

Virginia Beach Parks & Recreation
Sports Management
City View Athletic Complex &
Salem Woods Park
Multipurpose Field Rental Information

The unlighted multipurpose fields located at City View Park & Salem Woods Park are available for practices, tournaments, instructional camps and games.

The Sports Management 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. 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 1st-late November (weather permitting). Please refer to our online calendar located at 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: [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 main contact 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 no more than 90 days out from the first date of use. 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.
 - D. The Parks and Recreation Sports Management Coordinator or his/her designee shall have the discretion to resolve conflicts.
4. Any requests for practices from a team that belong to an organization must be submitted by the organization's contact on file to ensure the certificate of insurance on file covers the use. Examples include: Virginia Rush, Beach FC, HR Lacrosse, Coastal and OTSL, etc.
5. When a field rental request is approved, the contract will be emailed to the main contact listed on the application.
 - A. The entire fee is due no later than 14 days after the receipt of contract. If request is made within 14 days of use, the fee is due within 24 hours of notification.
 - B. New requests or changes for approved rentals will not be considered if submitted less than **five (5) business days (Monday- Friday)** of the use date. Submission of changes to the Sports Management office does not guarantee approval.
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 Sports 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) online. Cash **WILL NOT BE** accepted. Please make checks or money orders payable to: **Treasurer, City of Virginia Beach**

Fees and Services

The field is available to rent in two hour blocks of time, partial day (8 hours or less) and full day (more than 8 hours.) The field is available for play from 8:00 am – dusk.

Two hour blocks of time: \$42

Partial day: \$105

Full day: \$155

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. Rental start time and end time listed on the contract is the time access is permitted to the field.
2. Practice and game schedules must be submitted to the Sports Management Office no later than **72 hours prior to rental.**
3. During the rental a point of contact must be designated and provided to the Sports Management Office 72 hours prior to the rental. This individual must be onsite and available should assistance be necessary during the entire rental. If the rental includes multiple sites, a point of contact must be provided for each site.
4. Field use may begin at 8AM unless otherwise arranged.
5. Any type of equipment to be left on City property by an authorized user during the rental period **MUST** be approved by the Sports Management office in advance. Equipment left after the rental period will be removed without notice.
6. Uniformed Virginia Beach deputies/officers may be required for rentals. The exact number required will be determined by the Virginia Beach Sheriff's office. Security may be required if admission fees are being collected on site. The entire cost of the security is the responsibility of the renter and must be arranged in advance.
7. **Alcoholic beverages are prohibited** on the premises. This includes fields, parking lots, open spaces and roadways. Renters are expected to enforce this with all associated with the event.

8. **The use of tobacco products and e-cigarettes are not permitted** on or near the fields. It is only allowed in designated areas. (On exterior paths near the parking lot)
9. 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.
10. If lightning is detected inside of ten miles 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 in dugouts, near fields or under pavilions is not acceptable.
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. Overflow parking is available at Tallwood Elementary School.
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 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. 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 restroom 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 use date. A \$25.00 cancellation fee per use date will be deducted from your total refund. There are no refunds for fields cancelled less than 21 days prior to the use date. The \$100 processing fee for the Special Use permit application is non-refundable and non-transferable. 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 rentals in the future.

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 onsite contact as to an estimated start time. If the onsite contact determines they cannot proceed with their event due to the delay, a refund will be issued.