

Town of Abingdon Recreation Department



Sports Facilities Use Policies and Rental Applications

Recreation Department
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Town of Abingdon Recreation Department Field Rental/Use Policy

Contents

- I. Introduction..... 3
- II. Facility Reservations 3
- III. Fees and Charges..... 4
- IV. Sales on Town Property..... 4
- V. Waivers and Special Circumstances 5
- VI. Insurance Requirements..... 5
- VII. Dates of Use 5
- VIII. Rules and Regulations- Town of Abingdon Athletic Fields 5

Sports Facilities Use Policy

I. Introduction

A. The purpose of this policy is to establish procedures that govern the use and care of the Town of Abingdon athletic fields with the overall goal of ensuring safe, equitable, and efficient use of available field space. The policy will outline the responsibilities of users from the initiation of an athletic field reservation with the Recreation Department through post-event activities. Under all circumstances, the community sports organizations assume full responsibility for the actions of their players, and guests during the time fields are reserved. This document supersedes all previous athletic field use policies.

B. These policies and procedures shall be enforced at, but are not limited to, the following facilities:

1. Latture Field
2. Ray Petty Field
3. Foster-Debose Field

C. The Recreation Department reserves the right to modify these policies and procedures and to develop and enforce such additional rules and regulations as may be required for the protection of the fields, the individual facilities of the fields, and the users and patrons of the fields.

D. Although reserved use of field facilities is permitted by this policy and encouraged by the Town of Abingdon, the renter only has rights to the portions of the facility that the renter has paid for, the Recreation Department may allow any unreserved facility or portion of a facility to be made available for use at the discretion of the Recreation Department staff.

E. Renters may be required to provide certain information at the conclusion of their event such as; the number of teams and participants, number of local and non-local teams, tournaments and/or other fees, number of games played, and other information as requested by the Recreation Department.

F. There are three priority categories of facility users (Category I being the highest priority) and shall be considered when allocating scheduled field time. Field time will be given on a first come first serve basis.

1. Category I - Town of Abingdon sponsored events and activities.
2. Category II - Approved organized youth sports leagues.
3. Category III - Other organizations, individuals, businesses, or groups.

II. Facility Reservations

A. For the reservation process to be completed payment must be received, proof of insurance must be submitted, and a completed and signed copy of the Field Use Application is returned to the Recreation Department.

B. The following information must be included in the Field Use Application in order to complete the reservation.

1. The name of the organization reserving the field.
2. The name, address, e-mail, and phone number of the individual

submitting the application.

3. The specific fields being requested.
4. The date, time, and duration of the request.
5. The specific fees and charges.
6. Signature of Superintendent of Athletics or designee.
7. The signature of the renter on the application agreeing to the conditions, restrictions, and waivers required and acknowledging that any such conditions, restrictions, and waivers have been met or will be met prior to the event for which the agreement has been issued.

C. A down payment of 50% of the total of the rental shall be paid to the Town of Abingdon one week before the rental.

D. The balance of the total fees due shall be paid in full on the day of the rental, before the beginning of the rental.

E. Cancellation of any event or activity must be made by the renter. The refund policy is as follows:

1. 15 days or more prior to the event or activity shall result in a full refund of all money paid to the Town of Abingdon.
2. Between 14 and 2 days prior to the event or activity shall result in an 80% refund of all money paid to the Town of Abingdon.
3. Less than 48 hours prior to the event or activity shall result in a forfeiture in all money paid to the Town of Abingdon.

F. In the event of cancellation by the Recreation Department because of weather conditions which make the event/activity impossible or unsafe, or any unavoidable catastrophe beyond the control of the renter, a credit may be given to the renter; a refund may be applied for through the Recreation Department, or the event may be rescheduled at the earliest available date at the discretion of the Recreation Department.

III. Fees and Charges

A. For Practices (per slot pricing - not lined or groomed) pricing per practice slot (an hour and a half)

1. \$10 per field
2. \$5 for lights

B. For Tournaments (per day pricing - not lined or groomed)

1. \$50 per field
2. \$15 for lights per field

C. For Tournaments (per day pricing - lined and groomed)

1. \$70 per field
2. \$15 for lights per field

D. All checks written for field use must be made out to the Town of Abingdon.

E. Refer to priority guidelines if there are questions about practice slot assignments.

IV. Sales on Town Property

A. The Town of Abingdon reserves to itself complete and exclusive rights to regulate the sale of all goods and services sold or conducted on the Town of Abingdon property including, but not limited to, concessions, souvenirs,

programs, parking permits, etc. The selling of merchandise or other items must have prior approval of the Recreation Department.

V. Waivers and Special Circumstances

A. The Town of Abingdon Recreation Department reserves the right to waive policies in whole or in part; restrictions and conditions; to impose additional restrictions and conditions; to require special security; to impose additional insurance requirements; to require municipal inspections and approvals; and to take such steps as may be necessary to ensure the health, safety, and welfare of the residents of this community and the users of the reserved facility.

VI. Insurance Requirements

A. A Certificate of Insurance indicating full liability coverage of not less than \$1,000,000 and naming the Town of Abingdon Recreation Department as an additional insured shall be submitted to the Superintendent of Athletics prior to the approval of any application under this policy. A "conditional application" may be approved by the Superintendent of Athletics prior to the receipt of such insurance coverage; however, failure to provide such coverage not later than one week prior to the first scheduled event may result in revocation of the application and cancellation of the event.

VII. Dates of Use

A. November through February - No field rentals will be permitted during this time. Batting cages may be used at both Russell Road locations.

B. March through May - Foster-Debose Field, Ray Petty Field, and the batting cages will be reserved for Little League use Monday through Friday. Non-Little League practices may be scheduled at Latture Field when field space is available. Tournaments and practices may be scheduled Saturday and Sunday at any field.

C. June through August - All fields may be scheduled for practices during the week and tournaments may be scheduled Saturday and Sunday.

D. September through October - Latture Field will be reserved for Abingdon Youth Football Monday through Friday. Field use may be scheduled at Foster-Debose Field and Ray Petty Field for Monday through Friday. Tournaments may be scheduled at any field Saturday and Sunday.

VIII. Rules and Regulations- Town of Abingdon Athletic Fields

- A. The use of tobacco products, foul language, and horseplay is not allowed in the park.
- B. The use or possession of alcoholic beverages is not allowed in the park.
- C. No glass bottles or glass containers are allowed in the park.
- D. No climbing on or over fencing.
- E. No hitting of golf balls inside the park at any time.
- F. No pepper or soft toss into any fence at any time.
- G. Loitering in the park is prohibited.
- H. Dumpsters are for Town of Abingdon use only.
- I. Please report faulty or damaged equipment to a staff member immediately.

- J. Fields may be closed up to two (2) hours before scheduled programming. Please check the daily and monthly schedules for a list of scheduled events.
- K. All field use must be scheduled with the Recreation Department.
- L. Scheduled programming takes precedence in regard to field use.
- M. Headphones must be worn to listen to personal music (i.e. no amplification will be allowed).
- N. No vehicles are allowed on the ball fields or grassy areas at any time.
- O. All vehicles must be parked in the designated parking areas at all times.
- P. Vehicles may load/unload in the designated areas. Vehicles are not allowed to park in these areas for extended periods of time.
- Q. Pets are prohibited inside the baseball gates or on other playing surfaces, with the exception of registered service animals. All pets must remain on a leash when in permitted areas.
- R. The Town of Abingdon will not assume any liability for any personal injury incurred or loss of personal property.
- S. Facilities will be locked at the discretion of the Town of Abingdon Recreation Department.
- T. Signs, banners, or other notices are not allowed without prior permission from the Recreation Department.
- U. The use of field lights must be scheduled with the Recreation Department.
- V. Parents must supervise children at all times to ensure proper use of space and equipment.
- W. The use of pop-up tents or other large shade structures that create a visual obstruction to others is prohibited at the fields during scheduled events.
- X. The selling of concessions, merchandise, or other vendors must have the approval of the Recreation Department prior to any sales in the park.
- Y. Leagues and organizations must schedule use with the Recreation Department by filling out a Field Use Application.
- AA. No "Drones" or other unmanned vehicles may be flown at the facilities during events without permission from the Recreation Department.
- BB. It is the renter's responsibility to assist with the general cleanup of the facility.
- CC. It is the renter's responsibility to inform attendees of all rules and regulations and to ensure that they are enforced.
- DD. The staff of the Recreation Department will have the final say for determining whether fields are in playable condition.
- EE. If lightning is seen or thunder is heard, players must clear the field and remain in a safe place until the storm passes. There must be 30 minutes without lightning or thunder to resume game or activity. The Recreation Department reserves the right to suspend or cancel all activities due to weather or other conditions that make the facility unsafe to play.
- FF. No event shall be scheduled to begin after 9:00 p.m. without prior approval from the Recreation Department. No new inning shall start after 11:00 p.m. If games fall behind schedule, it is the renters' responsibility to monitor games to ensure no new games will begin that will not finish before or within reason, of the 11:00 p.m. curfew time.

GG. The Recreation Department reserves the right to remove from the premises any person or persons failing to abide by facility rules, including disorderly conduct and inappropriate behavior.



Latture Field, Ray Petty Field, and Foster-Debose Field Rental Policy

The following rules and regulations pertain to groups and organizations that are utilizing the Town of Abingdon athletic fields.

A. Any field use at the Town of Abingdon owned fields must be scheduled through the Recreation Department.

B. Requests for the use of athletic fields are to be made through the Recreation Department by filling out the Field Rental Application form. The person filling out the application must be the person who represents the group/organization. To request an application please contact Kyle Pollard, Superintendent of Athletics, at (276) 880-4092 or kpollard@abingdon-va.gov.

C. The rental season for athletic fields begins in March and concludes the last weekend of October.

D. Renters must show proof of insurance and name the Town of Abingdon as “additionally insured” for minimum coverage of \$1,000,000 for any event other than a single team practice.

E. A down payment of 50% of the total rental fee shall be paid to the Recreation Department one week before the rental.

F. Field Use Request Procedure.

1. Request a Field Use Application from the Superintendent of Athletics.

2. Once you receive the application fill out the form completely, incomplete forms will not be accepted.

3. Once time, date, and use is approved you will receive a signed copy of the field use agreement and an invoice. Renters will need to pay this invoice before the rental may begin. Teams using fields for practices will receive invoices at the end of each month of use. These must be paid by the 15th of the following month.

4. You will also receive instructions on how to unlock bathrooms, the press box, and lights if needed.

5. If any key or padlock is lost during the rental time the renter is responsible for covering any cost in replacing locks or having locks rekeyed.

6. The renter is responsible for the upkeep of the property during the rental time including restrooms, if there is any vandalism or destruction of property during the rental time the renter is responsible for any and all costs.

7. Access to the bathrooms, press box, and lights will be prohibited at the end of the rental period.

8. First-time renters must meet with the Superintendent of Athletics prior to the beginning of the rental.

9. Checks must be made out to the “Town of Abingdon” and sent to P.O. Box 789 Abingdon VA 24212.



G. Practice times at Town of Abingdon owned fields can be reserved in 1 ½ increments starting at 5:00 p.m. Monday-Friday. Practices scheduled on Fridays may be subject to change depending on scheduled tournaments.

H. Tournaments may be scheduled for Friday through Sunday. March through October.

I. The selling of merchandise or other items must be indicated on the Field Use Agreement and have prior approval from the Recreation Department.

J. No consumption of alcoholic beverages in or around the complex (including the parking lot) is permitted.

K. The Town of Abingdon fields may be rented for games between 8:00 a.m. and 10:00 p.m. No game may be scheduled to begin after 9:00 p.m. without approval from the Recreation Department. No new inning may be started after 11:00 PM.

L. If the renter is interested in selling concessions during a rental they must indicate this on the Field Use Application. Access to the concession stand on-site will not be allowed so other plans must be made and approved by Recreation Department staff.

M. The Town of Abingdon reserves the right to add conditions or make modifications to the Field Use Application. The Town of Abingdon also reserves the right to cancel any event as deemed necessary for safety for all participants and in the best interest of the fields.

N. The Recreation Department will confirm that playing areas are safe and in playable conditions prior to play. The Recreation Department will have the final decision on any field conditions and playability of the facility. The probability of player injury and field damage will be the determining factor in any decisions made.

O. All rules and regulations from the Town of Abingdon Recreation Department Field Rental/Use Policy shall apply at all times during the rental.



Town of Abingdon Recreation Department Field Use Application

Renter's Name: _____ Date: _____
 Name of Organization: _____
 Name of Event: _____
 Description of Event: _____
 Renter's Phone Number: _____ Renter's Email: _____
 Renter's Address: _____
 Cost to Participate: _____ Estimated Attendance: _____

Please select the field(s) and amenities

Field	Reserve		Lights	
Ray Petty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foster-Debose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Latture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dates: _____ From: _____ a.m./p.m. Until: _____ a.m./p.m.

Practice Time Slots:

Monday	<input type="checkbox"/>	5:00pm - 7:30pm	<input type="checkbox"/>	7:30pm - 9:00pm
Tuesday	<input type="checkbox"/>	5:00pm - 7:30pm	<input type="checkbox"/>	7:30pm - 9:00pm
Wednesday	<input type="checkbox"/>	5:00pm - 7:30pm	<input type="checkbox"/>	7:30pm - 9:00pm
Thursday	<input type="checkbox"/>	5:00pm - 7:30pm	<input type="checkbox"/>	7:30pm - 9:00pm
Friday	<input type="checkbox"/>	5:00pm - 7:30pm	<input type="checkbox"/>	7:30pm - 9:00pm

Saturday and Sunday practice requests: _____

If your request is accepted, it is with the understanding that field availability may be affected by scheduled tournaments. You will be notified well in advance. Hour and half time slots only.

Pricing Breakdown		
	Per field	Lights
Practices	\$10	\$5
Tournament (Without prep)	\$50	\$15
Tournament (With prep)	\$70	\$15

* All checks written for field use must be made out to the Town of Abingdon - Recreation Department.

Estimated Amount Due: _____

I, for myself, and on behalf of my heirs, assigns, personal representatives and next of kin, and if applicable on behalf of a minor or a person under disability of whom I am parent or guardian, hereby release, indemnify, covenant not to sue and agree to hold harmless release and forever discharge the Town and all other persons, council members, officers, officials, agents, employees, sponsors, advertisers, and if applicable, owners and lessors of premises used to conduct the activities of and from any and all claims, demands, damages, actions, causes of action, or suits at law or in equity, of whatsoever kind or nature, for all injuries both to person or property resulting from or to result from activities.

Signature of Renter: _____ Date: _____

By signing this you also acknowledge that you have received and read through the Town of Abingdon-Recreation Department Field Use Policy and are willing to follow all associated rules and regulations.

Please return the complete application to the
 Town of Abingdon Recreation Department
 P.O. Box 2495
 Abingdon, VA 24212

Or e-mail to kpollard@abingdon-va.gov

*Please attach insurance policy with Town of Abingdon-Recreation Department listed as additionally insured.

Office Use Only

Date Received: _____ Date Approved: _____

Staff Signature: _____



Town of Abingdon Recreation Department Field Use Refund/Credit Request Form

Please complete this form and return it to the Superintendent of Athletics or email it to kpollard@abingdon-va.gov.

Payment Date: _____ Amount Paid: _____
Refund Request: Full Partial Amount: _____ Credit
Description of planned event: _____

Renter's Information

Name: _____
Address: _____
Phone Number: _____
Email Address: _____

Detailed Explanation for Requested Refund

Renter Printed Name: _____ Date: _____

Renter Signature: _____

Office Use Only

Full Refund Issued Partial Refund Issued: _____ No Refund Issued
Authorized by: _____ Letter sent

*All refund requests are reviewed and verified by administrative staff prior to processing any request.

** If the request is approved please allow 30 business days for completion of the refund.