



Fluvanna County Parks and Recreation Field Use Policy

I. Objectives

The objectives of the Field Use Policy shall be to:

- Provide an adequate number of athletic fields to support Parks and Recreation programs.
- Minimize wear, prevent overuse, and reduce maintenance costs.
- Provide an adequate number of athletic fields for Fluvanna County youth and adults.

This policy for Fluvanna County Parks and Recreation (FCPR) has been established to provide a systematic method for utilization of the county playing fields. It has also been developed to protect and ensure that these fields are in top condition at all times.

A field use application is required for any youth or adult organized games or practices, other than those planned by FCPR. General drop-in use of the county athletic fields does not require a facility use permit and is available on a first come, first serve basis. NOTE: A group with an approved application shall have priority use of the fields over a drop-in group without an approved application.

II. Procedure for Reserving an Athletic Field

A. Reservations will be taken in order of the Priority Classification standards listed on page 2.

B. All field rental requests must be submitted using the Field Rental Application. The rental application is available both at the Fluvanna Community Center and online at <http://www.fluvannacounty.org/services/parks-and-recreation/forms>.

C. To minimize field wear and maintenance, the following measures shall be observed:

1. Fields may be retired from play each season to allow rehabilitation/regrowth of the turf.
2. FCPR may cancel individual games and practices depending on current field conditions.
3. If increasing field usage demand exceeds the available athletic field resources for any particular size field, FCPR may:
 - Allocate field usage for that size field to each Fluvanna youth sports organization based on the total number of teams playing at a location, and or;
 - Temporarily modify the field usage guideline, and or;
 - Restrict tournament use.

Non-recognized, non-resident and for profit organizations/teams may reserve fields for clinics and special events if there is no conflict with a higher priority group's scheduled practice, game or tournament, meets field usage guidelines, and the use will not have a negative impact upon field condition.

D. Reservations may not be sublet to a third party.

III. Application for Field Use

Field Use Application requests by all applicants must be submitted, not less than thirty (30) days prior to the date(s) requested and not more than six (6) months in advance of the date(s) requested. Applications will be considered on a first come, first served basis with the exceptions listed under "Priority Classification."

Field availability will be confirmed and the approved schedule times will be held. An invoice will be sent to the applicant showing the applicant's approved schedule and the payment due to lock in the schedule.

Sport Field Reservation Timeline

The following schedule outlines the due dates for field use requests to be submitted. Groups that do not submit their requests by these due dates may lose priority scheduling for that season. Late submissions will have their requests reviewed on a first come first serve basis.

<u>Request Due</u>	<u>Season</u>
February 1	March 1 through June 30
June 1	July 1 through December 31

IV. Priority Classification

Due to the large number of organizations that request field use with FCPR, it is necessary to define and classify users by type of activities and establish a reservation priority to ensure that FCPR facilities are made available to best meet community needs. As a result, the facilities will be scheduled in accordance with a scheduling priority policy as established herein, but all groups are expected to work together to meet the needs of as many groups possible. Rental fees are established in accordance with the following priority classification policy.

Priority #1: All FCPR sponsored activities, programs, games, practices, leagues and tournaments. Reservations for County sponsored functions may be taken at any time for any date. There will be no rental fees charged for Fluvanna County tax-supported government agency sponsored activities, programs and meetings.

Priority #2: Fluvanna County youth sports leagues that are open to all individuals, regardless of skill level and must allow any eligible player to participate, e.g. Fluvanna Youth Soccer Association, Fluvanna Youth Baseball Association, Fluvanna Girls Softball Association, Fluvanna Lacrosse, etc.

Priority #3: Fluvanna County Schools and School Division sponsored organizations for activities related to School Division programs.

Priority #4: All other Fluvanna based organizations, groups, businesses and individuals wishing to use the fields for any events.

Priority #5: All non-Fluvanna County organizations, groups, businesses and individuals wishing to use fields for any events.

V. Field Allocation/Rental Fees

1. FCPR shall charge fees for permitted use of any county playing fields or facility.
2. A minimum of one hour is required for a field reservation.
3. Applicants requesting a field use application on a seasonal basis shall be required to pay the total fee before the scheduled first game of the season.
4. Where overlaps are present, groups are expected to work together to find a compromise.
5. Applications and fees may be submitted to the Department of Parks and Recreation at the Fluvanna Community Center, 5725 James Madison Highway, Fork Union, VA 23055.

VI. Signage/Banners

1. All promotional sign-up signage may be put out one month prior to the first date of sign-ups and must be taken down one week after the season starts.
2. All sponsorship signage may be placed on the outfield fence only and must face towards home plate. The signs/banners can be put up at the beginning of the season and must be taken down no later than one week after the season is over.
3. Special event banners may be put up two weeks before the event and must be taken down by the end of the next business day.
4. All signage is subject to be removed upon the discretion of FCPR.

VII. Refunds

A refund of athletic field permit fees shall be made for the following reasons:

1. Full Refunds of deposit or rescheduling date will only occur if cancellation by Parks and Recreation Department staff due to inclement weather or unsafe playing conditions.
2. Refunds, less a \$10 administrative fee, will only be given when the cancellation request is received in writing at least 10 business days prior to the date reserved. No refunds for cancellation within 10 business days of a scheduled activity or after the activity has started/was scheduled to start.
3. Rainouts/Rescheduling - It is the organization's responsibility to contact FCPR within two (2) working days after a field closure to confirm a credit or arrange for rescheduling.

NOTE: Written notification of cancellation(s) is required for each individual field, date and time and does not apply to seasonal permits or leagues.

Fees and Charges

Fees and charges are adopted by separate resolution of the Fluvanna County Board of Supervisors. The below fees may be changed at any time.

Youth and Adult “Open to All” Leagues

Category	Season Fees	Notes
Fluvanna Youth Sports Leagues (“Open to All”)	\$3.00 per youth participant	Total fee paid by league based on number of youth participants at start of season.
Fluvanna Adult Sports Leagues (“Open to All”)	\$5.00 per adult participant	Total fee paid by league based on number of adult participants at start of season.
Field Lights	\$5.00 per field per day	

Youth and Adult “Travel/Try-Out” Leagues

Category	Season Fees	Notes
Travel and Try Out-based Leagues	\$5.00 per field per day	Total fee paid by league based on number of fields used.
Field Lights	\$5.00 per field per day	

General Athletic Field Fees

Category	General Fees	Notes
Athletic Field Rental (per field)	\$10.00 per hour <u>or</u> \$20.00 per hour for lights	\$100 Deposit required
Tournament (per field)	\$75 per day	\$100 Deposit required

Please Note:

- 1) Users are expected to leave facilities clean and in good condition. A charge will be billed to the responsible party for any required cleaning or repair.
- 2) All play must be completed and lights turned off before 11:00 PM.

For further assistance on field reservations, please call Fluvanna Parks and Recreation at 434-842-3150. All calls pertaining to scheduling should be made between 8:00 a.m. – 5:00 p.m., Monday through Friday.