



Gloucester Parks, Recreation & Tourism

Administrative Policy #7-01

Effective: January 1, 2023

ATHLETIC FIELD 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 and park properties owned and/or managed by the Gloucester Parks, Recreation & Tourism Department (GPRT). The Department will coordinate and designate the use of its athletic facilities for GPRT programs and events, athletic community partners, outside organizations, tournaments, and other special events.

Athletic Fields Available:

Abingdon Park 7023 Powhatan Drive Hayes, VA 23072	1 Softball/Baseball 2 Soccer Fields 1 Multipurpose Field (beyond softball outfield)
Ark Park 7963 Number Nine Road Gloucester, VA 23061	1 Softball/Baseball 1 Soccer Field 2 Field Hockey (or 1 Soccer/Football) Fields
Woodville Park 3904 Woodville Park Road Hayes, VA 23072	3 Football Fields (#4, #5, #7) – Lights #5, #7 4 Soccer Fields (#1, #2, #3, #6) * - Lights #6 1 Sand Soccer Court

Priority of Users: Gloucester Parks, Recreation & Tourism Department will reserve fields for department programs and events first, followed by private youth leagues, private adult leagues, and non-County users. All groups requesting field use must adhere to the procedures in this policy and rules set forth for park use. Athletic fields will not be reserved for individual/personal use.

* In accordance with a Memorandum of Understanding (MOU), Gloucester Baystars Football Club (Baystars) has priority use of 4 soccer fields at Woodville Park. Gloucester County has the sole authority to schedule and control fields, properties and facilities as the County deems fit.

Usage Fees

Gloucester Parks, Recreation & Tourism charges minimal fees to cover staffing and lighting costs when necessary. Fees are not typically charged for normal season practices/games that occur during operating hours. Staffing may be required for events and tournaments, and therefore a fee will be charged. Staffing will be required for any use that occurs outside of park operating hours, including at Woodville Park where field lights allow for later use. Fees will be reviewed on an annual basis.

Fees will be billed at the conclusion of the season, event, camp, etc. The current fee schedule is below:

- Lights - \$10/hour per field
- Staffing - \$20/hour per staff

Staffing fees may be shared when more than one organization is using the park at the same time.

Only lighted fields are available after park hours (until 9:00 pm). Using vehicle headlights to illuminate fields or parks is strictly prohibited. Portable generator light towers may be brought at the expense of the organization and with permission of the Director. Fields close at the following times:

February	5:30 pm
March	6:00 pm (7:00 pm after daylight savings)
April	7:30 pm
May – August	8:00 pm
September	7:00 pm
October	6:00 pm
November	6:00 pm (5:00 pm after daylight savings)

Submitting an Application:

1. Requests for use of athletic fields must be submitted using the online [Athletic Field Use Permit Application](#). A request for a particular athletic facility does not guarantee availability or assignment of that site.
2. Applications require the following information and/or documentation:
 - a. A designated contact person who be the sole point of contact for GPRT regarding use. **Schedule changes and other requests will not be accepted from anyone other than the designated contact person on the application.**
 - b. Copy of proposed league schedule. A detailed, final schedule is due no less than 30 days before the season begins so unused fields may be released.
 - c. Copy of required Certificate of Insurance (see Liability Insurance requirements below)
 - d. Any additional information requested by GPRT as necessary.
3. Applications will be accepted on a per season basis. Seasons are defined as below:
 - a. Spring Season: February 16 – May 31
 - b. Summer Season: June 1 – July 31 **
 - c. Fall Season: August 1 – November 30
 - d. Winter Season: December 1 – February 15 ***

** Athletic fields during the Summer Season are generally available for camps, tournaments, or special events.

*** Athletic fields are generally closed from December 1 – February 15 for reservations. Application may be considered on a case-by-case basis.

4. [Athletic Field Use Permit Applications](#) are due no later than the dates below:

Season	Dates	Deadline
Spring Season	February 16 – May 31	December 15
Summer Season	June 1 – July 31	April 1
Fall Season	August 1 – November 30	June 1

Organizations may submit Field Use Applications after the deadline. However, late applications will only be considered after those received on or before the deadline if fields remain available and if staffing/maintenance can support the request.

5. Facility Use Permits will be sent via email to the designated contact person for the organization. Permits will be issued for one season at a time. Questions should be directed to FieldReservations@gloucesterva.info

Liability Insurance

Applicants requesting use of Gloucester County facilities must obtain coverage outlined below and submit the appropriate documents with Facility Use Permit Application.

1. The Applicant 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.
2. **The insurer must list Gloucester County, 6489 Main Street, Gloucester, VA 23061 as an additional insured.** Listing GPRT or individual park properties is not sufficient. Gloucester County MUST be listed as shown above.

General Policies & Procedures

Tournaments, camps, or special events that are not part of the regular and/or post-season schedule will be considered separately. These requests may require payment of additional fees and charges. A proposed schedule of games or events/activities must accompany the Facility Use Permit Application.

Prohibited Uses of Fencing/Buildings: Fencing and buildings are strictly off-limits for use as warm-up or batting targets, soft-toss or throwing against in any fashion. Damage to fencing and buildings that occurs because of this type of use is the financial responsibility of the permitted user.

Vehicles: Parking is permitted in designated areas only. Vehicles are NOT permitted on athletic fields. Cars parked in areas not authorized for parking risk being towed at the owner's expense. Parking is not permitted along the edge of any road (gravel or asphalt) at any park. Events may require additional staffing to manage parking as determined by GPRT.

Garbage/Litter: All garbage/litter must be disposed of properly in the on-site trash containers. The permitted user is responsible for the collection of all garbage/litter from the facility, field, and adjacent areas (spectator area, sidelines, and benches).

Alcohol: Alcohol is prohibited at all times on all Gloucester County property, including parks, fields, and school property.

Conduct/Damage: Fights, vandalism, or any behavior deemed unacceptable that occurs during use will result in immediate cancellation. Violations may affect future usage. Permitted users are financially responsible for any damage to the park, field or facility that occurs during their permitted use.

Vendors/Admission Fees: The sale of merchandise, apparel, food or beverage and fundraising is not permitted on park property without the permission of the Director of GPRT. Admission fees are not permitted.

Field Closures: The Gloucester Parks, Recreation & Tourism Department reserves the right to cancel any facility use due to inclement weather, facility conditions, emergencies, or extenuating circumstances. 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.

Lightning/Thunder: In the event of lightning or thunder, GPRT requires that all patrons retreat to their vehicles or move inside a nearby building. Congregating in the dugouts or picnic shelters is prohibited when lightning is present. Play will be suspended until there is no lightning or thunder for 30 minutes. Each new occurrence of lightning or thunder will restart the 30-minute suspension of play.

Field Preparations: GPRT will provide field marking for fields that are used for Department programs. Any other field markings are the responsibility of the organization requesting use. Any modifications to bases, goals, or temporary fencing or other amenities must be approved in advance by the Department.