

# Virginia Beach Parks & Recreation

## Sports Management

### City View Multipurpose Field Rental Information

The unlighted multipurpose field located at City View Park is available for tournaments, instructional camps and games.

Our City Wide Athletic office allocates elementary school fields, as specified in City's adopted Field Allocation Policies and Procedures, to Community Recreation Leagues and Organizations. 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 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.

#### **How to reserve a field**

1. The field is available for rent March 1<sup>st</sup>-mid-November. Please refer to our online calendar located at [www.vbgov.com/PAAC](http://www.vbgov.com/PAAC) regarding availability. **The Sports Management Office reserves the right to deny any rental request.**
2. All field rental requests must be submitted using the Field Rental Application. The rental application is available by following this link: [City View Park Multi Purpose Field Rental application](#) and also at the Sports Management Office, located at 4001 Dam Neck Road, Virginia Beach VA 23456. 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 main contact listed on the rental application only.**
3. Requests will be accepted 90 days out from the first use date. All requests will be reviewed by the Sports Management Office and an email 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. Rental history and past compliance with Parks and Recreation Policies and Procedures with the requesting person/organization
  - C. Current condition of fields and impact to them.
4. When a field rental request is approved, the main contact will receive an email confirmation.
  - A. The entire fee is due no later than 14 days after the notification of approval. If request is made within 14 days of use, the fee is due within 24 hours of notification.
  - B. Upon processing of payment, a rental agreement receipt will be sent to the main contact by email.
  - C. New requests or changes/additions for approved rentals will not be accepted if within **five (5) business days (Monday- Friday)** of the rental date.
5. **No refunds will be given for unused rented fields or unused time during a rental timeframe.**
6. 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.
7. 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.

8. **A rental is not final until payment is received.** Payment may be made by check, money order or credit card (MasterCard or VISA). Cash **WILL NOT BE** accepted. Please make checks payable to: **Treasurer, City of Virginia Beach**

### **Fees and Services**

The field is available for partial day (8 hours or less) and full day (more than 8 hours.) The field is available for play from 8:00 am – dusk.

Partial day: \$150

Full day: \$200

### **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. The facility gates will open at 7AM. Games may begin at 8AM unless otherwise arranged.
3. 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 arranged 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.
  - B. Virginia Beach Police and Sherriff are the only approved security at the facility.
4. **Alcoholic beverages are prohibited** on City property. This includes fields, parking lots, open spaces and roadways. Renters are expected to enforce this with all associated with the event.
5. **The use of tobacco products and e-cigarettes are not permitted** on or near the fields. It is only allowed in designated areas. (Outside the diamond field perimeter fences and on exterior paths.)
6. 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.
7. If lightning is detected 10 miles away or 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 near fields or under pavilions is **not** acceptable. Updates will be communicated to the tournament organizer.
8. Staff or registered volunteers from Parks and Recreation will be onsite during all events and are the only authorized personnel to perform field maintenance at City View Park.

9. 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.
10. 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. Overflow parking is available at Tallwood Elementary School.
11. Illegally parked vehicles may be ticketed or towed.
12. 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.
13. All food and drink concession rights remain with the City of Virginia Beach. All non-food vendors are subject to approval by the Sports Management Office. ([See Special Use Permit](#)).
14. Sports Management does not supply or maintain water coolers for participants or spectators. Personal coolers are permitted. 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.
15. 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.
16. 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.
17. An AED is on site for emergency use and is located at the concession building.
18. Pets are permitted and must be leashed, leash in hand of a responsible person and under control at all times. Tethering is not permitted. Please be sure to scoop the poop. (City code 5-531)
19. All signage content and placement wishing to be displayed must be approved by the Sports Management Office. Sports Management Office reserves the right to deny signage placement.
20. If propane heaters are to be used in the cooler months, they must be of a style approved by the Fire Dept. **“Tank top” or propane heaters are not permitted** and will be required to be removed. At no time are they allowed near the fields.
21. 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.
22. See general facility rules for additional items pertaining to the facility.

### **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. The \$100 processing fee for the Special Use permit application is 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 may 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.