

An aerial photograph of a large athletic complex. In the center, there is a circular building with a green roof, surrounded by five baseball fields. To the right of the baseball fields, there are several soccer fields. A large parking lot is situated between the baseball fields and the soccer fields. The entire facility is surrounded by lush green trees and grass. The title "Athletic Field And Facility Use Manual" is overlaid in white text on a dark green rectangular background in the upper left quadrant.

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 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 practices/games, tournaments, festivals, or instructional programs.

The use of public properties by for-profit organizations or for commercial activities must be approved by 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 fifteen (15) persons or more upon property scheduled by DPR; any rec-

reational 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, groups of fourteen (14) or fewer participants may utilize one of the designated open fields in Prince William County in accordance to the DPR Field Use Policy. (See Addendum B – Field Use Policy)

All PWCS fields/facilities remain "Use by Permit Only" in accordance with the Prince William County School Cooperative Agreement.

FACILITY USE PERMIT FEES

DPR collects participation and facility use rental fees. Participation fees are charged per season to all leagues using indoor and outdoor athletic facilities. Facility use rental fees are invoiced based on event type and number of dates in accordance with the DPR Fee Schedule (Addendum C). Invoiced DPR fees must be paid before a permit for rental 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 any additional practice/game time outside of their seasonal permit (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, and cancellation notification was received at least ten (10) business days in advance, fees may be refunded less any cost incurred by DPR.

For additional information about the costs associated with Facility Use Permits, please see Addendum B.

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.

- Use before 9 a.m. is subject to request and approval by DPR Sports Services Manager.

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 or designated representative.

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

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.). Groups activating the field lights will be responsible for any lighting-related charges or penalties. All field lighting invoices are due net 30 from the invoice date and subject to a late fee every thirty (30) days thereafter.

Where an automated lighting system is not available, groups will be responsible for reporting field lighting usage to DPR by the 5th of the month following the month of use. Failure to submit the required lighting report will result in the groups being billed for the entire amount of time permitted to the user during non-daylight times.

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

For additional information on use of lighted fields please see Addendum C – Lights.

OBTAINING A FACILITY USE PERMIT

Process for Obtaining a Facility Use Permit

1. An application is submitted in accordance to 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 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 use case for which a Facility Use Permit is requested. Individual applications for single- or multi-use events must be received fifteen (15) business days prior to requested date(s). Seasonal applications must adhere to the timeline shown in Table 1. Applications received after the due date, and/or requesting an exception to DPR standards, will be considered on a case-by-case basis according to availability of appropriate facilities and resources.

Table 1: Seasonal Application Deadlines

| Season | Begins | Application Due |
|--------|------------|-----------------|
| Spring | April 1 | December 1 |
| Summer | June 1 | February 1 |
| Fall | August 1 | April 1 |
| Winter | November 1 | July 1 |

One camp/clinic (for fundraising) 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 the league application.

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;
- Requested Dates
- 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 league/seasonal applications for all of the information required for single or multiple event use as well as the information outlines 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 participant guidelines located in Table 5. Eighty percent (80%) of each league’s membership must reside in Prince William County. League status is available to travel affiliations provided teams practice and play more than 50% of their games in Prince William County and meet all of the athletic league requirements within this manual. Recreational programs will retain scheduling priority over travel leagues.

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 each player’s (participant’s) full name, age, home address (street) with the city, state and five-digit zip code utilizing the designated format/template provided by Sports Services. Incomplete and/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 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 cancelled. Failure to maintain insurance will result in immediate cancellation of facility use.

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

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

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

- The organization's bylaws and roster of elected 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 Council of Governments or County emergency advisory announcements;

- The organization's previous year game and practice schedule; and
- 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 of new league formation at least six (6) months in advance to the start of the season (Table 1). New leagues/sports must meet all league requirements described above. Applications for new leagues, expansion

programs 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. Failure to meet league requirements will result in denial of application and require an additional six (6) months for processing a new request.

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. Leagues or groups who split off from other groups are considered "in transition" and will be allocated fields based on current rosters, not prior season rosters, to ensure the minimum number of teams are verified for league qualification status. Previous field allocations are not guaranteed. 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 within PWC.
- **Priority 5:** Seasonal Groups, Not-for-Profit Organizations or Affiliations outside the boundaries of PWC with recognized programs.
- **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.

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 |

ALLOCATION GUIDELINES

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

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 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.

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 | 4 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 |

DPR reserves the right to make adjustments to allocations. Allocation procedures will be based upon availability of resources and competing needs. Sports to participant ratios as indicated in Table 5 are used to determine the number of teams.

Table 5: Sport-to-Participant Ratios

| Sport | Participants Per Team |
|----------------------|-----------------------|
| Basketball | 10 |
| Baseball | 15 |
| Cricket | 15 |
| Field Hockey 1 | 5 |
| Flag Football | 12 |
| Football | 20 |
| Lacrosse | 15 |
| Rugby | 15 |
| Soccer (over 6) | 15 |
| Soccer (6 and under) | 15 |
| Softball | 15 |
| Volleyball | 10 |
| Wrestling | 20 |

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 two (2) games each week night in each facility assigned, subject to the hours of gym use authorized by PWCS.

As resources allow, leagues should allot between sixty (60) to seventy-five (75) minutes per practice or game session as identified in Table 4. 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.

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 not limited to, supervision, clean-up and utilities.

Gross revenues include participation fees, spectator fees, and concessions and merchandise sales. A financial report itemizing expenses, rev-

enue, and participation will be required five (5) business days after completion of the activity.

CANCELLATION OF RENTAL ACTIVITIES AND CHANGE FEES

Notification of cancelled 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. Changes to a scheduled event made after the work actions have been completed and with less than ten (10) business days' notice will be subject to a change fee.

TOURNAMENT SCHEDULING

All general rules and reservation procedures as specified in the Athletic Field and Facility Use Manual are applicable during tournaments unless otherwise noted in this section. A complete Tournament Application Package is required for all tournament requests. Submission of this package does not constitute approval. Tournaments will be required to have a current certificate of General Liability insurance coverage listing the PWC DPR as "Additional Insured" on the policy. Use of school facilities may also require listing PWCS as "Additional Insured".

All recurring tournaments must submit a tournament application to Sports Services by December 1st for the following calendar year. All new tournament requests must be submitted at a minimum of 6 weeks in advance of the tournament date(s) and are subject to field/facility availability. Applications received after these due dates, and/or requesting an exception to DPR standards, will be considered on a case-by-case basis according to availability of appropriate facilities and resources.

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. The tournament organizer must meet to review event logistics with Sports Services thirty (30) days prior to the event. A conference call may be requested in lieu of an in-person meeting for recurring tournament events.

All tournaments, both indoor and outdoor, will be required to submit a tournament deposit fee, per date of use, for each field/facility scheduled. Tournament deposits are due to DPR upon confirmation of the field/facility reservation by Sports Services. No facility is deemed reserved until the deposit is paid to DPR. Remaining balance will be invoiced following the event.

Once a tournament has been scheduled, the tournament organizer is required to submit information including the number of teams, schedules and field assignments. A permit and/or authorization letter for any sales during the tournament is required by DPR. Tournament organizers must also submit a signed, completed financial and/or economic impact report no later than five (5) days after the event.

Tournament organizers will be required to provide adequate portable toilet facilities as determined by DPR. In addition, tournament organizers may be required to contract additional security as required by DPR Chief Park Ranger and/or PWC Police. Other permits may also be required per DPR and/or PWC regulations.

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.

SCHEDULING PRIORITY - TOURNAMENTS

- DPR Sponsored Tournaments
- Recurring Youth Tournaments
- Recurring Adult Tournaments
- New Tournaments

Tournaments with a recognized PWC league sponsor responsible for organizing, promoting and running the event will receive scheduling priority prior to tournaments without a recognized PWC league sponsor. These tournaments will be considered on a space available basis.

PWC league play will have higher scheduling priority than tournaments. A separate permit will be required for any end of the season tournament that is not included within the seasonal registration fees and occurring outside of normal league play.

When scheduling conflicts arise, DPR will review projected tournament rosters against 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.

The applicant completing the Tournament Request Package may be required to prioritize the tournaments, if requesting more than one tournament, and insufficient resources exist to accommodate multiple events on selected date(s). 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.

CANCELLATION OF TOURNAMENT ACTIVITIES AND CHANGE FEES

Cancellation of tournament activities must be made in writing ten (10) business days in advance of the tournament date directly to Sports Services. Failure to meet the cancellation deadline will result in forfeiture of tournament deposit plus additional cancellation fees as identified in Addendum C – Fee Schedule.

Tournament events canceled in its entirety and/or a portion thereof will result in loss of scheduling priority for the following calendar year specific to that tournament. Changes to a scheduled tournament activity made after the work actions have been completed and with less than ten (10) business days' notice will be subject to a change fee as identified in Addendum C – Fee Schedule.

In the event of cancellation due to inclement weather, the tournament deposit will be refunded, less any cost incurred by DPR in preparation for the tournament. Tournament organizers should coordinate with DPR Grounds Maintenance and/or Sports Services to review forecasted weather and review cancellation procedures prior to the tournament event date(s).

SPECIAL EVENT SCHEDULING

Groups and/or individuals requesting field/facility space for any non-sports related activ-

ity must complete a Special Event Application. DPR reviews special event applications for all of the information required for single or multiple event uses, as well as, additional services and mobile food vendors. Completion of the application does not imply acceptance of event or reservation of date or amenity. All applications must be received two (2) months in advance and require approval by the Recreation Services Division Chief.

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 complete a special event application. 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.

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.

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.

Leagues may contract with mobile food vendors for no less than fifteen (15) % gross revenue. Leagues should submit the signed vendor form along with the appropriate PWC licenses/inspections to the Sports Services Manager for review/approval.

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 non-park 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 verified 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 cancelled 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 or PWCS properties must first be directed, in writing, to Sports Services for review. The request would then be forwarded to the appropriate division/agency for consideration.

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.

DPR 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 prohibits field use.

Outdoor field cancellation 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 cancelled.
 - 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 cancelled.
 - If PWC Schools cancel evening activities, DPR evening activities are cancelled.
- 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 Supervisor, Manager-on-Duty, or Area Coordinator 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;
- Infield prep work on baseball/softball fields;
- Standard base anchors (no bases) on baseball/softball fields; and
- Trash removal;
- Field condition assessments and announcements daily;

- 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 2 or more game fields on 1 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. Requests for additional portable toilet units and/or cleanings should be submitted to DPR Sports Services two (2) weeks prior to the requested service date and are subject to approval and additional fees. All portable toilet invoices are due net 30 from the invoice date and subject to a late fee every thirty (30) days thereafter.

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.
- **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.
- **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 & 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 field 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 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

- 16 Addendum A – Spectator Code Of Conduct
- 17 Addendum B – Field Use Policy
- 18 Permit Use Only Fields
- 19 Addendum C – Fee Schedule
- 21 Addendum D – Ball Field Light Use Policy
- 23 Addendum E – Park Sign Policy
- 25 Sign Policy Specifications



Mutual respect makes it possible for everyone to enjoy park/facility amenities and services.

At the Department of Parks & Recreation, we strive for every customer to experience the joy and satisfaction of activity and enrichment. In order to preserve that opportunity, we ask customers to be respectful of each other and behave in a manner that does not disrupt other customers or staff.

The Department of Parks & Recreation is responsible for establishing the rules for public behavior in the park facilities that are necessary to:

- Promote a safe environment for park/facility visitors, employees, officials, and volunteers
- Create an environment that is conducive for park/facility employees and volunteers to conduct park/facility business without interference
- Encourage the use of amenities, equipment, services and websites by the greatest number of individuals

Staff are required to bring to an individual's attention any act which violates these rules. Individuals will be asked to change the problem behavior to conform to the rules. If such change is not made, that individual will be asked to leave the property. Some incidents may be severe enough to warrant removal from the premise and may include the issuance of a no trespass order.

Behavior that interferes with others includes, but is not limited to:

- Harassing others. Deliberate repeated behavior that is intimidating, hostile, offensive, or adversely impacts staff or officials' work performance including shouting, cursing, or other aggressive mannerisms or gestures.
- Engaging in or soliciting any sexual act. Indecent exposure.

- Fighting, challenging someone to a fight, physical abuse or assault.
- Possessing, distributing, or being under the influence of alcohol or illegal drugs.
- Possessing weapons, dangerous ordnance, explosive devices (including fireworks), knives with a blade length over 2 inches or other items that a reasonable person would consider to be dangerous to themselves or others in a public environment where children may be present. Violation of the posted concealed weapons prohibition.
- Profane, obscene or abusive language, racial, ethnic or sexual orientation epithets.
- Gambling, panhandling or soliciting money.
- Use of the internet for unlawful purposes as defined by federal, state and local laws.
- Damaging or destroying any property belonging to Prince William County Department of Parks & Recreation, another visitor, officials, or staff. Improper use of amenities.
- Theft of personal or park/facility property.
- Insufficient supervision of children; Youth under the age of 12 must be directly supervised by a responsible person 16yr or older.
- Bringing animals, other than approved service animals, into aquatic or indoor facilities.
- Sleeping in the park/facility.
- Distributing/posting unauthorized printed materials. (Materials must be submitted or reviewed and approved for posting and distribution.)
- Inducing panic. False 911 or emergency calls.
- Other acts disruptive to customers and staff.

GROUPS OF 15 OR MORE ON NON-PERMIT FIELDS:

The Department of Parks & Recreation (DPR) 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 PWCPA 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 DPR.

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.

| 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 |
| Cloverdale Park | Soccer | 1, 2 |
| Fairmont Park | Softball | 1, 2, 3, 4 |
| Hellwig Memorial Park | Baseball Soccer Softball | 1, 3, 4 1, 2, 3, 4, 7 2 |
| Howison Homestead Park | Soccer | 1, 2, 3 |
| Leitch Park | Baseball Softball | 1 2 |
| Long Park | Baseball Soccer | 1, 2, 3 1, 2, 3, 4, 5, 6, 7 |
| Mayhew Park | Football | 1, 2, 3 |
| Nokesville Park | Baseball Soccer | 1, 2, 6 1, 2 |
| Pfitzer Stadium Complex | Baseball Softball | 1 1, 2, 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 Soccer | 1, 2, 3, 4 1, 2, 3, 4 |
| Wall Park | Baseball | 1, 2 |

PRINCE WILLIAM | Fee Schedule

Parks & Recreation

| Permit Fees Outdoor | Description | Effective Aug. 1, 2025 | Per |
|------------------------------|--|------------------------|------------------------------|
| Rental | Requesting up to 10 dates (grass fields only) | \$50.00 | Block (am/pm) |
| Cancellation/Change | With less than two weeks; plus 2 hours personnel fees when applicable | \$50.00 | Block (am/pm) |
| Youth Fee | Prince William County resident participant fee | \$26.00 | Participant |
| Youth Fee | Non-resident participant fee | \$34.00 | Participant |
| Adult Fee | Prince William County resident participant fee | \$40.00 | Participant |
| Adult Fee | Non-resident participant fee | \$52.00 | Participant |
| Youth Seasonal Fee | Youth seasonal groups requesting more than 10 events that do not meet league requirements – grass fields | \$450.00 | Team - up to 15 Participants |
| Adult Seasonal Fee | Adult seasonal groups requesting more than 10 events that do not meet league requirements – grass fields | \$675.00 | Team - up to 15 Participants |
| ATF Prime Rental (Park) | Artificial turf rental – weekdays after 5 pm and all day on weekends/holidays | \$115.00 | Hour |
| ATF Non-Prime Rental (Park) | Artificial turf rental – before 5 pm on weekdays (excluding holidays) | \$100.00 | Hour |
| ATF Rental (Krieger Complex) | Artificial turf rental (all fields – prime/non) | \$50.00 | Hour |
| ATF School Rental (Park) | Artificial turf rental – school events before 5 pm on weekdays (excluding holidays) | \$75.00 | Hour |
| ATF Rental (School) | Artificial turf rental Middle school locations only | \$50.00 | Hour |
| Stadium Field Rental | Rental fee for use of PWC Stadium field | \$150.00 | Block (am/pm) |
| Special Event Fee | Non-tournament event with 50 or more participants | \$200.00 | Event |
| Commercial Field Rental Fee | Field rental fee for commercial for- profit activities – all fields | \$150.00 | Block (am/pm) |
| Commercial Vendor Fee | 15% Gross revenue from any for-profit Vendor activity scheduled by parks & recreation | 15% | Event |
| Permit Fees Indoor | | | |
| Youth fee | Prince William County resident participant fee | \$34.00 | Participant |
| Youth fee | Non-resident participant fee | \$42.00 | Participant |
| Adult fee | Prince William County resident participant fee | \$50.00 | Participant |
| Adult fee | Non-resident participant fee | \$72.00 | Participant |
| Cancellation/change | With less than 10 working days; plus 2 hours personnel fees when applicable | \$50.00 | Date/facility |
| Reservation fee | Rental programs requesting any number of events per site | \$30.00 | Facility |

| | | | |
|-----------------------------------|---|---------------------------------|----------------|
| Personnel fee | Supervision – building attendant at PWCS sites for duration of program for activities requiring multiple staff | \$35.00 | Hour |
| Personnel fee | Custodial – duration determined via PWCS cooperative agreement & excessive clean-up req. at PWCS sites | \$50.00 | Hour |
| Personnel fee | Student tech for duration of program at PWCS sites | \$20.00 | Hour |
| PWCS rental fee | PWCS rental-supervision & custodial for duration of program plus additional 30 minutes to complete facility inspections | \$60.00 | Hour |
| Permit fees tournaments | All tournament bookings are non- refundable within two weeks of event | | |
| Tournament fee | PWC recognized league tournament event | \$50.00 | Field / court |
| Tournament fee | Non-PWC recognized league tournament event | \$200.00 | Field / court |
| ATF tournament rental (All sites) | Artificial turf rental – tournament activities (all sites – any time) | \$115.00 | Hour |
| Deposit fee | Deposit due within five days of approval | 50% | Field / court |
| Tournament cancellation | Field/court cancellation fee plus loss of deposit (with less than two weeks outside of the event date) | \$50.00 Plus deposit | Field / court |
| Change | Change after permit completion (Plus 2 hours of personnel fees,when applicable) | \$50.00 | Occurance |
| Permit fees outdoor courts | | | |
| Court rental (hourly) | Hourly court rental | \$10.00 | Hourly |
| Court rental (half day) | Half day court rental (per court) | \$25.00 | Block (am/ pm) |
| Court rental (full day) | Half day court rental (per court) | \$50.00 | Day |
| Court rental | Site rental (All courts on site) | \$500.00 | Day |
| Add'l service fees | | | |
| Field lighting fee | Musco control-link systems and/or lighting report systems | \$20.00 | Hour |
| Field lighting fee | Stadium lights | \$60.00 | Hour |
| Portable restroom | Requests for portable restroom placement and/or services (priced by five star portables) | N/a | Service |
| Pavilion | Pavilion block when all rectangular fields are permitted for special event and/or tournament use. | \$500.00 | Daily |
| Utility fee | Building use on park property with utilities in the county's name. (See building use agreement) | \$500.00 | Annual |
| Late fees | | | |
| Late fee | Late payment fee | 6% Not to exceed \$500/ Invoice | Invoice |

PWC Parks & Recreation 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 or Musco code for the 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.). Groups activating the field lights will be responsible for any lighting-related charges or penalties. All field lighting invoices are due net 30 from the invoice date and subject to a late fee every thirty (30) days thereafter.

A. Ball field lighting on Park Properties

| Site | Rate/Hr | Type | Curfew Time |
|--|---------|--------|-------------|
| Ali Krieger Complex Soccer #3, 6, 7, 8 Softball #4 | \$20.00 | Switch | 10:45 PM |
| Ann Moncure Wall Park Baseball #1 | \$20.00 | Switch | 10:45 PM |
| Ben Lomond Park Softball #3 | \$20.00 | Switch | 10:45 PM |
| Catharpin Park Baseball #1 - #3 Softball #4-#5 | \$20.00 | Musco | 10:45 PM |
| Cloverdale Softball #1 - #2 | \$20.00 | Musco | 10:45 PM |
| Sharon Baucom Dale City Rec. Center BB #1-#2 | \$20.00 | Switch | 10:45 PM |
| Fuller Heights Baseball #1 - #3 | \$20.00 | Musco | 10:45 PM |
| Hellwig Baseball #1, 3, 4; Soccer #2,3,5,7 &8 Softball #2 | \$20.00 | Musco | 10:45 PM |
| Howison Soccer #1 - #3 | \$20.00 | Musco | 10:45 PM |
| Leitch Park Baseball #1 Softball #1 | \$20.00 | Musco | 10:45 PM |
| Long Park Soccer #5, 6, and 7 | \$20.00 | Musco | 10:45 PM |
| Nokesville Baseball #1 - #2 | \$20.00 | Musco | 10:45 PM |
| Mayhew Football #1, 2, and 3 | \$20.00 | Switch | 10:45 PM |
| PFITZNER Softball #1, 2, and 3 | \$20.00 | Musco | 10:45 PM |
| Turley Baseball #1 and 2 | \$20.00 | Switch | 10:45 PM |
| Valley View Softball #1 - #5 | \$20.00 | Musco | 10:45 PM |
| Veterans Park Baseball #1 - #4 Football #5 and 6 Soccer #1- #2 | \$20.00 | Musco | 10:45 PM |

For ball fields that are controlled by Musco, DPR will assign groups a user ID and password prior to issuing permits. Rental field users are required to pay light fees at the time of reservation. Allocated 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 School Properties (Musco Control-Link)

| Site | Rate | Curfew Time |
|--|------------------|-------------|
| Benton Middle School Soccer (ATF) | \$20.00 per hour | 10:45 PM |
| Gainesville Middle School Soccer (ATF) | \$20.00 per hour | 10:45 PM |
| Graham Park Middle School Football (ATF) | \$20.00 per hour | 10:45 PM |
| Hampton Middle School Football (ATF) | \$20.00 per hour | 10:45 PM |
| Lake Ridge Middle School Football (ATF) | \$20.00 per hour | 10:45 PM |
| Potomac Middle School Football | \$20.00 per hour | 10:45 PM |
| Saunders Middle School Soccer (ATF) | \$20.00 per hour | 10:45 PM |
| Tyler Elementary School Softball | \$20.00 per hour | 10:45 PM |
| Woodbridge Middle School Football (ATF) | \$20.00 per hour | 10:45 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 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. Groups will be responsible for reporting field lighting usage to DPR by the 5th of the month following the month of use. Failure to submit the required lighting report will result in the groups being billed for the entire amount of time permitted to the user during non-daylight times.


Ballfield Lighting Report

Month: _____

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

| Date | League Name | Name | Field time | |
|------|-------------|------|------------|-----|
| | | | On | Off |
| | | | | |
| | | | | |
| | | | | |
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Instructions: 1) Time used is to be regular. No military time.
2) Only one league is to be reported on each line on each day

| | | |
|--|--|---|
|  | PRINCEWILLIAM 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 |
| <p><u>Objective:</u> To establish a policy for the approval and installation of signs and sign boards posted on PWC Department of Parks & Recreation (DPR) property.</p> <p><u>Definitions:</u> 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.</p> <p><u>Policy:</u> It shall be the policy of DPR to utilize the following guidelines when considering requests to install signs at parks.</p> <p><u>General:</u></p> <ol style="list-style-type: none"> 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. <p><u>League Related:</u></p> <ol style="list-style-type: none"> 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.

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.

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