEE	15% GROSS REVENUE FROM ANY COMMERCIAL ACTIVITY SCHEDULED BY PARKS & RECREATION	15%	EVENT
PERMIT FEES - INDOORS	DESCRIPTION	FEES	PER
YOUTH FEE	PRINCE WILLIAM COUNTY RESIDENT PARTICIPANT FEE	\$27.00	PARTICIPANT
YOUTH FEE	NON-RESIDENT PARTICIPANT FEE	\$35.00	PARTICIPANT
ADULT FEE	PRINCE WILLIAM COUNTY RESIDENT PARTICIPANT FEE	\$43.00	PARTICIPANT
ADULT FEE	NON-RESIDENT PARTICIPANT FEE	\$65.00	PARTICIPANT
APPLICATION FEE	RENTAL PROGRAMS REQUESTING ANY NUMBER OF EVENTS	\$25.00	FACILITY
PERSONNEL FEE	FERLAZZO RENTAL – SUPERVISION & CUSTODIAL FOR DURATION OF WEEKDAYS SCHEDULED AS BLOCKS OF TIME (6:30P-8:15P & 8:15-10P) WEEKEND/HOLIDAY SCHEDULED PER HOUR PLUS INSPECTION	\$50.00 \$100.00	HOURLY BLOCK
PERSONNEL FEE	SUPERVISION – BUILDING ATTENDANT AT PWCS SITES FOR DURATION OF PROGRAM PLUS ADDITIONAL 30 MINUTES TO COMPLETE FACILITY INSPECTIONS	\$20.00	HOURLY
PERSONNEL FEE	SUPERVISION – MANAGER ON DUTY AT PWCS SITES FOR DURATION OF PROGRAM PLUS ADDITIONAL 30 MINUTES TO COMPLETE FACILITY INSPECTIONS	\$30.00	HOURLY
PERSONNEL FEE	CUSTODIAL – DURATION DETERMINED VIA PWCS COOPERATIVE AGREEMENT & EXCESSIVE CLEAN-UP REQUIREMENTS AT PWCS SITES	\$30.00	HOURLY
PERSONNEL FEE	STUDENT TECH FOR DURATION OF PROGRAM AT PWCS SITES	\$15.00	HOURLY
TOURNAMENT FEE	PWC RECOGNIZED LEAGUE TOURNAMENT EVENT	\$50.00	GYM COURT
TOURNAMENT FEE	NON-PWC RECOGNIZED LEAGUE TOURNAMENT EVENT	\$150.00	GYM COURT
DEPOSIT FEE	DEPOSIT DUE PER FACILITY 30 DAYS PRIOR TO EVENT	\$25.00	GYM COURT
COMMERCIAL / VENDOR FEE	15% GROSS REVENUE FROM ANY COMMERCIAL ACTIVITY SCHEDULED BY PARKS & RECREATION (MERCHANDISE, CONCESSIONS, ADMISSION, ET CETERA)	15%	EVENT

Prince William County
Department of Parks & Recreation

FEE SCHEDULE EFF. 07/01/2015

ADDT'L SERVICE FEES	DESCRIPTION	FEES	PER
LIGHTING FEE	TOKEN OPERATED SYSTEMS – 30 MINUTES	\$4.50	TOKEN
LIGHTING FEE	MUSCO CONTROL-LINK LIGHTING SYSTEMS	\$9.00	HOUR
LIGHTING FEE	SWITCH OPERATED SYSTEMS (USER GROUP LIGHTING REPORTS REQUIRED)	\$9.00	HOUR
LIGHTING FEE	PFITZNER STADIUM LIGHTS	\$42.00	HOUR
PORTABLE RESTROOM FEE	AR-JON UNITS – REGULAR	\$72.00	UNIT
PORTABLE RESTROOM FEE	AR-JON UNITS – ACCESSIBLE	\$110.00	UNIT
PORTABLE RESTROOM FEE	ADDITIONAL CLEANINGS	\$20.00	CLEANING
FIELD LINING FEE	ADDITIONAL FIELD LINING SERVICE (SEE FIELD OF DREAMS CATALOG BY PWC GROUNDS DEPT.)	VARIES CONTACT PWC GROUNDS	SERVICE

Prince William County
Department of Parks & Recreation

BALL FIELD LIGHTS USE POLICY

Department of Parks and Recreation (DPR) encourages community use of the facilities when they are not in use for league play or other scheduled events. A permit is required for use of these sites. A "Ball Field Light Use Agreement" must also be submitted. A use agreement must be completed prior to issuing a switch key, tokens, or access code for the lights.

Lights will be turned off **no later than the time indicated on the permit**, which may vary at individual parks. Rental groups using lighted fields are responsible for lighting charges and must pay for use in advance. Where an automated lighting system is not available, groups will be responsible for reporting lighting usage to DPR via a lighting report following use.

A. Ball field lighting on Park Properties

Site	Rate/Hr	Type	Curfew Time
Ann Moncure Wall Park Baseball #1	\$9.00	Switch	10:45 PM
Ben Lomond Park Softball #3	\$9.00	Switch	10:45 PM
Catharpin Park Baseball #1 - #3; Softball #4 - #5	\$9.00	Musco	10:45 PM
Cloverdale Softball #1 and 2	\$9.00	Musco	10:45 PM
Sharron Baucom Dale City Recreation Center BB #1 and 2	\$9.00	Switch	10:45 PM
Fuller Heights Baseball #1 - #3	\$9.00	Musco	10:45 PM
Hellwig Baseball #1, 3, 4; Soccer #2, 3, 5, 7 - 8; Softball #2	\$9.00	Musco	10:45 PM
Howison Soccer #1 - #3	\$9.00	Musco	10:45 PM
Leitch Park Baseball #1; Softball #1	\$9.00	Musco	10:45 PM
Leitch Park Soccer #1	\$9.00	Token	10:45 PM
Long Park Soccer #5, 6, and 7	\$9.00	Musco	10:45 PM
Nokesville Baseball #1 and 2	\$9.00	Musco	10:45 PM
Mayhew Football #1, 2, and 3	\$9.00	Switch	10:45 PM
Pfitzner Softball #1, 2, and 3	\$9.00	Musco	10:45 PM
Turley Baseball #1 and 2	\$9.00	Switch	10:45 PM
Valley View Softball #1 - #5	\$9.00	Musco	10:45 PM
Veterans Park Baseball #1 - #4; Football #5 - #6 Soccer #1 - #2	\$9.00	Musco	10:45 PM

For ball fields that are controlled by Musco, the DPR will schedule on/off times via Internet prior to issuing permits. A password will be provided instead of a key or combination. Rental field users are required to pay light fees at the time of reservation. Groups will be billed for light usage monthly. The password will be cancelled immediately after the scheduled event for rental use.

B. Ball field lighting on Middle School Properties (Automated Lighting Systems)

Site	Rate	Curfew Time
Benton Middle School Soccer (ATF)	\$9.00 per hour	10:00 PM
Gainesville Middle School Soccer (ATF)	\$9.00 per hour	10:00 PM
Godwin Middle School Football (ATF)	\$9.00 per hour	10:00 PM
Graham Park Middle School Football (ATF)	\$9.00 per hour	10:00 PM
Lake Ridge Middle School Football (ATF)	\$9.00 per hour	10:00 PM
Potomac Middle School Football	\$9.00 per hour	10:00 PM
Saunders Middle School Soccer (ATF)	\$9.00 per hour	10:00 PM
Woodbridge Middle School Football (ATF)	\$9.00 per hour	10:00 PM

Musco ball field lighting on School Properties will be scheduled by the DPR as described above. Fields will only be available if no school activity is scheduled or indoor community use does not conflict with outdoor use of the field.

C. Ball field Lighting Reports

For ball fields that are controlled by light switches, the light box key or combination will be provided to the contact person. Field lights are the sole responsibility of that field’s user group. Lights must be turned on and off by the group’s designated representative. The ball field light report is to be submitted no later than the fifth day of each month following the month of use. Failure to submit the report or inconsistent reporting will result in the user being billed for the entire amount of time scheduled to the user during non-daylight times on the permit.

Ball Field Lighting Report (Sample)

Month _____

Location: _____ Field(s) #: _____ Field Type: _____

Date	User Group Name	Name of Group Representative (Please Print)	Field time	
			On	Off

- Instructions:
- 1) Time used is to be regular. No military time.
 - 2) Only one group is to be reported on each line on each day

D. Ball Field Lighting with Token Systems

For ball fields that require tokens, the key will be picked up at Hellwig Administration Building prior to the event. The contact person will return the key to the DPR no later than 4 P.M. the next business day follow conclusion of the event. If the key is lost or stolen, the contact person is responsible for the cost of changing the keys to the facility.

Prince William County
Department of Parks & Recreation

GUIDELINES FOR OPERATIONS

General Information: A copy of the tournament application as filed with the State (VA) or affiliation should be provided along with the insurance verification.

- **Indoor Tournaments:** Complete the tournament application and submit to the PWCDPR Sports Services Department no later than ninety (90) business days prior to the event
- **Outdoor Tournaments:** Applications must be received by December 1st for the following calendar year.

A pre-tournament meeting will be held at least fifteen (15) business days prior to the scheduled event. At this meeting, Grounds/PWCPS support (field lining, mowing, Maintenance Technicians, custodial support, etc.); Sports Services support (field reservations, concessions, vendors); and Operations support (portable units, lighting) will be determined and contracted. All support service requests must be made no less than fifteen (15) business days prior to the first date of this event. The Tournament Director will provide the number of team, teams schedules, and field/facility assignments.

Assignment: The host shall not assign its obligations hereunder without prior written approval of the Prince William County Parks & Recreation, hereafter referred to in this document as PWCDPR.

Cancelled tournaments: For local tournaments, hosting the following weekend might be an appropriate alternative. Holiday weekend tournaments are not rescheduled. The deposit will be forfeited for non- weather related tournament cancellations, unless cancelled within ten (10) or more business days prior to the event.

Cleanup: Tournament director is expected to ensure that all areas are restored to the same condition as prior to the tournament. The PWCDPR will provide trash bags with the understanding that trash be removed/properly disposed of at the end of each day. If areas are not restored and PWCDPR staff must do so, the tournament director will be billed for that expense.

Deposit and Cancellation Fees: There is a \$25.00 deposit fee (RF) required for each field/facility scheduled. This deposit will be applied to the final invoice following the scheduled event. If the event is cancelled less than 10 business days prior to the event, the deposit will be deemed a cancellation fee and will be withheld. No event is considered reserved and fields/facilities remain in available inventory until this deposit is received.

Facility/Field loading schedule: This must be provided no less than four (4) business days prior to the first date of the tournament. Number of teams must be included for each game site. Failure to comply may result in PWCDPR canceling the program for the calendar year.

Hours of Use: Programs are limited to the scheduled hours of use. Spectators, teams, coaches, referees should be advised to arrive at the scheduled start time and access only fields/facilities scheduled for use.

Insurance: Please attach a current copy of your insurance certificate and return with all pages completed. If request is approved, a certificate reflecting coverage for this event will be required no less than fifteen (15) business days prior to the first date of this event.

Prince William County
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GUIDELINES FOR OPERATIONS *(Contd.)*

Letter of Understanding: The PWCDPR will complete a letter of understanding for signature by the requesting party and Sports Services staff. The purpose is to confirm mutual understanding of facilities, fees, Grounds support, services, etc. Both parties will sign and receive a copy. If multiple events are approved, this form must be completed for each event.

Modifications: All requests for modifications to any area of any indoor or outdoor facilities must be in writing. Reasons for the changes should be in detail. Modifications will be removed by the group and area must not be damaged as a result of changes. Fees will be charged for damages.

Priority in Scheduling: Scheduling of league play will take precedent over tournaments. Currently known community based tournaments have first priority in respect to tournament scheduling. For Profit and/or new tournament events will be given a lesser priority when requesting competing dates/times/locations.

Security Support: It is suggested that tournament directors contact the PWCDPR Sports Services requesting extra nighttime patrol through a field area that is setup for tournament play. Tents, nets and other items of value are often too cumbersome or time consuming to take down and set up each day. Additionally, vehicles have been known to drive through field areas, causing ruts and destruction of property, delaying or canceling use of the area in support of the program. Contracted traffic detail (PWC Police or Sheriff) will be required at some facilities.

Site Coordinators – Tournament Directors will identify a specific person to be the point of contact with the PWCDPR. The Tournament Director should develop a check list of necessary actions (e.g., site preparations, monitoring games, vendor setups, communications, alert the local rescue services of the tournament, etc.) for use at that site by the Site Coordinator. For Outdoor Tournaments, this person and PWCDPR staff will assess grounds conditions, decide if delay/cancellation of play is necessary, make a determination if wet field absorbent should be applied, etc.

Vendor Sales: Names and contact information of profit and nonprofit vendors will be provided to Sport Services fifteen (15) business days prior to the event along with responsibility for space, tents, tables, chairs, etc. A permit for any sales is required by the PWCDPR and additional permits may be required based on PWC regulations. The profit making vendors will be required to forward 15% of the gross revenue to the PWCDPR along with a financial report of gross sales, within five (5) days after the last day of the tournament. A clear definition of the vendor's role for each tournament would need to be determined. A contractual agreement with each would need to be executed by the tournament director and PWCDPR. If agreed to, the 15% of gross sales can be split between the PWCDPR and tournament program. Verbal agreements between tournament directors and businesses are not an acceptable practice by PWCDPR; whether termed a donation or setup fee. The acceptance by tournament representatives of cash, check or products, in exchange for an opportunity to sell, is prohibited on public properties assigned in PWC by the PWCDPR.

Unpaid Balances: Tournament requests will not be accepted from any individual or organization that currently has outstanding balances with the PWCDPR.

Prince William County
Department of Parks & Recreation

BASIC LEVEL OF SERVICE STATEMENT

Historically, the PWCDPR has provided and will continue to provide the following basic level of service as part of the general tax base contribution. Service requested above this level can be purchased and will include material and staff costs.

No tournament will be considered unless any and all debts owed to the DPR have been satisfied.

General Services:

1. The Sports Services Manager will schedule the use of PWCS facilities and leased properties with the cooperation of the volunteers representing a group; agency; or league.
2. PWCDPR will act as liaison between school administrators and the community for leisure time use of facilities.
3. The Grounds Division will enter into a Service Contract no less than 15 business days before the tournament date if applicable.
4. Other support services will be identified and coordinated as identified at the pre-tournament meeting.

Possible Reasons for Cancellations/Use Restrictions:

1. Conflicting school activities;
2. Forecasted or existing critical weather conditions;
3. Electrical or mechanical systems not working properly;
4. Emergency or extensive repairs and/or maintenance problems;
5. Fields are too wet or muddy for grounds maintenance and/or safe play;
6. Unmanageable groups or adverse team behavior.
7. Forecasted or existing critical weather conditions;
8. Electrical or mechanical systems not working properly;
9. Areas in parks and schools without installed lighting will be closed to users at sunset;
10. Field use at renovated park or school sites will be limited and monitored with the intention being to keep the facility in safe and playable condition.

Services specific to sports fields with schedule of work based on community leagues seasons of play and park sites PWCP&R maintains:

1. Appropriate seasonal ballfield preparation;
2. Initial field marking - 2 coats heavy plus 1 mid-season field marking (soccer/football);
3. Litter pickup 3 times weekly;
4. Standard goals (24' wide x 8' high) at park sites (soccer/football);
5. Ballfield cancellation announcements weekdays by 3:00 p.m. and on weekends by 7:00 a.m. during scheduled community seasonal play;
6. Trash bags, if requested for a program event for which we schedule or promote, with expected removal from the property on a daily basis.

Prince William County
Department of Parks & Recreation

**CHECKLIST OF INFORMATION NEEDED FOR REQUESTING
FACILITIES FOR A SPORTS TOURNAMENT**

Forward to: PWC Department of Parks & Recreation
14420 Bristow Road, Manassas, VA 20112-3932
Attention: Sports Services Division

The following information is necessary for the PWCDPR to consider your request for hosting a sports tournament on any of Prince William County's park, school or leased property. Any requests received after due dates will receive consideration on an individual basis as time and resources allow. The PWCDPR and community are interested in promoting sports in Prince William County while maintaining safe and playable facilities for its residents.

Date of submission _____

Name of Hosting Affiliation _____

Address _____

Phone #s

Daytime _____

Evening _____

Cell _____

E-mail address _____

Sanctioning Organization _____

*Include approved copy of sanctioning form

Is your organization non-profit? * (check one)

Yes _____

No _____

*Include approved copy of non-profit form

Date of tournament(s) – if requesting more than one tournament, please prioritize. The DPR may limit the number of tournament dates and/or tournaments depending on available resources.

Each Tournament Application must be accompanied by the \$25 per field/facility deposit fee. The deposit fee will be forfeited if cancellation is not made within 10 business days of the tournament date. No field/facility is considered reserved until this deposit is paid.

Prince William County
Department of Parks & Recreation

**CHECKLIST OF INFORMATION NEEDED FOR REQUESTING
FACILITIES FOR A SPORTS TOURNAMENT**

Total number of teams you are requesting space for in PWC _____
Grand total of the number of teams participating in the tournament _____

Name(s) of other Counties providing facility space for this event _____

In respect to Facilities/fields in PWC (attach listings as needed):

Please include the field(s) location(s)/size(s) you would prefer. Please attach a page if needed, to provide a complete listing. Grounds Division will approve all layouts and related fees.

Primary _____

Backup sites _____

Are any modifications to facility/field areas required to support the event (i.e. change in game field size, base paths, mounds, hoop height, etc.)?

Yes _____

No _____

If yes, please identify any modification(s): _____
(please attach a page or diagram as needed)

Will any equipment be brought into the facilities?

Yes _____

No _____

If yes, please identify: _____

What first aid provisions are being made? _____

Tournament Format: - (check one below)

(___) single elimination (___) double elimination (___) round robin

(___) other (provide explanation) _____

Are you accepting responsibility to line all backup fields that do not require reconfiguration?

Check one Yes _____

No

Prince William County
Department of Parks & Recreation

**CHECKLIST OF INFORMATION NEEDED FOR REQUESTING
FACILITIES FOR A SPORTS TOURNAMENT**

The site co-ordinator must be on the premises at all times during the tournament. If multiple complexes are being used, a designated site coordinator must be at each complex.

By what date do you want facility/field setup to be completed? _____

Portable Restroom Units:

How many?	Where?	# of extra cleansings
_____	_____	_____
_____	_____	_____
_____	_____	_____

Site Director information for each location (**must be provided prior to event**)

Name of Location _____
Name of person _____
Phone #'s Cell _____
E-mail address _____
How to be identified _____

Name of Location _____
Name of person _____
Phone #'s Cell _____
E-mail address _____
How to be identified _____

Name of Location _____
Name of person _____
Phone #'s Cell _____
E-mail address _____
How to be identified _____

Name of Location _____
Name of person _____
Phone #'s Cell _____
E-mail address _____
How to be identified _____

Name of Location _____
Name of person _____
Phone numbers Cell _____
E-mail address _____
How to be identified _____

What first aid provisions are being made? _____

Prince William County
Department of Parks & Recreation

LETTER OF UNDERSTANDING

I agree to the terms identified in this document and agree to pay all associated fees. I also agree that no fee(s) are currently owed to the PWCDPR. Please sign and return this original and a signed copy will be provided for your records. If you are not in agreement with the information as presented, or if you have any questions, please feel free to contact the Sports Services Manager.

Date of Event

Tournament Director

Date

Prince William County PWCDPR
Sports Services Manager, or designee

Date

Thank you for contacting the PWC Department of Parks & Recreation for your tournament needs. We are proud of our facilities and support our community through their efforts and volunteerism. After the program, please let us know how you feel about our process, including any suggestions for improvement you can offer.

Prince William County
Department of Parks & Recreation

**CONCESSION OPERATIONS AND MANAGEMENT AT SPORTS
TOURNAMENTS UTILIZING PWC PROPERTY**

The use of public property for any commercial purpose (sale of goods and services) is at the discretion of the PWC Parks and Recreation. Vendors are not allowed on DPR or PWCS property without an approved permit and/or contract. All vendors are responsible for collection and payment of applicable state sales taxes. All food vendors are responsible for contacting the PWC Health Department to arrange for permits and inspections. The vendor shall provide all equipment, supplies, items and articles necessary for provision of sales. General liability insurance is mandatory for all vendors.

A general listing of all products to be offered for sale during the term of the contract must be provided to the PWCDPR no less than ten (10) business days before the tournament. This listing shall also include estimated price ranges of each product. The PWCDPR will not be held liable for any damages to the applicant's property throughout the term of this agreement.

The Tournament Director must also approve the sales operation, regardless of the vendor. If a concession operation were handled by contract, 15% of the gross sales and a financial report would be required by the PWCDPR. A processing fee of \$25.00 will be assessed for contracts requested; prepared by the PWCDPR; and then cancelled by the requesting party.

In respect to non-food sales that are intended (or not intended) to offset expenses of the tournament (e.g, t-shirts, sporting goods, equipment, clothing of all types, etc.) and that are conducted by a party other than the tournament director, the PWCDPR would be entitled to 15% of the gross sales and a financial report. Non-sales displays and promotions conducted by either non-profit or commercial vendors are permitted to operate during a tournament, if approved in advance by the PWCDPR and individual Tournament Director.

In all cases, the PWCDPR can deny any request for any food or vendor type sales, at all public property scheduled in support of any sports tournament in Prince William County.

I agree to the terms identified in this document and agree to pay all associated fees. Please sign and return this original and a signed copy will be provided for your records. If you are not in agreement with the information as presented, or if you have any questions, please feel free to contact the of Sports Services Manager.

Tournament Director _____

Date _____

Prince William County
Department of Parks & Recreation

POST SPORT TOURNAMENT SURVEY

Activity Evaluation Scoring

Score	5	Excellent
	4	Good
	3	Fair - Could be improved
	2	Poor - Needs improvement
	1	Unsatisfactory

Application Process

	1	2	3	4	5
Timely Response					
Professionalism					
Thorough understanding of requirements					

Field Conditions

	1	2	3	4	5
Site Grading					
Turf					
Field markings					
Appurtenance features e.g., goal posts, fencing, bleachers					

PWCP&R Liaison

	1	2	3	4	5
Timely Communication					
Availability					
Thoroughness					
Job knowledge					

Please complete this survey and return to the PWCDPR within fifteen (15) days after the last date of the tournament. We are very interested in serving you in a timely, courteous and thorough manner. Feel free to provide any suggestions you may have in the space below, or attach additional sheets to this form.

Prince William County
Department of Parks & Recreation

ECONOMIC IMPACT SURVEY FORM

* This form can also be provided electronically to provide easy access to calculations and submission.
Submission of the completed survey form is required for all tournaments.

Your Name: _____ Title: _____

Name of Organization You Represent: _____

Name of Tournament: _____

Date(s) Hosted: _____

Type of Tournament: (check one below)

(____) National (____) State Regional (____) Other (____)

Number of fields or indoor facilities scheduled for this event? (List sites, types and size of facility(ies))

Dates and Times of scheduled tournament:

Number of teams expected from Prince William County? _____ Other areas? _____

Geographic breakdown of where teams will come from: _____

Name of National, State or Regional affiliate/sponsor of Tournament:

What funding, material or supplies will be provided for this tournament by the affiliate/sponsor identified? If none, please explain

If there is net revenue, will it be retained by the host organization or must it be turned over to the National/State/Regional affiliate? Please explain:

Prince William County
Department of Parks & Recreation

ECONOMIC IMPACT SURVEY FORM (Contd.)

Please list your program budget of anticipated expenses and revenue.

EXPENSES	REVENUES
Direct Operating Costs: Supervision, Lights, Utilities, Field Prep)	Entry Fees:
Advertising:	Gate Receipts:
Awards:	Program Ads:
Materials/Supplies:	Contributions: (From Vendors)
Officials:	Parking:
	Concessions:
Other:	Other:

AIRLINES: Average Airline ticket Cost (\$300.00)
 % of individuals flying _____
 Total Airline costs _____

CARS: Average Car Rental (\$125.00)
 % of individuals renting cars _____
 Total Car Rental _____

ENTERTAINMENT: Total attendance x average entertainment cost = Total Entertainment Value

HOTELS: Total attendance/2 (double occupancy) x average hotel rate = Total Hotel Value

RESTAURANTS: \$50.00 per day, per person

SHOPPING: Total attendance x \$162 = Total Shopping Value

SOUVENIR SALES: Merchandise sold at athletic venues

CONCESSIONS: Concessions sold at athletic venues

Total Economic Impact of Tournament:



**PRINCE WILLIAM COUNTY
PARKS AND RECREATION**

PRINCE WILLIAM COUNTY, VIRGINIA

PAGE:

1 of 2

SUBJECT:

PARK SIGN POLICY

EFFECTIVE DATE:

Nov. 17, 2015

SUPERSEDES:

08/01/08

Objective: To establish a policy for the approval and installation of signs and sign boards posted on PWC Department of Parks & Recreation (DPR) property.

Definitions: Sign: any display of letters, words, numerals, figures, logos, devices, emblems, and/or pictures, in any combination, by any means, for the purpose of attracting attention or making anything known. Every such display shall be deemed a sign whether made on, attached to, or as a part of a structure, surface, including, but not limited to, a window (inside or outside), wall, ground, any rock, tree or other object.

Policy: It shall be the policy of DPR to utilize the following guidelines when considering requests to install signs at parks.

General:

1. Signs produced by authorized staff referencing rules of use, hours of operation, safety issues, pricing or promotion of DPR programs or events are allowed.
2. Any signs to be displayed on DPR property must be approved by DPR prior to sign placement.
3. "Permitted" park sites and refer to those sites the specific league has been issued a permit for a season of play. "Permitted leagues" refers to those leagues that hold a permit for the use of the park site during the current season of play. "Permitted Season" is the current season of play that the league has a permit to use the park fields.

League Related:

1. Signs displaying the name of authorized and permitted leagues or user groups may be installed at the primary permitted park site (as determined by Sports Services Division) utilized by that league or user group. The sign size and materials will be consistent with the published standards provided by DPR. Areas in which signs may be posted will be specified by DPR and will be consistent for all leagues and user groups.
2. Approved league signs will be posted by the league in the location designated by DPR and are to be removed by the league at the conclusion of the league's seasonal use. If multiple leagues use the same building, those leagues will have equal access to

posting approved signs on DPR assigned space for that site, on a first come first served basis. In the event that space is not available for additional league signs, no further signs may be posted until space becomes available.

3. Signs informing the general public of league registration are subject to DPR approval. Such signs shall be posted in the area designated by DPR and must be removed 30 days after the sign permit is issued. One registration sign per league will be allowed at the permitted park site assigned to that league.
4. Permanent league signage and/or information boards may be installed on the primary building assigned to the respective league, installed next to the approved league name sign. Approval of sign installation must be granted by DPR in advance of installation.

Temporary signage related to sponsorship will be allowed as follows:

1. Signs displaying the names of league sponsors may be posted at the park site permitted to the sponsored league. Sponsorship signs may not display any viewpoint or sales proposition. Signs can include sponsor name and logo and one of the following - (a) address, (b) phone number or (c) web address. The sign size and materials will be consistent with the published standards provided by DPR. Location of sponsorship signs will be determined by DPR and will be consistent for all leagues and user groups.
2. League sponsorship signs will be posted by the league at the beginning of the permitted season and removed by the league within 7 days of the conclusion of the league's permitted season. If multiple leagues use the same site, those leagues will have equal access to posting approved signs on the assigned space(s) for that site, on a first come first served basis. In the event that space is not available for additional league sponsorship signs, no further signs will be approved until space becomes available.

SIGN POLICY SPECIFICATIONS:

Banner Locations: Sponsorship banners shall only be displayed on the permitted fields' outfield fence. Registration banners may be on fields facing exterior. For those fields that do not have outfield fences, adjacent locations will be determined by DPR. Actual locations of any/all banners shall be coordinated with DPR prior to hanging. Signs shall be placed and so as not to limit visibility of playing areas

Banner Composition: Banner copy and/or logos shall be limited to one side of banner. Banners shall be fabricated from vinyl material with a minimum thickness of 13 oz. Wind vents are recommended, and may be required depending on the individual location approved. Signage that would be affixed to fencing in or at any facility be so installed so as to not damage fencing either by undue weight of sign or by installation mechanics/devices and fabricated from banner-type material

Banner Size: No individual sponsorship sign size may exceed 15 square feet (e.g. 2'x7.5', 3'x5');

Installation: The banner's surface should be tautly securely fastened to the outfield fence of the field and by a minimum of six (6) contact points. A maximum of one banner may be displayed between each outfield fence post.

Maintenance: The permittee shall maintain all banners in good condition and ensure that they remain properly fastened during the time they are displayed. The permittee shall promptly remove or replace any banner that is torn, faded, dirty or defaced.

Banner Removal: Following a 7 day notification period, DPR may remove and dispose of any banners not properly maintained or not removed by the end of the permit period.

Permeant Building-Mounted Signs (League Signage): DPR may specify material, size and grommet location for any signage not already in-place.

Temporary ground mounted signs: Temporary signs installed in parks shall be constructed of corrugated coroplast or similar waterproof material, minimum thickness of 3 mills. Signs should be mounted a minimum of 2 feet off the ground. Mounting posts shall not exceed 4 feet, unless a variance is issued by DPR, depending on ultimate location. Maximum size shall not exceed 24 square feet.

Building or flush mounted signs: Signs mounted to buildings shall be fabricated from aluminum with minimum thickness of .063' gauge or engineered wood with a minimum ½ inch minimum thickness. All materials should be painted with waterproof paint. Mounting shall be by galvanized screw. Size is determined by available space on the intended structure and will be identified on the permit. Maximum size shall not exceed 24 square feet.

Liability Waiver: "Hold Harmless Agreement" must be executed between DPR and permitted league installing any signage. Leagues understand, through the granting of such signage that this agreement would absolve DPR of any liability in cases of injuries and/or property losses resulting from signage installed or placed by the particular league in /at PWC Parks & Recreation facilities.

PRINCE WILLIAM

Parks & Recreation

14420 Bristow Road
Manassas, VA 20112

703-792-7060
PWCParks.org