

**Virginia Beach Parks & Recreation**  
**Sports Management**  
**Bayville Farms Park, Red Mill Farms Park,**  
**Lynnhaven Park and Oceana**  
**Diamond Field Rental Information**

Lighted diamond fields are available for rent at the following locations for practices, tournaments, instructional camps and games.

- Bayville Farms Park – 2 fields: 4132 First Court Road
- Red Mill Farms Park – 2 individual fields: 1900 Sandbridge Road
- Lynnhaven Park – 1 field: 1246 Bayne Drive
- Oceana – 1 field: 325 First Colonial Road

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](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. Fields are available for rent March 1<sup>st</sup>- mid-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: [Bayville Farms Park, Red Mill Farms Park, Lynnhaven Park and Oceana Diamond 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 person listed on the rental application only.**
3. Requests will be accepted no more 90 days out from the first use date unless otherwise stated. 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. When a field rental request is approved, the contract will be emailed to the main contact listed on the application.
5. 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 total fee is due within 24 hours of notification.
6. 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

7. **No refunds will be given for unused rented fields or unused time during a rental timeframe.**
8. 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.
9. A Special Use Permit must be submitted for any additional services offered by 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 food, merchandise, tents larger than 10x10 or admission charges. 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.
10. **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**

Fields are available to rent in two hour blocks of time, partial day (8 hours or less) or full day (more than 8 hours.) Fields are available for play from 8:00 am – 11:00 pm.

Two hour blocks of time: \$40 per field

Partial day: \$100 per field

Full day: \$150 per field

Lights are charged at \$10 per hour per field

### **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 main contact/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. Each field is designed to have one game played on it at a time.
3. 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. Failure to arrange for security as outlined will result in cancellation of the use contract.
4. **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.
5. **The use of tobacco products and e-cigarettes are not permitted** on or near the fields.

6. Sports Management Office reserves the right to cancel an event. 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 delay of 30 minutes must be enforced and all players, coaches, officials and guests must leave the fields and seek shelter.
8. 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. Illegally parked vehicles may be ticketed or towed.
9. Bayville Farms Park has permanent restroom facilities. Red Mill Farms Park, Oceana Park and Lynnhaven Park have a port o john restroom.
10. 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.
11. Pets are permitted and must be leashed, leash in hand of a responsible person and under control at all times. Tethering is not permitted. (City code 5-531)
12. 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.
13. If propane heaters are to be used in the cooler months, they must be of a style approved by the Fire Department. **“Tank top” or propane heaters are not permitted** and will be required to be removed. At no time are they allowed near the fields.
14. Any work being done to the fields must be approved by Sports Management Office prior to occurring.
15. 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 field per day will be deducted from your total refund. There are no refunds for field use 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 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.

It is the renter's responsibility to notify Sports Management Office if the field is unplayable and request to turn off the lights, if programmed for rental. Failure to notify the Sports Management Office prior to programmed light use will result in forfeiture of the total fee paid for field use and lights.