



**CITY OF MANASSAS**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
9101 Prince William Street ■ Manassas, Virginia 20110  
Telephone: 703-257-8315 [www.manassascity.org/parks](http://www.manassascity.org/parks)

**Athletic Fields for Community Use**

**FIELD USE PERMITS**

- Permits are required for any group of 10 or more to use any City school or park field. Permits may not be duplicated.
- To obtain a permit you may visit the Manassas Museum, 9101 Prince William Street, Manassas, VA 20110, Tuesday through Friday between the hours of 10:00 a.m. and 5:00 p.m. You may also call 703-257-8315 during these hours.
- Leasing City-owned fields to another party or allowing another league to use your assigned field is not permitted.
- Field rental fees are calculated by the number of hours per field per team/league.

The City has many wonderful fields and encourages our citizens to use them. The fee applied to groups is used for maintenance and upkeep of the facilities. As a group, you are required to abide by all field usage policies. Please be aware that most of our facilities do not have restrooms. Leagues may rent portable restrooms for certain fields (at their own expense) and they may only be placed in the parking lots. Please be aware that this office must be notified in advance and must authorize the use of portable restrooms.

Unless stated otherwise, the following school fields are available Monday through Friday from 5 p.m. until 8 p.m. and on Saturday and Sunday from 9 a.m. until 8 p.m. Lighted fields are available until 10:30 p.m. **Please note that these fields do not have bathrooms and portable restrooms are not permitted on school property. Additionally, school activities take precedence over any outside activity.**

- Dean Elementary 2 softball fields (one with lights available until 10:30 p.m.)  
1 football/soccer field with goals
- Haydon Elementary 1 softball field, open field
- Mayfield Intermediate Open field
- Round Elementary 1 baseball/softball field
- Weems Elementary 2 baseball/softball fields

Unless stated otherwise, the following park fields are available 7 days a week from 8 a.m. until dusk:

- Byrd Park 3 softball fields (restrooms)
- Cavalry Run Park Open field
- Dean Park 2 softball fields with lights available until 10:30 p.m. (restrooms)
- Kinsley Mill Park 1 baseball field suitable for **t-ball only**
- Oakenshaw Park 1 baseball field suitable for **t-ball only**
- Stonewall Park 1 soccer field with goals (restrooms)
- Winterset Park Open field

**IMPORTANT INFORMATION:**

- **Personal grills are not permitted in our parks.**
- **Selling food or merchandise or using City facilities for profit is strictly forbidden.**
- **Using a City field for a sport or activity other than what it was designed for is not permitted; i.e., playing soccer on a baseball field**

**Spring & Summer season: March 15 -August 31**

**Fall season: September 1 - November 15**

There are times when City fields may be closed for maintenance. When this occurs, “No Trespassing” signs will be posted. Violators will be prosecuted to the extent of the law.



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**Application for Community Use of Public Athletic Facilities**  
**RECREATIONAL FIELD USE APPLICATION**

The undersigned, as an agent for the organization or group of individuals requesting field allocation(s), have read the rules and regulations of the City of Manassas and City School Board governing field use and permitting, agrees to abide by all stated rules, and agrees to enforce said rules and regulations. Violation of any rule or condition of the Permit is cause for immediate revocation of the Permit, loss of permit privileges, and forfeiture of any fees/deposits paid for the Permit. Any individual or team which fails to abide by any and all rules and regulations is subject to suspension, ineligibility and/or other penalties that may be imposed by City officials.

The undersigned certifies and/or agrees that team/league representative:

- **Is familiar with the rules and regulations of the Manassas Community Development Department and City of Manassas School Board stated in the Field Permit packet and has shared this information with all coaches.**
- **Shall present the City with evidence that a permit has been obtained from the Health Director of the Prince William Health District, as required by City Code Section 70-34, if a concession stand is operated on City property.**
- **FIELD USER FEES:**
  - **\$3.50 per hour per team per field (All fees are due at the beginning of each season)**
  - **\$6.00 per hour per league per field (All fees are due at the beginning of each season)**
  - **\$100 per field / per day Tournament Fee (plus hourly league rate)**
- **Will provide the Community Development Department with a copy of groups/organizations insurance policy with the City of Manassas listed on policy as co-insured. Field permits will not be issued without current policy on file.**
- Will use fields specified in permit for teams participating in those sports in which the field was intended.
- Is the sole applicant from this group for fields in the City of Manassas and that at no time will authorize or sublet permitted fields to any other group, organization, club, etc.
- Accepts, for the user, the full responsibility for any and all damages to school, park and City property caused by said user and agrees to provide prompt and proper settlement of claims for such damage.
- On behalf of the designated user, the undersigned is aware that there are certain inherent risks involved in using the property (City parks, fields and gymnasiums), including but not limited to the risk of theft or of damage to the user's property and the risk of personal injury from participating in athletic activities. In consideration of being granted permission to use the facilities of the City of Manassas, I hereby assume any and all risks and hazards associated therewith, irrevocably waiving any and all claims. I agree to indemnify, defend, and hold harmless the City of Manassas, its officers, agents, employees, and volunteers, from any and all claims, liabilities, judgments, settlements, losses, costs or charges (including attorney's fees) incurred by the City or any of its officers, agents, employees, or volunteers as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated in any way with the use of property by the user or by the user's members, guests, employees, agents, or invitees.
- **Notice:** The City shall have the right to deny the use of a facility to any person or organization at any time. The Community Development Director administers and interprets the policy governing use of public facilities and determines the appropriate procedures needed for implementation. The City has the right to deny the privilege of continued use of facilities to any user who does not comply with all rules and regulations. By signing the agreement, you, as a representative of the organization or group, agree to abide by the conditions of the Facility Use Agreement.

**Group/Organization Representative**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **League Name:** \_\_\_\_\_

**Drop off or Mail a Copy of the Insurance Policy & Health Department Permit (if applicable) to:**

<p><b>Field Permit Request, Manassas Museum</b>  <b>9101 Prince William Street, Manassas, VA 20110</b></p>
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**MANDATORY**

**ALL FEES PAID  
AT TIME OF  
PERMIT  
PICKUP**

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**Application for Community Use of Public Athletic Facilities  
RECREATIONAL FIELD USE APPLICATION**

- Applications will be processed in accordance with the Field Allocation Policy.
- Applications are subject to fees as described in the Community Use of Public Athletic Fields Policy and Procedures.
- **Incomplete applications will not be processed and will be returned to the applicant for completion.**
- **Applications received after the deadlines below will be processed in the order in which they are received, on a space available basis.**
- If any of the requested time is for a camp or clinic where fees are being collected, you must contact Community Development Department at 703-257-8315.

**Type of Application:**  League/Organization     Team/Group of Individuals     One-Time Use  
**Team/Group:** Do you participate in a league/organization?  No  Yes, list league \_\_\_\_\_

**All Applicants:** Has your organization/group of individuals previously received facility allocations from the City?  Yes  No  
**Season:** Please check the season for which you are applying. A separate application must be submitted for each season.

	Field Season Dates	Field Application Deadline
<input type="checkbox"/>	Spring: Begins March 15	March 15
<input type="checkbox"/>	Summer: Begins July 1	June 15
<input type="checkbox"/>	Fall: Begins Sept. 1	August 15
<input type="checkbox"/>	<b>No Field Use Nov. 30 – March 31 (maintenance)</b>	N/A

**Sport:** Please check the sport for which you are applying. A separate application must be submitted for each sport.

<input type="checkbox"/> Baseball – 90'	<input type="checkbox"/> Lacrosse	<input type="checkbox"/> Softball - Slowpitch
<input type="checkbox"/> Cricket	<input type="checkbox"/> Rugby	<input type="checkbox"/> Football
<input type="checkbox"/> Field Hockey	<input type="checkbox"/> Soccer	<input type="checkbox"/> Other

Organization Name: \_\_\_\_\_  
 Organization Phone: \_\_\_\_\_ Organization FAX: \_\_\_\_\_  
 Organization Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Organization Website: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Applicant E-mail: \_\_\_\_\_  
 Applicant's Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Applicant's Office Phone: \_\_\_\_\_ Applicant's Home Phone: \_\_\_\_\_

Sport Contact Name: \_\_\_\_\_ Sport Contact E-mail: \_\_\_\_\_  
 Sport Contact Office Phone: \_\_\_\_\_ Sport Contact Home Phone: \_\_\_\_\_

**SCHEDULE AN APPOINTMENT TO PICK UP YOUR PERMIT 703-257-8315**

Organization/Group is non-profit?  Yes  No  
 (proof must be on file with the Community Development Dept.)

Is there a third party contract/arrangement with a profit making organization?  Yes  No

Organization has liability insurance?  Yes  No  
 (policy must be on file with the City before use of field)

**AGREED:** My signature below indicates that I fully acknowledge that as the applicant for this field/gym request, I am responsible for the full payment as billed by the City of Manassas at the end of the season. My failure to do so will warrant this account to be forwarded to collection by the Manassas City Treasurer's Office.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

