ADMINISTRATIVE POLICY

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Initials:	ED

SUBJECT: Athletic Facility Use Policy

PURPOSE:

The purpose of this document is to establish the guidelines and procedures that govern the reservation, allocation and use of athletic fields owned and/or managed by the Harrisonburg Parks and Recreation Department.

The Department will coordinate and designate the use of its athletic facilities for: HPRD programs and events, athletic community partners, outside organizations, tournaments and tournament hosts, and other special events.

The goal of this process is to institute a fair and equitable distribution of usage per the procedures outlined in this document. The Harrisonburg Parks and Recreation Department reserves the right to add or reduce the number of facilities permitted to an organization. Returning organizations that are in good standing with the Department will have priority over new organizations.

DEFINITIONS:

"Adult Sport Group" means teams with players 18 years of age or older who participate in athletic competition with other adult teams.

"Applicant or Renter" are used interchangeably and means any sports organization, group of teams or individual formally requesting use of HPRD athletic field or facility.

"Athletic Facility" means any sport field, basketball court (indoor/outdoor), tennis court, pickleball court, swimming pool/lap lane, gymnasium or other area used for an athletic event or purpose.

"COI" means a Certificate of Liability Insurance

"Community Partner" means a group or organization that has a current, working relationship with the HPRD; has values and goals compatible with the Department; and provides a service mutually beneficial to the City and its residents. Partnerships do not imply a legally binding relationship.

"Department" or "HPRD" means Harrisonburg Parks and Recreation Department

"For Profit" means an organization that makes a profit for individual personal gain that may include a fee for admission for games; assessing fees on the player, club, team or participant; using semi-pro or paid players or coaches; or any organization that does not have a recognized non-profit status issued by a regulatory agency of the State of Virginia or the US federal government.

"In Good Standing" means a permit holder (group, organization or individual) that has a history of adhering to the HPRD policies and procedures; works cooperatively with the Department; is current with all its financial obligations; and has earned the privilege of scheduling and conducting the activities of their organization as they see fit.

"New Organization" means a new sports organization independently established for recreational or competitive play.

"Non-Profit Organization" or "Not-for-Profit" means any organization, group, sports team or athletic league that has been categorized by a regulatory agency of the State of Virginia or the US federal government as Non-Profit or Not for Profit. Documentation of designation must be submitted with application.

"Youth Sport Group" means teams with players under 18 years of age who participate in athletic competition with other youth teams.

PROCEDURE:

I. Priority of Users:

1. Harrisonburg Parks and Recreation Department Programs and Events
2. Harrisonburg City Public School Programs and Events
3. Non-Profit Youth Athletic Community Partners*
4. Non-Profit Adult Athletic Community Partners*
5. For Profit Youth Tournaments
6. For Profit Adult Tournaments

*Non-Profit Organizations must submit evidence of their non-profit status at the time of application.

II. Application Submittal:

1. Requests for use of athletic facilities must be submitted using the Facility Use Permit Application for Athletics. A request for a particular athletic facility does not guarantee availability or assignment of that site to a specific organization or individual.

2. Applications must include the following information and/or documentation:
   a. A designated contact individual who will be the sole point of contact for HPRD regarding usage.
   b. Copy of proposed/confirmed schedules.
   c. Copy of required COI and Endorsement.
   d. Any additional information requested by the HPRD.

3. Applications will be accepted on a per season basis. Seasons are defined as follows:
   a. Spring Season: April-June
   b. Summer Season: July-August
   c. Fall Season: September-December
   d. Winter Season: January - March*

   *Athletic Fields are generally closed from Mid-November – March. Applications will be accepted and reviewed on a case-by-case basis for this time period.

4. Facility Use Permit Applications (Athletics) are due no later than the 3rd Friday of the months listed below:

Application Deadline* 3rd Friday of:	***For Season***
November	Spring/Summer
April	Fall
August	Winter or Special Use Requests

*Organizations may submit Field Use Applications after the deadline. However, late applications will only be considered after those received on or before the due date and if fields remain available.

5. Facility Use Permits may be issued for designated holidays as determined and approved by the HPRD.

6. Facility Use Permit Applications (Athletics) are to be submitted to the Harrisonburg Parks and Recreation Athletics Division.

7. Facility Use Permits will be sent via email to the designated contact for the organization as identified on the Facility Use Permit Applications (Athletics). Facility Use Permits may be issued 2-4 months prior to the start of the seasons noted above.

III. Liability Insurance

Organizations using City of Harrisonburg facilities must obtain coverage outlined below and submit the following insurance documents to the City contact. Documents must be submitted at the time of application. Facility Use Permits will only be issued after all required documents are submitted.

1.) The organization will maintain a general liability policy with $1,000,000 combined single limits with a $2,000,000 aggregate. Coverage is to be on an occurrence basis with an insurer licensed to conduct business in the Commonwealth of Virginia. The insurer must have an A. M. Best rating of A- or better.

The insurer must list the City of Harrisonburg, 409 South Main Street, Harrisonburg, VA 22801 as an additional insured. The City requires submittal of the *Certificate of Insurance* and the actual *Endorsement* issued by the insurance company. The additional insured notation on the certificate of insurance is not sufficient.

2.) When applicable, the organization will maintain workers' compensation coverage in compliance with the laws of the Commonwealth of Virginia. The coverage must have statutory limits and be with an insurer licensed to conduct business in the Commonwealth of Virginia. The insurer must have an A. M. Best rating of A- or better. As an alternative, it is acceptable for the organization to be insured by a group self-insurance association that is licensed by the Virginia Bureau of Insurance. The organization will also carry employer's liability insurance with a limit of at least $100,000 bodily injury by accident/$500,000 bodily injury by disease policy limit/$100,000 bodily injury by disease each employee.

IV. Field and Facility Use Rules and Regulations:

1. Schedules:
    a. A copy of the practice, game and/or event schedule must be provided at the time of application. Exceptions may apply at the discretion of the HPRD.
    b. Permitted users are responsible for maintaining and communicating accurate schedules to HPRD. Facility preparation will be scheduled per submitted schedules. Unscheduled usage that interferes with maintenance will be required to move at the request of HPRD staff.
2. Permits:
    a. Facility Use Permits are non-transferable.
    b. Facility Use Permits may be cancelled by HPRD due to weather, extenuating or emergency circumstances or failure to abide by these policies.
3. Fencing and Buildings:
    a. Fencing and Buildings are strictly off limits for use as warm-up or batting targets, soft-toss or throwing against in any fashion.
    b. Damage to fencing and buildings that occurs as a result of use by the permitted user is the financial responsibility of permitted user.

4. Vehicles:
    a. Parking permitted in designated areas only. Permitted users are responsible for damage that occurs from vehicles parked in unauthorized areas.
    b. Cars parked in areas not authorized for parking risk being towed at the owner's expense.
5. Garbage/Litter:
    a. At the conclusion of each practice, game, meet or event, the permitted user is responsible for the collection of all garbage and litter from the facility, field and adjacent areas (i.e. side-lines, player benches, spectator areas, parking lots etc.)
    b. All garbage/litter must be properly disposed of in the on-site trash containers. Any overflow trash shall be disposed of on an "as-needed" basis by the organization or designated organization staff. At no time shall trash be overflowing in containers or left in undesignated areas.
6. Personal Property:
    a. All users are responsible for removing all personal property from the facility/field area after each event.
    b. The City of Harrisonburg and the HPRD is not responsible for any personal property stolen from or left at the facility/field.
7. Portable Restrooms:
    a. When portable restrooms are required, placement is allowed per a mutually agreed upon location between the HPRD staff and the permitted user.
    b. Portable restrooms are at the expense of the permitted user and must be approved by the HPRD.
8. Alcohol:
    a. Alcohol is prohibited in all Harrisonburg Parks and Recreation Department facilities.
    b. Permitted users caught with alcohol will be subject to penalties issued by the Harrisonburg Police Department. Future requests for use of HPRD facilities may be denied.
9. Field Conditions:
    a. All fields will be prepared according to the submitted schedules of permitted users. If extra or additional services are requested, they must be submitted one week in advance to the HPRD. Requests for additional services are at the expense of the requesting organization. HPRD has the discretion to deny requests for additional services.
    b. Fields will be closed as necessary for rest and renovation following heavy use that causes damage or compromises safety. Permitted Users will be notified of field closures.
10. Usage Hours:
    a. Hours requested should include setup and clean-up times. Users will not be allowed to enter the facility area prior to the designated time, and Users must vacate the facility by the designated time. Events must end by 11:00 pm.
11. Weathers Delays/Cancellations:
    a. It is the decision of a Harrisonburg Parks and Recreation representative to determine if the facility is suitable for use. Harrisonburg Parks and Recreation reserves the right to cancel, or delay use as needed.
12. Conduct:
    a. Fights, vandalism, or any behavior deemed unacceptable that occurs during use will result in immediate cancellation with no refund. Violations may affect future usage.
13. Vendors:
    a. No person/business shall sell merchandise, apparel, food, or beverage without prior approval from Harrisonburg Parks and Recreation Department.
14. Security/Supervision:
    a. Due to the size of an event, additional security or supervision may be required. All costs for security are the responsibility of the permitted user.
    b. HPRD reserves the right to enter the event at any time throughout the rental.
15. Pets:
    a. Service animals are welcome.
    b. When applicable, pets must be on a leash. Owners must clean up after their pets. No pets are allowed in facilities, on athletic fields or within player/personnel areas at any time.

16. Damage:
    a. Permitted users are financially responsible for any damage to the park, field, or facility that occurs during their permitted use.
17. Amplified Sound:
    a. The use of any amplified sound in the parks is prohibited unless prior approval has been given by HPRD.

V. Cancellation of Facility Use Permit:

1. Permitted users must notify the HPRD in writing at least 48 hours in advance of permit start time of a facility cancellation.
2. Permitted users who fail to follow the cancellation procedure may be denied future use and may forfeit any fees paid.
3. Permitted users may not sublet a facility to any other organization, user group or individual. Violation of this policy may result in immediate cancellation of the Facility Use Permit and denial of future use of HPRD facilities.

VI. Cancellation of Facility Use Permit by HPRD:

1. The Harrisonburg Parks and Recreation reserves the right to cancel any facility use due to inclement weather, facility conditions, emergencies or extenuating circumstances.
    a. *Athletic Field Permits:* If organizations use fields during inclement weather, and significant field damage occurs, the organization will be financially responsible for all damages including cost of repair and any loss of revenue due to prolonged field closure.
2. HPRD reserves the right to cancel a Facility Use Permit due to required or emergency maintenance or renovations.
3. HPRD reserves the right to cancel a Facility Use Permit due to failure of the permitted user to follow the policies and procedures outlined in this document.

VII. Payments and Refund Policy

1. When applicable, full payment of all fees is due prior to the issuance of a Facility Use Permit.
2. Unpaid fees will result in cancellation of any and all Facility Use Permit.
3. Refunds will be issued upon HPRD approval.
4. Facility Rates are as followed:

Facility	Fee
Rental – Diamond	$10/Hour/Field/Day
Rental – Rectangle	$24/Hour/Field/Day
Outdoor Courts	Athletics Manager Discretion
Disc Golf Course	$500/day (includes blocking all shelters in Westover)
Football Field	Athletics Manager Discretion