



CITY OF MANASSAS
Community Use of Public Athletic Fields
Policy and Procedures

Community Development Department
9101 Prince William Street
Manassas, Virginia 20110
703-257-8315



FIELD PERMIT FEE POLICY

(Please read fee policy carefully as it has changed since last season)

Fees for groups of individuals, leagues or organizations that request the use of a City park or school field for the purposes of recurring use will be \$3.50 per hour per team per field, \$6.00 per hour per league per field for each Manassas City scheduling season. Applications will be accepted starting February 15, 2017 with proof of insurance. You may submit an application per season or per year. Full Payment for each season is due at the time of application approval by Community Development. You will receive notice of approved field allocations via mail, phone, or email. Once approved, you may schedule a time to pick up your permit by calling 703-257-8315 or email czenich@ci.manassas.va.us.

Tournament fees are \$100 per field per day (plus league hourly rates). Fee is due 7 days prior to tournament starting date with submission of tournament schedule.

***If you use City fields for non-tournament games with teams from outside your league or organization, those participants on the visiting team(s) must be counted as participants and must pay the hourly rate. It is the home team's responsibility to reimburse the City for visiting teams.

You are required to turn in your official practice and game schedules as well as all updated schedules.

Field User Fees are assessed for each team or league utilizing Manassas City fields each season on an hourly rate.

The representative who signed the usage forms will be responsible for payment to the City. There will be a \$15 per week late payment fee from due date stated on the original bill. Extensions will not be permitted.

Failure to comply with the Field Permit Fee Policy as stated above will result in the denial of future field space. Leagues/organizations with a history of late payment, will be denied field use.

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

PURPOSE

This document establishes the policies and procedures for the allocation and use of all Manassas City athletic fields, with the goal of fair and equitable distribution among all users. Specifically, the policy outlines who is eligible to receive permitted use of Manassas City public athletic fields and the process used to allocate and schedule fields.

Two assumptions form the basis for the field permit policy. First, the rules for scheduling enable the largest number of city residents to have access to public athletic fields. Second, the field scheduling process is designed to maximize use of available resources in a fair and equitable manner.

I. SCOPE OF AUTHORITY

The Manassas City Community Development Department shall implement the policy, comply with these regulations and provide equal access to these facilities per the requirements of the allocation policy.

The Department Director has the authority to make changes to the allocation process, season dates, sport designations, and to interpret and determine appropriate procedures for implementation of the policy. Additionally, the Department Director has the authority to restrict or terminate permits when violations occur that warrant termination or when it is deemed in the best interest of the facility or the City.

The Community Development Department will periodically review the policy and identify needs for updates and changes based upon the current usage environment.

School officials have the authority to implement additional policies for school facilities if deemed necessary.

II. LIMITATIONS ON FACILITY USE

Use of City athletic fields can only be permitted during those periods designated for community use. **All City fields are closed from November 15 through March 15 annually.**

A request for a particular athletic field does not guarantee availability or assignment to a specific organization.

Fields taken out of service for renovation by the City will not be permitted for use and will be signed “No Trespassing”.

Assigned facilities shall only be used for the activities for which they were assigned. **Teams from different leagues may NOT share fields; only teams from the same league may share the same field. The City does not permit soccer, football, lacrosse, etc. to use baseball or softball fields. You are paying for the use of a City field.**

III. DEFINITIONS

Adult Sports: Groups of players 18 years of age or older, who participate in athletic competition with other adults.

Youth Sports: Groups of players 17 years of age or under, who participate in athletic competition with other youth.

Applicant: Any sports organization, group of teams, or individual formally requesting community use of Manassas City public athletic fields. **This person is also responsible for any damage of City fields or property and all payments.**

Athletic League/Organization: A local youth or adult athletic group that maintains an organizational structure governing the management of the group. The group registers participants, schedules games, and has sufficient membership to schedule competitive play.

For Profit: A sports organization that makes a profit for individual personal gain by charging fees for concessions, fees for advertising, fees for admission for games or uses semi-pro or paid players.

Not-for-Profit: Any organization, group, individuals or corporate sport teams using athletic facilities strictly for recreational sports participation with assessing unusual or non-customary fees on the their players, club, or team and without charging admission fees for spectators.

Groups of Individuals: Individuals who informally have joined together to play or participate in a sport or activity, who are not associated with an organization or league.

In Good Standing: An applicant (group, organization or individual) that has no outstanding bills from the City, or is fulfilling obligations under a payment plan with the City; has no pending criminal or court injunctions against the league/organization or organization officials; and /or has no rules violations within the past 12 months.

New Organization: A new sports group independently established for competitive play.

New Sport: Organized sport not previously receiving community field allocation from the Department.

Non-Resident: Any individual not residing in Manassas City.

Sport Specific Field: Any field with a permanent configuration designed specifically for one sport.

Tournament: Competitive play that requires additional fields beyond an organization's allocation and/or is not part of the regular play season or is not a City scheduled league.

V. RULES FOR APPLYING FOR PERMITTED USE OF PUBLIC ATHLETIC FIELDS

Any Not-for Profit applicant, considered in good standing, is eligible for applying for seasonal use of athletic fields as a group, individual or corporate sport team, providing it meets the following criteria:

- At least 50% of participants must be Manassas City residents and each team within the organization must have at least 50% Manassas City residents
- Applicant agrees to pay an hourly rate per field per team/league.
- Applicant agrees to pay an hourly rate per field per team for visiting teams as well as tournament fees.
- Applicant agrees to support and enforce the City of Manassas rules, regulations, and procedures set forth in this policy.
- User agrees to ensure the safety of the players including termination of play if unsafe field conditions exist.
- User agrees to hold harmless and indemnify the Manassas City, Manassas City School Board, the Manassas City Community Development Department and all of their officials, officers, employees or agents, with respect to any injury or property damage caused by user or user's employees or agents, including damage to School Board/ City property or other public property.
- Applicants commit to producing proofs of residency upon request to City staff.
- The residency requirement will be waived for teams whose membership is 100% full-time employees or corporations located in Manassas City.

Eligible applicants (groups, individuals, corporate, and athletic league/organizations) must submit the following documentation in order to receive their final field use permit.

- Copy of the organization's Liability Policy for no less than 1,000,000.00 with the **City of Manassas listed on the policy. DUE BEFORE ANY FIELD USE.**
- **NEW: ANY GROUP OR ORGANIZATION WHO OPERATES A CONCESSION STAND/FACILITY ON CITY OWNED PROPERTY MUST PROVIDE EVIDENCE THAT IT HAS OBTAINED A PERMIT FROM THE HEALTH DIRECTOR OF THE PRINCE WILLIAM HEALTH DISTRICT AS REQUIRED BY CITY CODE SECTION 70-34.**
- A designated contact individual who is responsible for dealing with field applications and assignments.
- **Copy of game and practice schedules and all updates.**
- Report of any registration fees, equipment fees or other fees charged to participants or participating teams.
- List of any other fields (private or other jurisdictions) being used by the requesting organization.
- **A qualified league representative must make an appointment with the City of Manassas, Community Development Department, to obtain field use permit.**

The Manassas City Community Development Department may deny an applicant scheduled use or terminate use if determined that substantial evidence exists that one or more of the following has occurred:

- Required documentation is not submitted.
- **Usage fees are not paid within the specified time frame.**
- A history of field damage, regulation violations, or inadequate supervision of attendees is noted.
- Discrimination because of race, religion, color, gender, national origin, age, disability, or any other basis prohibited by state or federal law.
- Participants of the requesting organization have demonstrated dangerous or violent behavior towards others or among themselves, and/or participants/organizations whose literature/stated philosophy promotes hatred and/or violence.
- Charges admission fees for games on public athletic fields or schedules use of public athletic fields for profit or sells concessions without prior notification or permission.
- Assigned fields are sublet to other non-permitted organizations, groups, clubs, etc. or re-allocated without prior approval from the City.
- **Allows another team/league to use the same field at the time permitted team/league is using the field.**

IV. RULES AND REGULATIONS GOVERNING THE USE OF CITY ATHLETIC FIELDS

1. **Permits are non-transferable, and all users will ensure that no unauthorized second party is granted permission to use the field or any portion thereof without approval. Leasing or lending City fields is strictly forbidden.**
2. The School Board or its designee may cancel or postpone any non-school use of a school field when such use is in conflict with a school event. City staff will make every attempt to notify the affected organization as soon as the cancellation information is received.
3. Pets and motorized vehicles are not allowed on fields or any other play area. This will be strictly enforced by the Manassas City Police Department. All pets must be kept on a leash at all times. Pet owners are responsible for pet cleanup.
4. Field maintenance is prohibited without prior approval from the City.
5. Playing or practicing on fields is prohibited during wet or inclement weather. Call the inclement Hot Line (703-257-8237) or check the website www.manassascity.org for current field conditions. **You will be billed for damages.**
6. **If you are provided a combination to access a locked field, lights, and/or gates it is your responsibility to secure the field, lights, and/or gates at the end of your practice/game.**
7. Climbing on the fences, backstops and goals is not allowed.
8. Field closings for maintenance, safety or other reasons deemed appropriate for the management and protection of property shall be at the discretion of the Community Development Department. Fields will be marked with a "No Trespassing" sign.

9. Lights on lighted ball fields are to be used for practices and games only.
10. Postponement, cancellation or discontinuation of use of any fields or facilities by the applicant must be reported at least 24 hours in advance unless action was due to inclement weather.
11. Any individual or group found guilty of damaging, destroying or defacing school or park property or other public property will be excluded from further use of the field or facility and shall be held responsible for such damage. User shall ensure reimbursement for the cost of damages occurring during use. Groups may forfeit some of their assigned fields in order to compensate other groups that may have been affected as a result of the damage.
12. All managers, coaches, or persons in charge of a group using the fields will be responsible for the conduct of all participants, spectators and others connected with the activity, including visiting teams and their spectators. The City of Manassas reserves the right to suspend or expel any organization, group of individuals or individual from use of City athletic facilities if their use of the fields causes or may cause damage to the facility or harms or threatens to harm any individual.
13. All groups are responsible for policing the area used. This includes picking up all trash and placing the trash in the appropriate receptacles or dumpsters. **The permit holder assumes personal liability for the cost of excessive cleanup, loss, breakage or removal of City property.** Failure to comply will result in the permit holder being billed for any additional cost. The field and surrounding public and private property area should be clean when permitted use is completed. **Leaving trash on or around the fields is considered vandalism and will be dealt with accordingly.**
14. There will be no construction, modification, or physical changes to any field or facility unless specific written permission is received from the School Board or the Community Development Department. **Marking game lines, raking or dragging fields, and other aspects of field preparation for a game or practice are the responsibility of the user.** The City drags fields as weather and time permits.
15. **The City contracts the mowing of all school and park fields and cannot accommodate last minute requests.** If you are using a field for a tournament that requires additional mowing, you must inform the Community Development Department in writing 4 weeks prior to that event.
16. All City park and school grounds are alcohol and drug free. Weapons of any type are strictly forbidden. Any individual, team, group, or organization in violation of this policy will have their permit immediately revoked and be denied future field use. The City Police will also be notified.
17. The renting of portable toilets is the responsibility of the league or organization assigned to the fields. Written permission to place portable toilets on park property must be obtained through the Community Development Department. Once your season has ended, all portable toilets must be removed. **Portable toilets are not permitted on school property.**
18. Ensure that there are no glass containers used by participants or spectators.
19. **No person or business shall sell, rent or trade goods or services on any City park or school property.**

20. The use of fireworks is prohibited. City Police will be notified.
21. **The use of personal grills is not permitted on park property. You must use the City installed grills only. The use of grills is not permitted on any school property.**
22. If any of the requested time is for a camp or clinic where fees are being charged or third party contract/arrangement with a profit making organization must be approved four weeks prior to the event date by the Community Development Director or designee.
23. ALL Users must agree to:
 - a. Use good judgment when assessing field conditions and not use fields when conditions are such that said use is likely to cause injury to participants or result in damage to the playing surface. For information regarding closings please call the Community Development Department at 703-257-8315 or check the website www.manassascity.org.
 - b. Change clothing in public restrooms only.
 - c. Conduct warm-ups or practice in an area and manner that is not dangerous to spectators or individuals using other fields on the assigned grounds.
 - d. Ensure that prior approval from the City is obtained in writing before signs, banners and pennants are erected, and that they do not deface public property. (Permanent signage is not permitted on City property)
 - e. Provide adequate adult chaperones for children and youth activities.
 - f. Guarantee that activities shall be orderly and lawful and not of a nature to incite disorderly conduct by spectators or participants.
 - g. Park automobiles, trucks, tractors, wagons or other motorized vehicles in the designated parking area only. Illegally parked vehicles will be ticketed or towed.
 - h. Use field during allocated time only and restrict use to only those areas to which the organization or groups has been assigned. No field shall be used for any purpose other than as designated.
 - i. Obtain permission from the property owner before retrieving any balls or equipment from private property.
 - j. Comply with all federal, state and local laws, regulations and licensing requirements.

24. The Community Development Director shall have the right to deny the use of a field to any person, team or organization at any time, and/or impose a penalty for any user, group, or organization not complying with any City policy regarding the use of any City owned property. The Director administers and interprets any policy governing use of public fields and determines the appropriate procedures needed for implementation. The Director has the right to deny the privilege of continued use of fields to any user who does not comply with any and all field use regulation. School officials have the right to deny use of school facilities or modify policies if necessary.
25. **INCLEMENT WEATHER POLICY:** Playing on wet fields or during a storm is extremely dangerous to players as well as damaging to the fields requiring additional maintenance. For safety, all participants and spectators must vacate the fields at the first sound of thunder. The Community Development Department has the authority to close City fields if it is determined that the fields are too wet or the threat of an electrical storm is severe. The holder of field permits is responsible for calling the Community Development Department at 703-257-8315 for field closure announcements OR for checking our website at www.manassascity.org OR for calling the **daily conditions hotline at 703-257-8237**. We will close a field until further notice, if it is determined that unauthorized usage has damaged the field, making it unplayable.
26. Please report any damage or misuse of fields to the Community Development Department. If you know that a group or organization is using a City field without authorization or City property has been vandalized, please call the **Manassas City Police at 703-257-8000**. The Police Department works closely with this department to maintain proper usage of all City fields.

Updated 1/5/2017