Virginia Beach Parks and Recreation  
Sports Management Office  
Athletic Field Rental Information

The Sports Management Office rents lighted diamond fields and multi-use fields under the supervision of Parks and Recreation. Diamond and Multipurpose fields are available for rent at Princess Anne Athletic Complex and City View Park for tournaments, instructional camps and league games. Diamond fields are available at Bayville Park, Lynnhaven, Oceana, Redmill and Rosemont Forest for tournaments, games, practices and general use. A non-lighted multipurpose field is available at Holland Park.

Our City Wide Athletics office allocates elementary school fields, as specified in City’s adopted Field Allocation Policies and Procedures, to Community Recreation Leagues and Independent Organizations that serve specific geographic districts of the city. The Field Allocation Policies and Procedures can be found at [www.vbgov.com/sports](http://www.vbgov.com/sports).

In addition, the City does not have the authority to assign or rent middle or high school fields. You may contact the Student Activities Coordinator of any middle or high school directly to apply for a field rental.

**Procedure for renting an Athletic Field**

1. All field rental requests must be submitted in writing using the Field Rental Application. The rental applications are available at the Sports Management Office, located at 4001 Dam Neck Road, Virginia Beach VA 23456, and online at [www.vbgov.com/PAAC](http://www.vbgov.com/PAAC) under the Princess Anne Athletic Complex link. The appropriate application must be filled out completely by the event organizer and submitted to the Sports Management Office. All communication will be done with the person listed on the rental application only.

2. The Princess Anne Athletic Complex and City View Park are available to rent for tournaments, instructional camps and league play only.

3. Requests for multiple, consecutive days to rent all eight (8) diamond fields, or all seven (7) multi use fields (5 for rugby) at PAAC, or diamond fields one (1) through four (4) at City View Park for youth events or fields one (1), two (2) and four (4) for adult events may be taken twelve months in advance of the event date. (here after referred to as “full facility rental”) Post event reports will be required for all full facility rentals.

4. Any requests for single day, partial facility or fields other than PAAC and City View Park will be accepted 90 days out from the first use date.

5. Fields are available for rent March 1st – November 30th. Please refer to our online calendar located at [www.vbgov.com/PAAC](http://www.vbgov.com/PAAC) regarding availability. Rentals during the months of December through February may be available at a rate of $100 above the in-season fee. **The Sports Management Office reserves the right to deny any rental request.**

6. When a field rental request is approved, the person or organization requesting will receive a written confirmation. If the request is for a full facility rental, a deposit of 25% of the total rental fee must be received no later than 14 days after the approval date; the remaining 75% must be received 90 days prior to the event, unless otherwise stated. For single day, partial facility rentals or fields other than PAAC and City View Park, the entire fee is due no later than 14 days after the approval date. If request is made within 14 days of use, the fee is due within 24 hours of approval. Upon receipt of payment, a written rental agreement receipt will be sent to the requesting person/organization. New requests or changes/additions for approved rentals will not be accepted if within five (5) business days (Monday- Friday) of the rental date for staffed facilities. **No refunds will be given for unused rented fields or unused time during a rental timeframe.**

7. All Requests will be reviewed by the Sports Management Office and a written response will be sent within five (5) business days. If a conflicting request exists for the same day for the same field, the following criteria will be used to determine approval.

   A. City sponsored programs and prior contractual obligations
   B. Economic impact to the City of Virginia Beach
   C. Major tournament (state, regional, national or International)
   D. Number of fields rented. Full facility rentals receive priority.
   E. Rental history and past compliance with Parks and Recreation Policies and Procedures with the requesting person/organization
   F. Current condition of fields and impact to them and the complex.

A Certificate of Insurance is required for **ALL** rentals. The renter shall provide the City with a comprehensive general liability insurance policy in which both the renter and the City of Virginia Beach are named as an additional insured, covering both bodily injury and property damage. The minimum policy limits are one million dollars ($1,000,000) combined single limit coverage. A copy of the certificate must be received by the Sports Management Office at the time of final payment.
A rental request is not final until payment is received.

1. Payment or deposit must be made in full no later than 14 days after a rental request is approved unless otherwise stated. If request is made within 14 days of use, the fee is due within 24 hours of approval. Failure to remit payment by deadline will nullify the application.

2. Payment may be made by check, money order or credit card (MasterCard or VISA). Cash WILL NOT BE accepted.

3. Please make checks payable to: Treasurer, City of Virginia Beach

A Special Use Permit must be submitted for any additional services offered by the renter. This permit along with a $100 non-refundable processing fee must be received by the Sport Management Office at least 30 days prior to the event. If permit is not received 30 days prior to event services may be denied. This includes t-shirt sales, carts, vendors, tents larger than 10x10, admission charges or any other set-ups different from the standard field requirements. Additional fees may be assessed by the Commissioner of the Revenue Office. If tents larger than 10x10 are being brought in by renter, the placement must be pre-approved by the Sports Management office. Placement is based on traffic flow, safety and underground utilities.

**Policies**

This section is provided to inform you of facility policies in advance of your event so you may make the best use of our facility and services. We have attempted to be as thorough as possible to ensure your event will be as safe and successful as possible but recognize not all situations may be covered in this section.

Any questions regarding topics not included should be directed to the Sports Management Office. The requesting person/organization is responsible for adhering to these policies and ensuring all players, spectators, attendees, vendors, etc. are aware of these policies. Failure to adhere to these policies may result in cancellation of current rental contract and will result in denial of future rental applications.

1. Game schedules must be submitted to the Sports Management Office no later than 72 hours prior to rental.
2. Each field is designed to have one game played on it at a time. If individual fields have simultaneous games being played on them or an additional setup is required, and additional fee will be charged.
3. The facility gates will open at 7AM. Games may begin at 8AM unless otherwise stated.
4. Uniformed police or sheriff’s deputies may be required for rentals. Renter will be notified if security is needed after review of rental information by the Sports Management office and/or Police Department. The entire cost of the security is the responsibility of the renter and must be paid in advance.
   a. Cost is determined by the per hour charge for the officer/deputy x number required x hours of rental. The Sports Management office shall provide contact information for approved security staff. Failure to arrange for security as outlined in the use agreement will result in cancelation of the rental.
5. Alcoholic beverages are prohibited on City property. This includes fields, parking lots, open spaces and roadways.
6. Smoking and the use of tobacco product is not permitted on or near the fields. It is only allowed in designated areas.
7. Facility staff reserves the right to cancel an event in whole or in part. Field closures may result from inclement weather, poor playing conditions or field damage which may cause hazardous safety considerations for the public or excessive repairs to the field.
8. If lightning is seen, a mandatory game delay of 30 minutes will be enforced and all players, coaches, officials and guests must leave the fields and seek shelter. Staying in dugouts, near fields or under pavilions is not acceptable. Updates will be communicated to the tournament organizer.
9. Staff or registered volunteers from Parks and Recreation will be onsite during all events at staffed facilities and are the only authorized personnel to perform field maintenance at Princess Anne Athletic Complex, City View Park and Bayville Park.
10. Personal 10x10 tents or canopies are allowed in designated areas only. The placement is determined by facility staff in order to maintain safe traffic flow and views of fields. Failure to comply with this will result in patron being asked to leave the facility. Renter is requested to assist with ensuring their participants and spectators comply.
11. Parking is permitted only in designated areas. On street parking and parking in grass areas are prohibited. Private vehicles are not allowed in or near field areas.
12. Illegally parked vehicles may be ticketed or towed.
13. If approved vendors are to be at an event, they may be permitted to pull up to their site but must move vehicles to parking lot prior to participants being on site. This must be pre-arranged with facility staff. If they arrive to set up and participants are in the field area, they will not be permitted to pull up to their site and must off load in the parking lot.
14. All food and drink concession rights at Princess Anne Athletic Complex and City View Park remain with the City of Virginia Beach. All non-food vendors are subject to approval by the Sports Management Office. (See Special Use Permit).
15. Sports Management does not supply or maintain water coolers for participants or spectators. Personal coolers are permitted. Drinks are available on site from the concessionaire, vending machines and water fountains.
16. Fires are allowed in grills only. Backyard propane and charcoal grills must be placed at least 20 feet away from all structures. These are permitted in parking lots only. Turkey fryers and deep fat fryers are not permitted.
17. Athletic trainers or medical staff for events is not provided by the facility. It is strongly recommended that the renter have an emergency medical plan in place.
18. An AED is on site for emergency use. AEDs are located on each concession building.
19. Pets are permitted and must be leashed and under control at all times. Please be sure to scoop the poop.
20. All signage content and placement wishing to be displayed must be approved by the Sports Management Office.
21. If propane heaters are to be used in the cooler months, they must be of a style approved by the Fire Dept. “Tank top” are not permitted and renter will be required to remove them.
22. If a renter wishes to bring a utility vehicle onsite for their rental, they must contact our office prior to doing so to review and sign our utility vehicle use policy.

**Fees and Services**
Usage at PAAC or City View Park is partial day, 8 hours or less or full day, more than 8 hours. Fields are available for rent during the hours of 8:00 am – 11:00 pm. Usage at all other fields is partial day and full day on weekends or two (2) hour blocks of time weeknights

**Princess Anne Athletic Complex** – available for tournaments, instructional camps and league games
Prices are per field, per day. Price includes one field set up per day. If additional field work is requested, an additional fee will apply. Request must be approved prior to rental date.

### Diamond Fields

<table>
<thead>
<tr>
<th>Package</th>
<th>Price</th>
<th>Services Included</th>
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</table>
| Bronze  | **$150.00** Partial Day  
**$200.00** – Full Day | Field Use  
Initial Field Lining  
Bases |
| Silver  | **$200.00** Partial Day  
**$250.00** – Full Day | Field Use  
Initial Field Lining  
Bases  
Temporary Fences  
One Table  
Two Chairs |
| Gold    | **$250.00** Partial Day  
**$300.00** – Full Day | Field Use  
Initial Field Lining  
Bases  
Temporary Fences  
Five Table  
Ten Chairs  
Field Primping(packing holes)  
Increased Staffing  
One 10x10 pop up |

*Request for Silver, Bronze additional staffing must be made at least 14 days from rental date.
*Lighting charged at $20 per hour, per field - in additional to field rental
*Increased staffing or additional field work may be requested for any rental. Renter will be charged the hourly rate of additional staff requested.

### Multi-purpose fields

<table>
<thead>
<tr>
<th>Package</th>
<th>Price</th>
<th>Services Included</th>
</tr>
</thead>
</table>
| Bronze  | **$175.00** Partial Day  
**$225.00** – Full Day | Field use  
Initial Field lining  
Goals – (corner flags and yard markers are available depending on sport) |
| Silver       | $225.00 - Partial Day | $275.00 – Full Day | Field use  
|             |                      |                    | Initial Field Lining  
|             |                      |                    | Goals – (corner flags and yard markers are available depending on sport)  
|             |                      |                    | One table  
|             |                      |                    | One chair at each field  
| Gold        | $275.00 - Partial Day | $300.00 - Full Day  | Field use  
|             |                      |                    | Initial Field Lining  
|             |                      |                    | Goals – (corner flags and yard markers are available depending on sport)  
|             |                      |                    | One table  
|             |                      |                    | One chair at each field  
|             |                      |                    | Two tables for vendors  
|             |                      |                    | One pop 10x10 pop up tent  

*Request for Silver, Bronze additional staffing must be made at least 14 days from rental date.  
*Lighting is charged at $20 per hour, per field – in addition to field rental  
*Increased staffing or additional field work may be requested for any rental. Renter will be charged the hourly rate of additional staff requested.

City View - available for tournaments, instructional camps and league games

Prices are per field, per day. Price includes one field set up per day. If additional field work is requested, an additional fee will apply. Request must be approved prior to rental date.

Diamond Fields

<table>
<thead>
<tr>
<th>Price</th>
<th>Services Included</th>
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<tbody>
<tr>
<td>$125.00 - Partial Day</td>
<td>Field use</td>
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<tr>
<td>$175.00 – Full Day</td>
<td>Initial Field Lining</td>
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<tr>
<td></td>
<td>Bases</td>
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</tbody>
</table>

*Request for temporary fences and field priming between games must be made at least 14 days prior to rental date at a rate of $50.00 per field per day  
*Lighting charged at $15.00 per hour per field- in additional to field rental

Unlighted Multi-Purpose Field

<table>
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<tbody>
<tr>
<td>$150.00 - Partial Day</td>
<td>Field use</td>
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<tr>
<td>$200.00 – Full Day</td>
<td>Initial Field Lining</td>
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<td></td>
<td>Lacrosse cages</td>
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Bayville, Lynnhaven, Oceana, Red Mill, Rosemont Forest - available for practices, games and general use

Diamond Fields

<table>
<thead>
<tr>
<th>Price</th>
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<tbody>
<tr>
<td>$40.00 – Two hour blocks of time</td>
<td>Field use</td>
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<tr>
<td>$100.00 – Partial Day</td>
<td></td>
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<tr>
<td>$150.00 – Full Day</td>
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</tbody>
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*Lighting charged at $10.00 per hour per field- in additional to field rental

Holland Park - available for practices, games and general use

Unlighted Multi-purpose Field

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Refund policy
No refunds will be processed unless written notification of cancellation is received by the Sports Management Office no later than 21 days prior to the start of the rental. A $25.00 cancellation fee per field will be deducted from your total refund. There are no refunds for fields cancelled less than 21 days prior to the start of the rental. Field deposits and the $100 processing fee for the Special Use permit application are non-refundable. No refunds will be given for unused fields that were rented or for unused time during a rental period. Any cancellation of an event or fields at the request of the renter for reasons other than weather will result in the denial to rent these dates for the following year.

Inclement weather
If inclement weather causes fields to be unsafe for play, every attempt will be made to reschedule the rental. If no use has occurred on the rental day and use cannot be rescheduled within sixty days, a full refund for that rental day will be given.

If use has begun on rental date and inclement weather moves in, play will be delayed until fields are deemed safe for play. If play cannot be resumed or if play is resumed and more inclement weather moves in, no partial refund will be given.

If use has not begun on rental date and there is a delay due to inclement weather, facility staff will communicate with event organizer as to an estimated start time. If the event organizer determines they cannot proceed with their event due to the delay, a refund will be issued.