



COMMISSION MEMBERS

Brodie Freer, Chair, Occoquan District
Benita Fitzgerald Mosley, At Large Member
Vida Carroll, Brentsville District
Jane Beyer, Coles District
Rick Berry, Gainesville District
Ross W. Snare IV, Neabsco District
Oriella Mejia, Potomac District
Sharon Richardson, Woodbridge District

January 21, 2026

7:00 p.m. Parks and Recreation Commission Regular Meeting
George Hellwig Admin Bldg. – 14420 Bristow Rd. Manassas, VA 20112

Pledge of Allegiance

Administrative

- Approve Minutes of December 17, 2025

Community Time

Presentations

- Farmer's Market Update and Vendor Selection- Andy Moore, Recreation Senior Specialist II (Sports & Farmers Market)
 - Sports Services Division Updates and Athletic Field and Facility Use Manual Update – Trey Payne, Sports Services Manager

RES Endorse the Athletic Field and Facilities Use Manual Update

Committee Reports

Old Business

None

New Business

Director's Time

Commissioner Time

Meeting Recaps

Adjournment

Next Meeting: tent January 21, 2026

PRINCE WILLIAM
Parks & Recreation
**Parks and Recreation
Commission Meeting Minutes**

COMMISSION MEMBERS

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Jane Beyer, Vice Chair, Coles District
Rick Berry, Gainesville District
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Oriella Mejia, Potomac District
Sharon Richardson, Woodbridge District

December 17, 2025, 7:00 PM

George Hellwig Administrative Bldg. Board Room
14420 Bristow Rd. Manassas, VA

Commission Members Present

Rick Berry
Jane Beyer
Vida Carroll
Brodie Freer
Oriella Mejia
Benita Fitzgerald Mosley
Sharon Richardson
Ross Snare

Staff Present

John Blevins
Todd Reid
Joe Portell
Rob Orrison
Patti Pakkala

Commission Members Absent

None

Guests

None

Secretary

Shannon Jaenicke

Citizens

See Sign-In Sheet

Call to Order

At 7:00 p.m. Chair Brodie Freer called the regular meeting of the Parks and Recreation Commission to order and Benita Moseley led the Pledge of Allegiance to the Flag.

Administrative Items

RES 25-36 Approve Minutes of November19, 2025. APPROVED. (RS:RB, Unanimous)

RES 25-37 Adopt 2026 Parks and Recreation Commission Annual Meeting Calendar. APPROVED. (OM:RS, Unanimous)

Community Time

None

Presentations

Arts Council

Seth Hendl-Voss provided an update to the Commission on the dissolution of the Arts Council by the BOCS effective December 31, 2025. The Arts Grant program will continue under the Parks and Recreation department without interruption. Special Events will be privately produced, with the Parks and Rec department ready to partner on events such as Arts Alive, Seefeldt Award and Poet Laureate.

Carter McClelland asked the Commissioners for assistance to fill the 3 open seats on the 2026 Arts Grant Panel. She is looking for recommendations for panelists with experience in areas such as financial management, marketing, and arts education, management or performance.

Capital Projects and Planning Division Update

Amarjit Riat, Assistant Director for Planning and Capital Projects, provided a year end update on completed, in progress, and coming soon capital projects and master plans. [Presentation is available from secretary to the commission]

Committee Reports

None

Old Business

None

New Business

RES 25-38 ENDORSE A LETTER OF SUPPORT FOR A DEDICATED REVENUE STREAM FOR THE PARKS AND RECREATION DEPARTMENT FROM THE UNINCUMBERED REVENUE GENERATED FROM THE COMPUTER AND PERIPHERIES TAX; AND DIRECT THE CHAIR TO FINALIZE AND DELIVER THE LETTER TO THE PRINCE WILLIAM COUNTY BOARD OF SUPERVISORS ON BEHALF OF THE PARKS AND RECREATION COMMISSION. APPROVED. (OM:SR, Unanimous)

Director Time

Director Seth Hendlar-Voss provided the following updates:

- The Public Arts Policy Task Force held its second meeting. Focus group meetings will begin after the holidays
- Deputy Director Janet Bartnik has moved to the Transformation Management Office for a 2-year assignment, Frances Bridges, Admin Division Chief will be acting Deputy Director for this period and Elle Lockart will be acting Admin Division Chief.
- Seth attended the Years of Service Luncheon for staff with 20, 25, 30, 35 and 40 yrs of service. Ground Superintendent Tom D'Elia is our longest serving employee with 40 yrs.
- Last week will hosted a special event with Paralympian Nick Mayhugh and he also provided the keynote at the Parks Foundation annual reception.
- The Holiday Walk of Lights continues until Dec 23, and we will also have the lights on Dec 27-28th.
- The Dale City Rec Center pool is closed this week for filter maintenance.
- Seth and Mr. Berry will be meeting with the new Gainesville Supervisor, George Stewart, in January.
- The Annual Dale City Dance Recital is this Saturday
- Seth and Frances attended a budget meeting with the CXO earlier this month to present the departments FY27 Budget initiatives.
- The Golf portfolio is currently 385K in the black, golf is performing very well

Commissioner's Time

Ms. Richardson	Received an email for consideration of adding Pickleball at Dale City Rec Center (staff will respond); thanked staff for tonight's presentations and congratulated everyone for a great job on all the project accomplishments; she enjoyed attending the Park Foundation fundraiser and department holiday party; wished everyone a happy and safe holiday.
Ms. Mejia	Thanked staff for tonight's holiday cheer; she participated in Wreath across America at Quantico; she has joined the National Wildlife Federation H.E.C.H.O advisory board. She also asked about funding for the VA 250 events (staff will update at a future meeting).
Mr. Snare	Enjoyed a fantastic evening at the Parks Foundation reception: thanked the Commissioners for the support of the letter to the BOCS approved tonight: he thanked Ms. Carroll for her service on the Commission and her strong advocacy for accessibility in our parks and programs.
Mr. Berry	Mr. Berry attended the Parks Foundation event and enjoyed the keynote who gave a very inspirational talk; he attended the Parks Department Christmas party where everyone enjoyed great food fellowship and fun; he wished all staff, and commissioners a Merry Christmas, and a happy and restful holiday season; he also shared his disappointment that Ms. Carroll will no longer be on the Commission, he appreciated the perspective she brought to the commission and will miss her.
Ms. Beyer	Ms. Beyer was pleased to attend both events 2i5h Nick Mayhugh - Patriot High School and the Parks Foundation reception, Nick was so generous with the children in attendance and very inspirational; the DPR staff party was lovely and well attended; she wished everyone a happy holiday.
Ms. Mosley	Ms. Mosley will also miss Ms. Carroll - it was a joy and privilege to serve with her; she hopes everyone will enjoy the season with family and friends and wishes all a Happy New Year.
Ms. Carroll	The Brentsville Supervisor has announced his intention to make a new appointment to the Parks Commission. She is proud of what she and this commission has accomplished, the "I Can Swim" program, the advocacy for an additional Therapeutic Recreation position in the budget, and the additional accessibility improvements in the parks. She is sorry to no longer serve but will stay involved in Parks and Recreation as a citizen advocate.
Chair Freer	Chair Freer thanked Ms. Carroll for her contributions; he asked staff if they could provide some additional visibility on the synchronized swim program; he wished all the very best of the season and to stay safe.
<u>Closed Session</u>	None.

Adjournment

RES 25-39

Motion to Adjourn at 9:00 pm. **APPROVED (RS:OM, Unanimous)**

The next meeting of the Parks and Recreation Commission will be held on December 17, 2025, at the Hellwig Park Administration Building.

Minutes **APPROVED** at Parks and Recreation Commission meeting held on January 21, 2026.

Brodie Freer, Chair

Seth Hendler-Voss, Director

Shannon Jaenicke, Secretary

MOTION

January 21, 2026
Regular Meeting
Res. 26-

SECOND:

RE: **ENDORSE THE ATHLETIC FIELD AND FACILITY USE MANUAL UPDATE GOVERNING THE ALLOCATION AND USE OF PRINCE WILLIAM COUNTY AND PRINCE WILLIAM COUNTY SCHOOLS ATHLETIC FIELDS AND INDOOR FACILITIES FOR COMMUNITY RECREATION**

ACTION:

WHEREAS, the Athletic Field and Facility Use Manual (AFFUM) is a longstanding document established to provide the community and the Department of Parks and Recreation (DPR) with standards to effectively manage available resources for the use of indoor and outdoor sports facilities, primarily fields and gymnasiums; and

WHEREAS, from time to time this document is revised to balance the changing needs of the community and the availability of recreational resources; and

WHEREAS, the updates to the AFFUM were produced through a collaborative effort between the DPR and school system representatives with opportunities for stakeholder input from community sports leagues throughout the process; and

WHEREAS, key updates to the AFFUM include:

- Established Outdoor Court / Pickleball Scheduling Guidelines
- Added Statement Regarding Excessive Trash Pick-up via Grounds Maintenance
- Defined Permit Violation Process and Potential Negative Impact
- Added Notation for Cricket Allocation Adjustments
- References to the School Cooperative Agreement relating to Concessions and Equipment Storage
- Established grilling use section and expanded vendor guidelines for recognized sports leagues
- Updated Scheduling Priority Listing to Include Tournaments
- Expanded Portable Restroom and Field Lighting Usage Guidelines
- Added Ranger on-Call Number to Safety/Security section
- Updated Code of Conduct, Fee Schedule, Lights and Signage Policy Addendums

NOW, THEREFORE, BE IT RESOLVED that the Prince William County Parks and Recreation Commission hereby endorses the Athletic Field & Facility Use Manual update governing the allocation and use of Prince William County and Prince William County Schools athletic fields and indoor facilities for community recreation.

ATTACHMENT: Athletic Field and Facility Use Manual

January 21, 2026
Regular Meeting
RES No. 26 -
Page Two

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

ATTEST: _____
Shannon Jaenicke, Secretary



Athletic Field And Facility Use Manual

PRINCE WILLIAM
—Parks, Recreation & Tourism

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Prince William County Parks and Recreation

2026

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 and 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 Sports Services 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. Sports Services is available, Monday thru Friday, 8:00 am to 4:00 pm.

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. Completion of the application does not imply acceptance of event or reservation of date or amenity.

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

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 B). 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 five (5) 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. Skinned diamond fields will be available for permitting as early as March 1st at both DPR and PWCS facilities in an effort to further support training/practices within the sports community. 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, and the Grounds Superintendent or designee

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.). Lights, if available, are charged at an hourly rate and billed monthly following use. (See Schedule of Fees to determine current pricing.) Leagues, tournaments, and seasonal groups will be assigned a username and password by DPR staff to schedule lights. All other rental programs will have their field lighting requests scheduled directly by Sports Services. Groups should schedule their events accordingly and/or discuss scheduling options with Sports Services when scheduling a facility without egress lighting for safety purposes.

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.

In instances in which an activity/program spans multiple lighted fields, in accordance with the permit, the hourly field lighting rate per each field will be assessed.

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 five (5) business days prior to requested date(s). Seasonal applications must adhere to the timeline shown in Table 1 or risk forfeiture of any fields/facilities reserved previously. 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	APPLICATION DUE	BEGINS
Spring	December 1	April 1
Summer	February 1	June 1
Fall	April 1	August 1
Winter	July 1	November 1

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. Requests for field allocation adjustments prior to the season will require the submission of preliminary rosters for further evaluation.

No later than two (2) weeks 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 two (2) weeks 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". A valid certificate of insurance shall be submitted prior to issuance of a permit and start of the season. The league must notify DPR immediately if the insurance has been cancelled. Failure to maintain insurance may result in both immediate cancellation of facility use and issuance of a permit violation impacting future events.

League representatives must attend an annual scheduling meeting with Sports Services to review applications, tentative field/facility assignments, and designate a single point of contact for field/facility-related requests. A virtual conference may be requested in lieu of an in-person meeting for recurring league programs. The league application must be submitted to Sports Services prior to the league meeting for the annual review.

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.

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.

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

Leagues should make every effort to accommodate families demonstrating a financial hardship in support of removing barriers from participation. Leagues are asked to provide the number of families receiving a discount to DPR Sports

Services annually for review along with the annual financial amount discounted.

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

In order to achieve league status, any expansion program or new sports organization, requiring either indoor or outdoor facility space scheduled by DPR, must notify Sports Services at least two (2) consecutive seasons in advance of requesting league recognition status. Programs/Organizations must demonstrate and maintain all league requirements described above, both leading up to and throughout, the league application review.

Applications for new leagues, expansion programs, splintered groups or new sports will be approved contingent on available resources not currently allocated to other programs. 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 "new league programs" 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, Tournaments or Affiliations within PWC.
- **Priority 5:** Seasonal Groups, Not-for-Profit Organizations, Tournaments 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	Rugby and New Sports
Fall	Football
Winter	Basketball, Gymnastics, Volleyball, and Wrestling

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.

DPR reserves the right to make adjustments to hourly field use allocations. For example, adult cricket scheduling will be allocated six (6) hours per team, per week in support of a standard cricket game. All remaining 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.

Request for outdoor court rentals (such as pickleball and tennis) at Prince William County Parks may be reserved via the Sports Services Division. Requests to reserve courts at Veterans Park will continue to be processed by the Veterans Park Community Center directly. All other outdoor court rental requests may be sent to Sports Services at sportsservices@pwgov.org. Sports Services will confirm court availability along with any applicable fees upon review of the request.

Parks and Recreation does not recognize any external scheduling software as an approving authority for community scheduling. Authorized permit holders may opt to utilize separate programs for their internal scheduling needs provided they remain within the approved time/date parameters listed on the official DPR permit. DPR permits are issued electronically via a portable document format (pdf).

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

Table 5: Sport-to-Participant Minimum

SPORT	PARTICIPANTS PER TEAM	SPORT	PARTICPANTS PER TEAM
Basketball	5	Pickleball	2
Baseball	8	Rugby	7
Cricket	11	Soccer	7
Field Hockey	11	Softball	8
Flag Football	7	Volleyball	6
Football	11	Wrestling	5
Lacrosse	10		

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.

Indoor rental requests and space allocations will be evaluated based on facility availability after all indoor league scheduling has been completed. Indoor rentals will be charged a minimum of two (2) hours per date, which includes thirty (30) minutes required for facility setup, inspection and closing, prior to issuance of a permit. Activities scheduled outside of indoor league games or practices are considered ancillary and subject the current rental rates and processes. Indoor rental requests require five (5) business days for review/approval.

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 availability;
- Gym Rules and Procedures;
- Holiday Calendar
- Any other school community; non-recreational programming; AND
- Any additional guidelines as identified in the PWCS Cooperative Agreement.
- Teacher Workday Schedule

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, utilities, portable restroom rentals and cleanings.

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.

CANCELLATION OF RENTAL ACTIVITIES AND CHANGE FEES

Notification of cancelled use must be made five (5) business days prior to the date of use once approved in the scheduling system. Rental fees paid will not be refunded if notice of cancellation is made less than five (5) 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 five (5) business days' notice will be subject to a change fee. Cancellations as a result of a school activity/event are not subject to cancellation or change fees.

Hourly artificial turf (ATF) usage must be canceled no less than five (5) business days in advance. Groups are subject to paying the full hourly ATF rate fees, if no prior notification was submitted to DPR, regardless of actual usage.

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". DPR may cancel the permit if insurance is not received within the required timeline.

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 within five (5) days of the tournament meeting. Failure to make deposits may result in late fees, permit violations and/or denial of current/future events. No facility is deemed reserved until the deposit is paid to DPR. Remaining balance will be invoiced following the event.

Requests for use of fields with existing Memorandum of Understanding (MOU) agreements will require approval from both DPR and the named contract partners within the MOU agreement. Contract partners will invoice hourly rental fees for use of these fields separately from DPR.

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 will be required to provide adequate portable toilet facilities as determined by DPR. Tournament organizers should consider ordering additional porta johns to accommodate the increased demographic. *There is a mandatory special cleaning for any event that is held for 2 or more days. Additional portable restrooms and special cleanings will incur additional fees and details will be discussed at the pre-tournament meeting.

Parking lot attendants and/or volunteers must be provided by the tournament organizer. Fluorescent orange vest(s) must be worn when directing traffic. Failure to provide identifiable safety or traffic control monitors may result in one being assigned by DPR and/or the issuance of a permit violation. If this assignment is made, the event holder will be charged a per hour rate from the point of assignment through the end of the tournament. 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 five (5) 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 B – Fee Schedule.

Tournament events canceled in its entirely 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 five (5) business days' notice will be subject to a change fee as identified in Addendum B – Fee Schedule.

Hourly artificial turf (ATF) usage must be canceled no less than five (5) business days in advance. Groups are subject to paying the full hourly ATF rate fees, if no prior notification was submitted to DPR, regardless of actual usage.

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 activity 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 current and valid authorization letter. 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. All Food, Beverage and Merchandise requests are subject to PWC and DPR food truck vendor policies. Organizations requesting vendor support for their permitted activities must complete and submit a DPR vendor form a minimum of five (5) business days in advance for consideration/approval. Organizations/Leagues are responsible for ensuring that their contracted vendors have attained the required business license(s) and/or permits to operate in Prince William County.

Programs should report any unauthorized vendor activity/group to the On-Call Rangers at (703) 792-8889 for assistance.

CONCESSIONS

Leagues may operate their own concessions provided all appropriate permits are obtained and all health and fire laws are obeyed. All league concession and storage buildings and other equipment require a Master Licensing Agreement with DPR.

Per the 2025 School Cooperative Agreement, requests for concession or food truck operations at a Prince William County School (PWCS) facility must be received fifteen (15) business days in advance of the event, all such requests require approval in advance by both PWCS and DPR. PWCS reserves the right to operate a food or beverage concession stand during any scheduled event. In addition, DPR and/or PWCS reserves the right to assign a 2nd custodian in support of the requested concession operations at the permitted group's expense.

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 follow the guidelines identified in the above "Vendors" section prior to submitting the formal request/forms to the Sports Services Manager for review/approval.

GRILLING

Applications for grill use must be submitted at least five (5) business days prior to the scheduled event. Approvals will only be considered for league/organizations using a gas grill. Non-League affiliate requests will not be approved. The league/organization must contact the Health Dept to determine if a food handling permit is required.

The following conditions must be adhered to when grilling at DPR facilities:

- Grill shall not be used indoors and shall be at least 15 feet away from any structure.
- Grill shall only be operated by persons 18 years of age or older.
- Grill shall not be left unattended while in operation.
- Propane tanks shall not be stored on site.
- An appropriately sized fire extinguisher shall be readily accessible and available adjacent to the grill

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. Applicants and/or organizations not in-compliance with these policies will receive a permit violation from DPR. Permit violations will remain on file for a period of six (6) months. Additional violations received within that six (6) month period will result in additional fees, program requirements and/or termination of permits on behalf of the applicant/organization.

Permits are not transferable at any time, and all users will ensure that no unauthorized third party is granted permission to use the field or any portion thereof without DPR approval. Evidence of subletting any portion of a DPR permit (fields/facilities) will result in loss of primary allocation to both groups involved and a permit violation.

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. Issuance of any keys for field access require individuals to sign out keys prior to the start of their permit, during normal business hours. Keys must be returned no later than five (5) business days after the conclusion of their permit. Under no circumstances should keys be duplicated.

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. The Grounds Department will continue to assess the fields and the surrounding public property area upon arrival at each site. Grounds will document/picture any excessive trash observed prior to invoicing the permitted group for additional clean-up. 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. Per PWCS Regulation 930-1, individuals, groups, and/or organizations may not store equipment (e.g. goals) at any school fields. 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 any inclement weather between 7am and Noon or if field was designated closed on the 7am.

The athletic field cancellation announcement will only apply to PWCS fields when ALL park fields are closed.

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.

- Forecasted or existing severe weather conditions;

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

- 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;
- Trash removal
- Infield prep work on baseball/softball fields;
- Standard base anchors (no bases) on baseball/softball fields; and
- Field condition assessments and announcements daily;

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 at an additional charge to the permitted user.

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 on park fields with prior approval from DPR Grounds Maintenance Office. Permitted users may do their own field markings on school fields with prior approval from PWCS through Sports Services.

Prior to the start of each season (spring, summer, and fall), permitted users who request to line those fields using a field marking robot must submit a document with layouts and dimensions of every field they want to line with the robot to the DPR

Grounds Maintenance Office. All layouts, dimensions, and logos are subject to approval by the DPR Grounds Maintenance Office before lining.

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. Sports Services is responsible for providing all necessary keys to league and contractors.

Each unit is regularly scheduled for cleaning each week. Leagues may request additional portable restrooms and/or special cleanings at the league's expense for opening days, special events and etc. Additional porta john services (outside of emergencies) must be requested at least ten (10) days in advance of scheduled use date. Additional fees and details will be determined by the request received. Requests received prior to the ten (10) days, and/or requesting an exception to DPR standards, will be considered on a case-by-case basis according to availability of the portable restroom company.

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.

To report a maintenance issue or emergency at a Prince William County Park or Recreation facility, please contact the on-call Ranger at: (703) 792-8889.

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 & ABBRIVIATIONS

- **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 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. (Also referenced as Commercial Groups)
- **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

ADDENDUM A – CODE OF CONDUCT

ADDENDUM B – FEE SCHEDULE

ADDENDUM C – LIGHTS

ADDENDUM D – SIGNAGE POLICY



Department of Parks and Recreation CODE OF CONDUCT STATEMENT

To make our parks, programs, and facilities safe, welcoming, and fun for everyone, we follow these Golden Rules:

Be Kind

- Treat everyone with respect, staff, visitors, and teammates alike.
- Use polite language and actions.
- Include others and be a good sport.

Be Safe

- Follow safety rules at all times.
- Keep hands, feet, and objects to yourself.
- Report unsafe behavior to a staff member right away.

Be Fair

- Play by the rules and take turns.
- Be honest and show good sportsmanship.
- Respect decisions made by coaches, referees, and staff.

Be Responsible

- Take care of equipment, facilities, and the environment.
- Clean up after yourself and put things back where they belong.
- Use all areas and items as they are intended.

Follow Directions

- Listen to staff, instructors, and volunteers.
- Stay in approved areas and respect boundaries.
- Cooperate with all posted and spoken instructions.

Always Follow the Law

PROHIBITED CONDUCT

The following conduct is not permitted in a County park, program or facility:

- Conduct that violates any federal, state, or County law, code, ordinance, or regulation.
- Physical fighting, physical violence, physical abuse, assault, or assault and battery, including, but not limited to, in violation of County Code Sec. 16-8.
- Disorderly conduct in violation of County Code Sec. 16-13.
- Failure by the responsible adult(s) to supervise a minor child.
- Abusive language in violation of County Code Sec. 16-10.
- Conduct, including speech, gestures, or body language, that intimidates, threatens, and/or inspires fear in another individual, including a member of the public or County staff.
- Possession or use of alcohol in violation of County Code Sec. 16-14.1(c) – (d).
- Possession, distribution, or use of illegal drugs in violation of federal or state law, code, or regulation.
- Intoxicated persons in violation of County Code Sec. 17-37.
- The use or discharge of fireworks, firecrackers, explosives, or rockets in violation of County Code Sec. 17-41.
- The discharge of any firearm, air gun, gas gun, spring operated gun, BB gun, slingshot, dart device, or bow and arrow in violation of County Code Sec. 17-42.
- The carrying of a concealed weapon in violation of County Code Sec. 31-1.
- Vandalism, damage, destruction, abuse, excavation of or on, or improper use of County-owned property, in violation of County Code 17-19 and Sec. 29-2.
- Smoking in violation of County Code Sec. 23.1-2.
- Vaping, use of an electronic cigarette, or use of a tobacco product inside any building or paid facility or program.
- Littering in violation of County Code Sec. 17-39.
- Pollution/wastewater/solid waste discharge in violation of County Code Sec. 17-40.
- Not controlling pets in violation of County Code Sec. 17-45, not cleaning up after animals in violation of County Sec. 4-11, or allowing any dog to run at large in violation of County Code Sec. 4-23.
- Gambling in violation of County Code Sec. 17-38.
- Commercial activities or commercial solicitations in violation of County Code Sec. 17-27 or Sec. 17-28. Violation of the Prince William County Noise Ordinance, County Code Sec. 14-1 et seq. 4
- Entering or using a park or facility or its amenities at any time other than during the posted hours of operation pursuant to County Code Sec. 17-16 or Sec. 17-17.
- Non-permitted use of sports fields for organized play in violation of County Code Sec. 17-20 or 17-31.
- Harm, chase, hunt, frighten, etc., wildlife in violation of County Code Sec. 17-43.
- Use of a restroom facility in violation of County Code Sec. 17-36.
- Parking or operating vehicles or bicycles in violation of County Code Secs. 17-21, 17-22, 17-23, 17-24, 17-25, 17-26, or Sec. 13-321.
- Charging hybrid or electric cars in an outlet not specifically provided for this purpose.
- Any fire except in a facility specifically provided for that purpose, which is attended at all times and fully extinguished, pursuant to County Code Sec. 17-35.

PARKS AND RECREATION FEE SCHEDULE

PERMIT FEES OUTDOORS	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 – GRASSFIELDS	\$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 INDOORS			
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
ADDT'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 AND RECREATION BALL FIELD LIGHT USE POLICY

PWC Parks and 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.

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	Musco	10:45 PM
Ann Moncure Wall Park Baseball #1-#2	\$20.00	Musco	10:45 PM
Ben Lomond Park Softball #3	\$20.00	Switch	10:45 PM
Catharpin Park Baseball #1 - #3 Softball #4-#5 Soccer #1-#2	\$20.00	Musco	10:45 PM
Cloverdale Softball #1 and #3	\$20.00	Musco	10:45 PM
Sharon Baucom Dale City Rec. Center BB #1-#2	\$20.00	Musco	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 Baseball #1, 2, and 3	\$20.00	Musco	10:45 PM
Mayhew Football #1, 2, and 3	\$20.00	Musco	10:45 PM
Nokesville Baseball #1 - #2	\$20.00	Musco	10:45 PM
PFITZNER Softball #1, 2, and 3 BMX Track	\$20.00	Musco	10:45 PM
PFITZNER Baseball	\$60.00	Musco	10:45 PM
Turley Baseball #1 and 2	\$20.00	Musco	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. 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

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



Permittee Sign Policy

FUNCTIONAL AREA: Department Wide	PROCEDURE NUMBER: To be assigned	
SUBJECT: Permittee Signs on DPR Property	AUTHORITY: Director of Parks & Recreation	
SUPPORTING PWC POLICY/PROCEDURE: To be developed	STAFF COORDINATOR: Sports Division in consultation with Planning & Capital Projects	
EFFECTIVE DATE: August 5, 2024	Review Cycle: As needed	Last Review: July 2024

INTRODUCTION

Permitted leagues and groups (Permittees) utilizing park property in partnership with Prince William County Department of Parks and Recreation (DPR) may request authorization to install informational, sponsorship, or other types of signs on DPR property. Guidance in this policy is intended to protect DPR's brand and image while leagues and permittees remain able to support their services to the community.

PURPOSE

To establish a policy for the approval and installation of signs, banners, and sign boards posted on DPR property by Permittees.

This guidance shall not pertain to regulatory signs.

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.

Permitted Park Sites: Those sites the specific league has been issued a permit for a season of play.

Permittees: Those leagues and groups that hold a permit for the use of a park site during the current season of play or for an event.

Permitted Season: The season of play that the league has obtained a permit to use the park facilities.

Permanent Sign: Any structure, display, logo, device, or representation which is designed or used to advertise or call attention to any item, business, activity or place and is visible from outside a building that is intended to be in place for a period that is longer than a permitted season.

Regulatory Sign: Those signs produced by authorized DPR staff referencing rules of use, hours of operation, safety issues, and the like.

Temporary Sign: Any structure, display, logo, device, or representation which is designed to be readily located and displayed for temporary purposes (no more than a permitted season) such as the identification or announcement of seasonal or brief activities.

POLICY

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

1. Signs produced by authorized DPR staff referencing rules of use, hours of operation, safety issues, pricing, or promotion of DPR programs or events shall be allowed.
2. Signs may be allowed for sister agencies (such as PWC Schools) and will be considered under review by DPR separate from this policy.
3. Any signs to be displayed on DPR property must be approved by DPR prior to sign placement. Adherence to these specifications shall not guarantee a right to sign approval.
4. Sign size and materials shall be consistent with the published standards provided by DPR below. Areas in which signs may be posted will be specified by DPR and will be consistent for all leagues and user groups.
5. There shall be a date stamp on the back of authorized temporary signs indicating the date by which the sign must be removed.
6. Permittees must be in good standing with DPR for consideration of any/all signage requests in support of applicable program(s). "Good standing" shall be determined by the definition in the Athletic Field and Facility Use Manual.
7. 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 league in/at PWC Parks & Recreation facilities.

8. DPR reserves the right to revoke permission and/or remove signage as deemed necessary by the Director of Parks and Recreation.

PERMITTEE SIGN TYPES AND SPECIFICATIONS

1. Temporary Signs

Temporary signs may include those informing the public of league/group registration periods, temporary closures, special events, or may involve sponsor recognition.

a. Ground-Mounted Temporary Signs

Location: Permitted leagues and groups shall coordinate locations for temporary ground-mounted signs with DPR in advance of placement to ensure placement does not interfere with maintenance and operation of parks and park facilities.

Number: One large (larger than 18" x 24") registration sign per league will be allowed at the permitted park site assigned to that league during the league registration period. The number of smaller (18" x 24") temporary signs may be limited at DPR's discretion.

Composition: Temporary signs installed in parks shall be constructed of corrugated coroplast or similar waterproof material, minimum thickness of 3 mills. The single larger registration sign may be composed of coroplast, vinyl material with a minimum thickness of 13 oz, or 4.5 oz. perforated fabric material.

Size: Ground-mounted temporary signs shall be 18" x 24". Maximum size for the one large registration sign per league shall not exceed 24 square feet.

Installation: Please see the chart below for mounting heights and post specifications. Installation shall not involve altering the ground by digging.

Sign Size	Mounting Height	Posts
18' x 24"	12-24 inches from ground	H-stake wire or metal frame
Single sign larger than 18' x 24" not to exceed 24 SF	Minimum 24" from ground	t-posts

Maintenance: The permittee shall maintain all temporary signs in good condition with a clean and orderly appearance during the time they are displayed. The permittee shall promptly remove or replace any sign that is damaged or defaced.

DPR will provide written notification of any signs deemed in need of repair and/or general upkeep. Permittees must complete repairs and/or maintenance within 5 days of notification. Signs not repaired/maintained within 5 days of notification may be removed by DPR.

Removal: Temporary signs must be removed by the permittee 30 days after the sign permit is issued.

b. Sponsorship Banners

Signs displaying the names of permittees' sponsors may be posted at the park site permitted to the sponsored league or permittee. Sponsorship signs shall not display any viewpoint or sales proposition. Signs may include the sponsor's name and logo and one of the following: (a) address, (b) phone number or (c) web address.

Location: Banners shall only be displayed on the outfield fence of permitted diamond fields. For those fields that do not have outfield fences, including rectangular fields and court spaces, field- or court-adjacent locations will be determined by DPR. Signs should be placed so as not to limit the visibility of playing areas. Dugout fence sponsor banners may be permitted. Actual locations of any/all banners shall be coordinated with DPR prior to hanging.

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 or 4.5 oz. perforated fabric material. Wind vents are recommended for vinyl banners and may be required depending on the location approved. Signage that will be affixed to fencing in or at any facility shall be installed so as not to damage fencing either by undue weight of sign or by installation mechanics/devices and fabricated from banner-type material.

Size: Individual sponsorship banner size for outfield fences and field-adjacent locations may not exceed 15 square feet (e.g. 2'x7.5', 3'x5'). Wind screen (fabric) style sponsor banners affixed to dugouts may not exceed 4' x 10' in size.

Installation: Permittees may begin posting sponsorship banners at the start of the permitted season/event. The banner's surface should be tautly and securely fastened using a minimum of six (6) contact points. A maximum of one banner may be displayed between each outfield fence post for diamond fields. Sponsor banners for those fields that do not have outfield fences, including rectangular fields, shall be spaced as determined by DPR.

If multiple leagues are permitted to use the same site, those groups 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 sponsorship signs, no further signs will be approved until space becomes available.

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.

DPR will provide written notification of any signs deemed in need of repair and/or general upkeep. Permittees must complete repairs and/or maintenance within 15 days of notification. Signs not repaired/maintained within 15 days of notification may be removed by DPR.

Removal: The permittee shall remove all banners within 7 days of the permit period. 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.

2. Permanent Signs

Permanent signs may include those signs identifying the league name and information boards utilized by leagues to provide league information.

a. Building-Mounted Signs

Permittees may request the ability to post their league name on a building in the primary park site.

Location: Signs displaying the name of duly authorized and permitted leagues or user groups may be installed at the primary permitted park site utilized by that league or user group. DPR shall have the final authority as to determination of primary park site and location within the site.

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.

Composition: Permittees shall provide specifications to DPR at the time of application for a permanent, building-mounted sign permit. Signs shall match building architecture and shall be durable in quality. Other County regulations may apply.

Size: Sign 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.

Installation: Permittees shall provide specifications for installation to DPR at the time of application for a permanent, building-mounted sign permit. Installation specifications must be approved by DPR prior to installation. Other County regulations may apply.

Maintenance: The permittee shall maintain permanent signs in good condition with a clean and orderly appearance during the time displayed. The permittee shall promptly remove or replace any sign that is damaged or defaced.

DPR will provide written notification of any signs deemed in need of repair and/or general upkeep. Permittees must complete repairs and/or maintenance within 15 days of notification. Signs not repaired/maintained within 15 days of notification may be removed by DPR.

Removal: Should a permanent building-mounted sign require removal, Permittees shall coordinate removal with DPR. Permittees shall be responsible for damage to DPR property and facilities.

b. Ground-Mounted Signs

Permittees may request authorization to install a ground-mounted sign to promote the league name when a building-mounted option is not available or may request authorization to install an information board or kiosk.

Location: Permittees shall coordinate locations for ground-mounted signs with DPR in advance of placement to ensure placement does not interfere with maintenance and operation of parks and park facilities.

League information boards may be installed in the primary area assigned to the respective league or installed adjacent to an approved league name sign. Approval of sign installation must be granted by DPR in advance of installation.

If multiple leagues use the same site, those leagues will have equal access to posting approved signs on DPR property 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.

Composition: Permittees shall provide specifications to DPR at the time of application for a permanent, ground-mounted sign permit. Sign and/or kiosk specifications must be approved by DPR prior to installation. Other County regulations may apply.

Size: Sign size is determined by the site and will be identified on the permit. Maximum size shall not exceed 24 square feet. For information kiosks, the size of the framed message center shall not exceed 24 square feet.

Installation: Permittees shall provide specifications for installation to DPR at the time of application for a permanent, ground-mounted sign permit. Installation specifications must be approved by DPR prior to installation and shall involve utility locates. Other County regulations may apply.

Maintenance: The permittee shall maintain permanent signs in good condition with a clean and orderly appearance during the time displayed. The permittee shall promptly remove or replace any sign or information kiosk that is damaged or defaced.

DPR will provide written notification of any signs or information kiosks deemed in need of repair and/or general upkeep. Permittees must complete repairs and/or maintenance within 15 days of notification. Signs not repaired/maintained within 15 days of notification may be removed by DPR.

Removal: Should a permanent ground-mounted sign require removal, Permittees shall coordinate removal with DPR. Permittees shall be responsible for damage to DPR property and facilities.

RESPONSIBILITY

The Recreation Division, under the guidance of the Assistant Director of Recreation, will serve as liaison to the Permittees and ensure that any requests for signage follow the guidelines set forth in this policy.

The Planning and Capital Projects Division, under the guidance of the Assistant Director for Planning and Capital Projects, will review sign specifications to ensure alignment with the DPR's standards specifications and will offer guidance to the Recreation Division for sign requests not meeting these standards.

EXCEPTIONS

Exceptions may be made by the Director of Parks & Recreation.