

Virginia Beach Parks & Recreation

Sports Management

Pickleball and Tennis Court Rental Information

Lighted courts are available for rent at the following locations for practices, tournaments, lessons and games: Bayside High School (6 courts), Bayville Farms Park (6 courts), Cox High School (8 courts), First Colonial High School (8 courts), Green Run High School (8 courts), Kellam High School (8 courts), Kempsville High School (6 courts), Landstown High School (8 courts), Lark Downs Park (6 courts), Lynnhaven Park (12 courts), Ocean Lakes High School (8 courts), Princess Anne High School (10 courts), Red Wing Park (4 courts), Salem High School (8 courts) and Tallwood High School (8 courts).

How to reserve courts

1. The courts are available for rent year-round. The High School Tennis courts are not available for rent 7am- 4pm Monday – Friday during the school year and March 1st – May 31st during High School tennis season. **The Sports Management Office reserves the right to deny any rental request.**
2. All courts cannot be reserved for a rental. There must be courts available for walk on/public use.
3. All court rental requests must be submitted using the Court Rental Application. The rental application is available by following this link: [Court 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.**
4. 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 court, 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 courts and impact to them.
 - D. The Parks and Recreation Sports Management Coordinator or his/her designee shall have the discretion to resolve conflicts.
5. Any requests for practices from players 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.
6. When a court 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. Failure to make a payment by the deadline may result in contract cancellation.
 - i. Should an organization fail to make the payment by the deadline resulting in contract cancellation and the organization submits another request for the same dates again, the payment for the new contract will be due in 24 hours of confirmation email.
 - 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

7. 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 dates in the future.
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 30 days prior to rental start date or at final payment if request is submitted within 30 days of start date.
 - A. For all court rentals at **Virginia Beach City Public High Schools** an additional comprehensive general liability insurance policy in which both the renter and the Virginia Beach Public Schools (2512 George Mason Drive) 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 30 days prior to rental start date or at final payment if request is submitted within 30 days of start date.
9. 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 court 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.
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.**
11. **At Virginia Beach City Public Schools facilities, school event/use will take precedence over rentals. The Sports Management Office will make every attempt to reschedule, or refund for an approved rental for the courts should there be a conflict.**

Fees

The courts are rented for \$9 per hour for each court.
 No additional charge for lights as they are on demand at the courts.

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 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 court.
2. Bayville Farms Park, Lynnhaven Park (seasonally) and Redwing Park have permeant restroom facilities on site. Lark Downs will have a port o john. High School courts do not have restrooms and we are not approved to place port o johns onsite.

3. Court use may begin at posted park opening hours unless otherwise arranged and approved by the Sports Management office. During school hours Monday – Friday (7am- 4pm) and high school tennis season (March 1st- May 31st) the High School courts are not available for use.
4. Court marking/lining is not permitted unless it is temporary chalk and only at Bayville Farms, Lark Downs Park, Lynnhaven Park and Red Wing Park courts.
5. Uniformed Virginia Beach deputies/officers may be required. 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 not permitted.
7. Pets are **not** permitted on the premises at schools or on courts at the parks.
8. **Alcoholic beverages are prohibited** on the premises. This includes courts, 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. Parking is permitted only in designated areas. **On street parking and parking in grass areas are prohibited.** Illegally parked vehicles may be ticketed or towed.
11. All food and drink concessions sales are prohibited on the premises. All non-food vendors are subject to approval by the Sports Management Office. ([See Special Use Permit](#)).
12. 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.
13. 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.
14. Signage is not permitted at any City of Virginia Beach Park or Virginia Beach High School court facilities. All signage will be removed if found and non-compliance could impact the ability to rent facilities in the future.
15. 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 courts.

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 courts 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 courts that were rented or for unused time during a rental period. Any cancellation of an event or courts 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 courts.
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 courts to be unsafe for play, every attempt will be made to reschedule the rental, or a refund will be processed for the unused time.