

**Virginia Beach Parks & Recreation**  
**Sports Management**  
**Holland Road Annex**  
**Multipurpose Field Rental Information**

There are two unlighted multipurpose fields; Stadium Field and Back MP field, located at Holland Road Annex, available for practices, tournaments, instructional camps, and games.

The Sports Management office allocates elementary school fields, as specified in the 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 fields are available for rent March 1<sup>st</sup>- late November (weather permitting). 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: [Holland Road Annex Multipurpose 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. Field use cannot be assigned to another user/organization by the renter. Doing so will void the current use contract and impact the ability to reserve those dates in the future.

7. 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.
8. 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, vendors, tents larger than 10x10, 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.
9. **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

Cleaning deposit for Stadium Field only a one-time deposit is required for each contract: \$250

### **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 polices 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, forfeiture of cleaning deposit, and may 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. 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.
3. Field use may begin at 8AM unless otherwise arranged and approved by the Sports Management office.
4. Field marking/lining is the responsibility of the renter. Field marking paint must be approved by the Sports Management Office prior to installation on the field.
5. Uniformed Virginia Beach deputies/officers may be required for all football events. The exact number required will be determined by the Virginia Beach Sheriff's office. Other events may be

required to hire security after review of the rental application. Failure to arrange for security as outlined will result in cancellation of the use contract.

6. Admission and gate fees are permitted at Holland Road Annex. Please contact the Sports Management Office for additional details and requires a completed [Special Use Permit](#).
7. Pets are **not** permitted on the premises.
8. **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.
9. **The use of tobacco products and e-cigarettes are not permitted** on the premises.
10. Sports Management staff will inspect fields prior to each rental and 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.
11. If lightning is detected 10 miles away, or seen, a mandatory game delay of 30 minutes must be enforced and all players, coaches, officials and guests must leave the fields and seek shelter. Staying near fields or on the bleachers is **not** acceptable.
12. 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.
13. Illegally parked vehicles may be ticketed or towed.
14. All food and drink concession are prohibited on the premises. 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. 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.
18. 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.

### **Cleaning Deposit**

Cleanliness of the facility is the responsibility of the renter. The cleaning deposit may be forfeited if the facility is not left in a clean state at the end of each rental.

Sports Management staff will inspect field and stadium areas for cleanliness prior to and after each rental. This will be documented with photographs with before and after photos.

There shall be no trash left on the field, in or under the stadium bleacher areas, or in the parking lots. Trash should be placed in proper receptacles and removed from the facility at the conclusion of the day.

1. At the conclusion of the event, if the Sports Management staff has determined the areas were properly cleaned, the cleaning deposit will be refunded to the renter at the conclusion of the rental.
2. If the entire areas are not deemed clean by the Sports Management Office, the Sports Management office will keep the cleaning deposit. Your organization may forfeit all future rental dates at Holland Road Annex. A refund will be issued for future dates.

### **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. The \$250 cleaning deposit will also be refunded. 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**

When lightning is seen or has been detected within the **10 mile range**:

1. Evacuate all fields.
2. Check all areas to ensure evacuation of the facility.
3. The facility will close for at least 30 minutes, until a decision of play is made. The facility remains closed for 30 minutes from the last lightning sighting/detection.

It is the renter's responsibility to notify Sports Management Office if the courts are unplayable to determine a refund or reschedule due to inclement weather. If inclement weather causes fields to be unsafe for play, every attempt will be made to reschedule the rental, or a refund will be processed for the unused time.