

Parks, Recreation and Tourism Chesapeake VIRGINIA

Athletic Field Policies and Procedures

Purpose: This document outlines the procedures through which an individual, organization, or group can reserve fields owned or permitted by the City of Chesapeake and the Department of Parks, Recreation and Tourism (PRT). The intent of the processes outlined is to maximize the use of city fields in a manner that is fair, equitable, and consistent with the mission of PRT, while balancing field usage in order to foster ideal turf conditions.

Overview: The information contained in this document establishes the policies and procedures that govern the use and allocation of athletic fields in the City of Chesapeake.

Rental Application Process:

Fall Rentals: August 1 – November 30

Applications Accepted: June 1 – 15 (Initial Consideration)

*Any applications received after June 15 will be based on availability
Applications will be reviewed in July

Spring Rentals: March 1 – June 30

Applications Accepted: January 1 – 15 (Initial Consideration)

*Any applications received after January 15 will be based on availability
Applications will be reviewed in February

**PRT may close various multi-purpose fields July 1 thru August 1, and December 1 thru February 28 for field rest and rehabilitation.*

- All groups desiring a permit must complete the online field use application. Submissions should be based on the dates listed above.
- All inquiries outside of these dates will be reviewed on a case by case basis.
- Submitting an application, regardless of date or past usage, does not guarantee your exact request will be met in full.
- **Application must be completed by an adult, eighteen (18) years of age or older.** No rental permits shall be issued to minors. Any misrepresentation on a field use application may result in immediate cancellation, or prevent future permitted usage.
- A request for a particular athletic facility does not guarantee availability or assignment.
- For it to be considered a completed application, the organization must have submitted the following:
 - Certificate of Liability Insurance
 - 501c3 paperwork (required for school fields)
 - Projected schedule of field usage to include all specific dates and times
 - Current or last season's rosters and player information. After current registration is complete, final rosters and player information must be submitted prior to the beginning of the current season.
- Incomplete applications will not be processed.
- Applications for single use dates are subject to availability, and may be made at any time prior to the requested date. Please be advised that requests for field prep, lights, etc. may not be available.
- All weekend reservations must be submitted on or before 12:00 p.m. Wednesday of the requested week.
- Any changes to a one time-use permit should be made by contacting the athletic staff at least seven (7) calendar days in advance.

- Any special need requests must be communicated in advance to the athletic staff in writing.
- Telephone reservations will not be accepted
- The rental fee balance will be due within two business days after the completion of the rental date.
- Any required payments must be made in person or mailed to the Parks, Recreation and Tourism Office, 1224 Progressive Drive, Chesapeake VA 23320. If paying by check, please make check payable to "City of Chesapeake, Treasurer".
- Additional fees are charged for lights and field preparation.
- A \$25 per field, per date non-refundable reservation fee will be required at the time of application.

General Guidelines:

- **Background Checks:** Applicant or organization representative ensures that all employees, coaches, volunteers, and team administrators have gone through a satisfactory background check, including the National Sex Offender registry, to help ensure the safety of all program participants.
- **Certificate of Insurance:** All athletic facility usage requests require that the group or organization submit a certificate of insurability with the completed application. (See insurance details on page 5).
- **Rental Request Denial:** A field rental request may be denied when previous usage was deemed unsatisfactory, the account is delinquent, or it is judged not to be in the best interest of the city, school and/or the community or would result in unacceptable risk.
- **Renewal:** Applications are not automatically renewed. Time slots are not guaranteed from one year to the next without proper paperwork being submitted.
- **Official Confirmation of Permit:** Applications are not confirmed until the applicant receives the approved permit. Absolutely no publicity or invitations shall be distributed until the applicant receives the official confirmation.
- **Voidance of Permit:** Any misrepresentation in the description of the nature, type or size of the event to be held at or on City or school property shall void the issued rental permit and may make the applicant ineligible for any future field rentals within the City of Chesapeake.
- **Approved Permit:** The group must always have the approved permit on site at all times (can be digital or paper copy).
- **Approved Times:** The times stated on the application should include set-up, breakdown and cleanup time. The permit will only be valid for the time approved by the City, however, no Permittee or their guests shall have access to the premises before the start of the authorized permitted period and all Permittee's and their guests shall leave the premises at the end of the authorized permitted period.
- **Subleasing:** No user is permitted to sublease any booked facility to another user.
- **Unauthorized Use or Rental:** The user shall not give usage permission or rent out the approved premises without prior written approval of the PRT Department. If the permitted user allows or authorizes other groups to use or rent out the approved premises, the permit is voided and the permitted group shall be responsible for any damages caused to the approved premises.
- **Team Rosters:** Failure to provide accurate and complete team rosters listing all the names and addresses of team members could result in voiding of the permit.
- **Safety Regulations:** Users agree to comply with safety regulations and policies of the Chesapeake Fire and Police Departments.
- **Alcohol, illegal drugs, weapons and smoking/tobacco products:** Alcohol, illegal drugs and weapons are prohibited. Smoking and use of tobacco products, including electronic cigarettes, on city and school grounds including school parking lots and sidewalks adjacent to school property is prohibited. Smoking is not permitted in dugouts, on the field, or within spectator areas.

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- **Lawful and Orderly Use:** User agrees that activities will be orderly and lawful and not of a nature to incite public disorder.
- **Security:** Applicant shall provide security detail from the Chesapeake Police Department, if advised by the PRT Department.
- **Activities for minors shall be sponsored by an adult and shall be properly chaperoned.**
- **City property shall not be removed from buildings or premises.**
- **City/PRT is not responsible for items left on the premises by the Applicant or guests.** If any personal property is authorized to be placed or located on or within the premises under the provision of this Permit, all said property shall be removed by Applicant and at the Applicant's sole expense prior to the expiration of the Permit. If the Applicant fails to remove the property, then the City will, at its option, remove such property from the premises and store the same at the Applicant's expense. The City shall not be liable for any costs or fees associated with the removal of Applicant's/Guest's property upon or prior to the expiration of the Permit.
- **Trash:** All trash generated from this activity must be removed from the site or removal fees may be assessed.
- **Damage restitution** may be required as a result of damage or trash removal at any City/School Property.
- **Inspection of Premises:** PRT reserves the right to inspect the premises during any and all activities.
- **City Access to Locked Structures and Amenities:** The City must have access to all locked structures and amenities. If the approved premises are on school property, the permittee must provide access to both the Chesapeake Public Schools System and the PRT Department.
- **Compliance Determination:** The Athletic Coordinator or designee has the right to enter onto the approved premises at any time without notice, to determine whether the Permittee is complying with permit conditions.
- **Facilities Not Available For Use:** Facilities removed from use for renovation, rehabilitation, maintenance or for any other reason by the City will not be permitted for use.
- **Equipment Approval, Storage and Alterations:** All equipment used by the organization must be approved by the Athletic Coordinator or designee prior to usage of the approved premises. The storage of equipment must be approved by the Athletic Coordinator or designee. The organization is not authorized to make any alterations to City or School equipment including, but not limited to: soccer goals, field goals, dugouts, bleachers, score tables, fencing, concession/storage buildings, etc.
- **Suggested Improvements to Premises:** The Athletic Coordinator or designee will facilitate review of any suggested improvements to the approved premises. The Athletic Coordinator or designee shall serve as liaison to those City Departments and School Division departments responsible for approval, permitting, denial or modification of a proposed structure including, but not limited to: sheds, batting cages, concession buildings and storage buildings, etc.
- **Repairs:** The Permittee must contact the Department for any repairs. If Permittee fails to comply with the agreed upon field maintenance terms, the Department may bill the Permittee for costs/repairs or void the permit. The Permittee is not authorized to make any alterations/additions to the approved premises without prior written approval from the Department.
- **Lighted Fields:** Fields with non-programmable lights must be turned off by 10:00 p.m. Monday through Sunday, unless otherwise approved in advance in writing by the Athletic Coordinator or designee. Failing to abide by the agreed upon light schedule could result in voiding of the field permit.
- **Portable Toilet Units:** As resources allow, portable units will be scheduled and coordinated through PRT. An organization may rent additional portable toilet units through the City-approved vendor only. Any additional portable units added will be at the expense of the organization.
- **Use of any City of Chesapeake logo(s)** is prohibited without prior approval.

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- **Selling, Advertising and Soliciting**: The following activities are not permitted on City premises without prior approval of the Director of Parks, Recreation and Tourism: the sale and/or advertisement of food, beverages, goods or merchandise and charging and/or collection of any revenue on site. The sale of merchandise, food and beverages by a non-school group and charging/collection of any revenue on site must be approved by the PRT Department at least one week prior to the event. Organizations may operate their own food and beverage concessions with the Director's approval provided that all applicable permits are obtained and all City of Chesapeake ordinances, rules and regulations, including but not limited to health and fire laws are complied with.
- **Signs and Banners**: Placing a temporary sign, banner or other device on Chesapeake Public Schools/City property is allowed no more than (24) hours prior to the beginning of planned event and must be removed at its conclusion, subject to prior approval from PRT.
- **Entry and/or Parking Fees**: No person or organization, including the applicant, shall charge an entry or parking fee for any event. Parking shall be restricted to designated areas.
- **Pets**: No pets permitted with the exception of "service" animals.
- **Field Closure**: In the event of field closure by PRT due to inclement weather or other reasons, the group/organization is responsible for contacting the Athletic Coordinator via email within 48 hours of the closure in order to reschedule or receive credit for one time or multiple use permits and/or rentals.
- **Inclement Weather**: In the event that schools or the city are closed due to inclement weather, all facility usage is cancelled. The City reserves the right to shut down any or all athletic fields at any time. This includes but is not limited to the threat of impending weather or general field maintenance.
- **Permit Suspension or Revocation**: Any permit can be immediately suspended or revoked by City of Chesapeake, public safety officials, the Mayor or the City Manager, Director of PRT or their respective designee, acting in their official capacity, for any or all of the following:
 - Noise Complaints;
 - Acts of disorderly conduct;
 - Violation or disregard for any permit condition(s);
 - Violation of any law or regulation; or
 - Any other threat to public health or safety.
 - Inappropriate or non-approved use of facility
- **Risk Acknowledgement/Hold Harmless**: Users agrees that all necessary safety precautions will be followed and will hold harmless and indemnify Chesapeake Public Schools/City of Chesapeake and all of their officials, officers, employees or agents, with respect to any claim of loss, injury, or damage because of negligence of the user or user's employees or agents, including damage to School/City property.

Insurance Requirements

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

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

OR

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

Coverage is to include Products Liability, Personal Injury and Fire Damage Legal Liability. The Certificate shall certify that the policy has been endorsed to name as an additional insured, Chesapeake Public Schools 312 Cedar Road Chesapeake, VA 23322 and the City of Chesapeake 306 Cedar Road Chesapeake, VA 23322, with respect to the use of school premises. The use of city owned property requires only the City of Chesapeake be additionally insured.

NON-PROFIT 501(c) 3 PAPERWORK REQUIRED WITH APPLICATION

- Required if rental is on school property,
- City owned property does not require 501(c) 3.

Field Rental Rates

Class	FIELD ONLY		FIELD WITH LIGHTS	
	Resident	Non-Resident	Resident	Non-Resident
I	\$40/\$15(hr)	\$70/\$30(hr)	\$60/\$25(hr)	\$110/\$50(hr)
II	\$60/\$25(hr)	\$110/\$50(hr)	\$85/\$35(hr)	\$160/\$70(hr)

- *A \$25 application fee is required*
- *Rates are subject to change*