



Athletic Field Use Policy

**Dinwiddie Sports Complex
5850 R.B. Pamplin Drive
Sutherland, VA 23885
Phone: (804) 862-8086
Fax: (804) 862-8097**

**Eastside Community Enhancement Center
7301 B Boydton Plank Road
Petersburg, VA 23803
Phone: (804) 732-1100
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THESE LOCATIONS ARE NON-SMOKING FACILITIES



Dinwiddie County
Department of Parks and Recreation
POLICY GOVERNING USE OF ATHLETIC FIELDS

1. Purpose:

To establish policies, procedures, and fees for use of the athletic fields at the Dinwiddie Sports Complex (DSC) and the Eastside Community Enhancement Center (ECEC).

2. Background:

The Dinwiddie County Board of Supervisors recognizes the need to manage Parks and Recreation facilities to optimize their use by Dinwiddie County citizens. In addition, the Board acknowledges that efficient and fair use of these resources requires coordination among scheduling and maintenance, operations, and the administration of effective policies and procedures.

3. Definitions:

Adult Sports Leagues - Leagues that offer sports programs to participants 18 years of age and older.

County - The County of Dinwiddie, Virginia.

Department - The Dinwiddie County Parks and Recreation Department.

Designated Contact Person - The person designated by an organization or group that uses DSC and/or ECEC to be the agent/representative for the organization in all communications with the County. This person shall be the only person recognized by the County to represent the organization regarding any issues relating to the organization’s use of facilities. This person is responsible for seeing that all of the organization’s board members, coaches, and participants are aware of all policies, procedures, and conditions of use for the facilities which they have a permit to use.

Dinwiddie County Athletic Field Use Permit Request - The application form provided by the Parks and Recreation Department to make an official request for use of the athletic fields at DSC and/or ECEC.

Dinwiddie County Public Agencies – Includes Dinwiddie County departments and agencies other than Parks and Recreation.

Dinwiddie County Schools Interscholastic Regular Season Games – Virginia High School League sanctioned regular season interscholastic games and middle school games played by a team from Dinwiddie County Schools. The total number of home games may not exceed ten (10) games per sport and all games must start no later than 4:30 p.m.

Dinwiddie County Sports Organizations – Leagues, generally organized through an association or other non-profit organization, that have multiple teams and at least 80% percent of players residing in the County. These organizations do not restrict participation based on skill level.

Dinwiddie Sports Complex (DSC) - refers to the following facilities, as shown on the attached diagram (“Diagram Showing Athletic Fields at DSC”)

1 Baseball Field	suggested ages 13+
3 Softball/Baseball Fields	suggested ages 3+
1 Soccer Field	suggested ages 12+
1 Football Field	all ages

Director - The Director of the Dinwiddie County Parks and Recreation Department.

Eastside Community Enhancement Center (ECEC) - refers to the following facilities as shown on the attached diagram (“Diagram Showing Athletic Fields at ECEC”)

4 Soccer Fields	suggested ages 4-5 years old
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3 Soccer Fields
3 Soccer Fields

suggested ages 6-7 years old
suggested ages 8+ years old

Exclusive Dinwiddie County Youth Sports Groups - Community-based youth sports groups, not organized through an association or other non-profit organization, that have multiple teams and at least 80% percent of players residing in the County. These groups select players based on try-outs and skill level, typically participate in leagues with teams from outside the County, and may also participate in local, state, regional, and national tournaments. Participants are 18 years of age and younger.

For-profit Organization - An organization that operates with the primary intention of making a profit.

Inclusive Dinwiddie County Youth Sports Groups - Community-based youth sports groups, not organized through an association or other non-profit organization, that have multiple teams and at least 80% percent of players residing in the County. These groups do not restrict participation based on skill level. Participants are 18 years of age and younger.

Independent Youth and Adult Teams - Individual teams that compete in independent leagues or that participate in traveling leagues and tournaments.

Non-profit Organization - Any organization that has tax-exempt status under federal law.

Non-Dinwiddie County Youth Sports Organizations - Leagues that have (1) multiple teams and (2) more than 20% of players residing outside of the County. Participants are 18 years of age and younger.

Regular Season of Play - The season of the year (spring, summer and fall) that a certain sport is normally played.

4. Operating Schedule:

The athletic fields will be available daily, March 1 through October 31, from 8:00 a.m. until 10:00 p.m. **The Department reserves the right to close the park during periods of inclement weather. See subsections xi. and x. of Section 6. for more details.**

No game shall begin earlier than 8:30 a.m. or begin later than 9:00 p.m. except with the prior written approval of the Director.

All lights will be turned off by 10:00 p.m. Exceptions may be made for extenuating circumstances, such as extra innings or overtime, or for tournament play, with prior written approval from the Director.

5. Reservation Policies and Procedures:

a. **Priority of Use**

The priority levels listed below shall determine the order of scheduling and usage for DSC and ECEC athletic fields. Applicants may request use of the facilities for Regular Season of Play practices, games and tournaments only. Within each Level, the Department will consider requests for regular season of play events before requests for special events.

i. **Level 1**

- (1) Dinwiddie County Parks and Recreation-sponsored programs (all ages)
- (2) Other Dinwiddie County Public Agencies
- (3) Dinwiddie County Schools Interscholastic Regular Season Games

ii. **Level 2**

- (1) Dinwiddie County Sports Organizations

iii. **Level 3**

- (1) Inclusive Dinwiddie County Youth Sports Groups
- (2) Exclusive Dinwiddie County Youth Sports Groups

- iv. **Level 4**
 - (1) Non-Dinwiddie County Youth Sports Organizations
 - (2) Adult Sports Leagues
 - (3) Independent Youth and Adult Teams
 - (4) Other Non-Profit Organization Events or Activities
 - (5) Other For-Profit Organization Events or Activities

Note: failure to comply with terms of an approved application may result in the user being considered in a later level than indicated above.

b. Special Events: Stand-Alone Tournaments, Fund Raising Games, For-Profit Games, Camps

All requests for tournaments, camps, or special events that are not considered part of an applicant’s regular season or post-season use will be considered after requests for regular season or post-season use. These requests may require payment of additional fees and charges. Due to the nature of these types of uses, a proposed schedule of games or events/activities shall be submitted with the Dinwiddie County Athletic Field Use Permit Request to ensure that the activity can be accommodated.

c. Dinwiddie County Athletic Field Use Permit Request (“General Application”)

A Dinwiddie County Athletic Field Use Permit Request form must be submitted in order for a request to receive consideration for approval. Individuals completing this form must be at least 21 years of age. This form can be obtained:

- i. At the main office of the Dinwiddie Parks and Recreation Department located at the Eastside Community Enhancement Center, 7301 B. Boydton Plank Road, Petersburg, VA 23803;
- ii. At the Dinwiddie Sports Complex Office at 5850 R.B. Pamplin Drive, Sutherland, VA 23885; or
- iii. By downloading the form online at www.PLAYdinwiddie.com.

The form must be filled out completely, including the requested date(s) and time(s) for the proposed use(s), the name of the applicant, type of event, facility requested, and the applicant’s contact information. Failure to fill out the form completely will delay the County’s response to the request. Submission of a completed request form does not guarantee approval of the request.

Requests made by Level 2, 3 or 4 applicants will not be approved prior to the submission dates listed below or prior to finalization of the Level 1 applicant(s)’s schedules for the applicable reservation period. All applications will have a minimum two (2) day review period. The applicant will be notified and informed about the status of their application after the review.

d. Submission Deadlines and Reservation Periods

Submission Deadline for General Application	Reservation Period
December 1	March 1 to May 31
March 1	June 1 to August 31
June 1	September 1 to October 31

Applications will be considered according to the “Priority of Use” chart in 5(a) above. Repeat users shall be considered first within each category. Only applications received by the applicable submission deadline date above are guaranteed to be considered. If an application overlaps two reservation periods, it will be considered as one application submitted for the earlier reservation period. All applications received after the deadline will be considered on a first-come, first-serve basis, subject to availability.

e. Insurance Requirements

- i. **Certificate of Insurance**

A certificate of insurance is required for all user organizations. It shall contain the following terms and coverage:

1. Public liability and property damage insurance in an amount not less than \$1,000,000 per occurrence;
2. The County of Dinwiddie must be named as the certificate holder as follows: "County of Dinwiddie, 14016 Boydton Plank Road, Dinwiddie, VA 23841";
3. The County of Dinwiddie must be named as additional insured as follows: "County of Dinwiddie, Virginia, its officers, agents, and employees"; and
4. The coverage shall not be canceled or reduced without at least thirty (30) days written notice to the County.

Users shall submit the required certificate of insurance to the Department no less than 30 days prior to the first reservation date. Failure to do so may result in the Department rescinding approval of the application and cancelling all field reservations.

ii. Waiver of Liability

Users shall require all participants to sign waivers that release and absolve the County of Dinwiddie, Virginia, its officers, agents, and employees of all liability and responsibility in the event of accident or injury and shall keep them on file by the user for two years after the conclusion of the event/season.

The waiver shall be in a form approved by the Dinwiddie County Attorney. User either (1) shall provide a copy of the proposed waiver to the Department with the Permit Application for review by the County Attorney or (2) shall use the waiver form provided by the Department.

f. Scheduling

At least fourteen (14) days prior to the first reservation date, each approved user must provide the Department with a written schedule of field assignments, including dates, times, and teams. For reservations involving a Regular Season of Play, each approved user must provide the Department with league schedules at least seven (7) days prior to the first reservation date.

Any times and fields that user requested and the Department approved but which are not used in the written schedule of field assignments will revert back to "open status" and may be assigned by the Department to another applicant. **Users not using Dinwiddie County athletic fields as requested in their application and as approved by the Department may lose their deposit and/or receive later consideration for future applications.**

The Director may require users employ staggered starting times in order to manage parking and traffic flow efficiently. Users shall abide by these staggered times.

Make-up games will be rescheduled as needed and shall be coordinated with the Department.

g. Fees and Charges

i. Security Deposit

Level 3 and 4 applicants must submit a \$250.00 security deposit with each "Dinwiddie County Athletic Field Use Permit Request" in order for the application to be processed and considered. The security deposit will be refunded within thirty (30) days if one of the following occurs:

1. The permit request is not approved;
2. The tournament or game is cancelled, by written notification to the Director, at least 14 days prior to event start date;
3. The tournament or game is cancelled due to inclement weather AND cannot be rescheduled by the Department; or
4. The tournament or _____ event takes place, and

following the event, an inspection by the Department determines that no damage has occurred to the athletic fields and the surrounding areas (bathrooms, concessions, dugouts, benches, etc.) or to rented football equipment, if applicable.

ii. Field Rental and Preparation Fees

Field rental and preparation fees shall be assessed according to the chart below. Applicants should estimate the applicable fees on the permit application; however, the Department will determine the final amount due for field rental and preparation.

The remaining fee balance shall be payable no less than thirty (30) days prior to the first scheduled use.

The user shall be responsible for payment for any additional services or charges that become due during the course of its use of the facilities. Any such fees/charges that were not included in the initial permit approval will be billed at the conclusion of the activity and shall be paid to the Department within fourteen (14) days.

	Level 1	Level 2	Level 3	Level 4
Instructional, Youth, and Intermediate Soccer Field Rental Fee	N/A	N/A	\$50.00 (per day, per field)	\$50.00 (per day, per field)
Regulation Soccer Field Rental Fee	N/A	N/A	\$100.00 (per day)	\$100.00 (per day)
Baseball and Softball Field Rental Fee	N/A	N/A	\$100.00 (per day, per field)	\$100.00 (per day, per field)
Regulation Football Field	N/A	N/A	\$500.00 (per day)	\$500.00 (per day)
Basic Baseball and Softball Field Preparation Fee *	N/A	\$25.00 (per field, per game)	\$25.00 (per field, per game)	\$25.00 (per field, per game)
Advanced Baseball and Softball Field Preparation Fee **	N/A	\$75.00 (per field, per game)	\$75.00 (per field, per game)	\$75.00 (per field, per game)
Football Game-Day Equipment Rental Fee ***	N/A	N/A	\$500.00 (per day)	\$500.00 (per day)
Practice Fee (Each baseball, softball, football, and soccer field) ****	N/A	\$20.00 (per field per day)	\$20.00 (per field per day)	\$20.00 (per field per day)

* Fee includes raking of baselines, mound area, and home plate area, along with minor repairs to the lines

** Fee includes dragging of the infield, watering of the infield, complete re-lining of the field, and raking of the pitches mound, home plate area, and baselines

*** Equipment includes the first down chains and markers, the end zone pylons, the yard markers, and the goal post pads

**** Level 2 programs are not required to pay the practice fee if the practices are being held during their regular season. Level 2 programs, however, are required to pay the practice fee if the practices are held after the completion of the regular season.

iii. Refunds of Rental Fees upon Cancellation

The Department may refund facility rental fees if user is unable to use the reserved facility at the reserved date and time. User must request refunds of facility rental fees in writing from the Director. Refunds will be limited to 50% of the total cost for the approved reservation of facility use. **No refunds will be issued for regular season games that can be rescheduled or for a scheduled event that is cancelled less than fourteen (14) days before the date of the event.**

iv. **Subleasing**

No subleasing or other unauthorized use of the fields is allowed under any circumstances. Any attempt to sublease fields will result in the revocation of all permits and denial of future requests.

v. **Fees for Dinwiddie County Government Users**

No fees shall be charges for field use by the Dinwiddie County Government, its departments, or the Dinwiddie County Schools.

6. Facility Operations:

i. **Admission/Gate Fees Prohibited**

Users shall be prohibited from charging admission or gate fees for entry into the facilities unless the user receives written permission from the Director at least fourteen (14) days in advance. If user receives authorized written permission to charge admission or gate fees, user must comply with all federal, state, and local tax requirements for admissions or gate fees, including but not limited to the admissions tax provisions of the Dinwiddie County Code contained in Chapter 19, Taxation, Article X, Admission Taxes. Please contact the County's Commissioner of the Revenue for more information.

ii. **Donations**

Users shall be prohibited from requesting donations in association with their use of the facilities unless the user receives written permission from the Director at least fourteen (14) days in advance. Non-profit organization users may request permission to solicit donations by sending a letter to the Director which includes the dates, times, a breakdown of the donations being requested, the purpose/intent of the donation request, and evidence of the user's non-profit status. Fees or donations cannot be charged at any time for personal gain. Users shall not prohibit entry by anyone refusing to donate.

iii. **Food and Beverage**

Food and beverage sales by user organizations or other outside entities are prohibited. The Department operates a concession stand at DSC and the ECEC, and the Department will determine and post concession stand hours. Participants and attendees may bring their own food and beverages into DSC/ECEC; however, glass containers are prohibited. Please see Section 7, vii. below.

iv. **Merchandise Sales**

Merchandise sales by user organizations or other outside entities are prohibited unless the user receives written permission from the Director at least fourteen (14) days in advance. If user receives authorized written permission to sell merchandise, user must comply with all federal, state, and local tax requirements for merchandise sales.

v. **Accident/Incident Reporting**

All accidents/incidents requiring medical attention or when public safety or law enforcement personnel are called to assist with the situation shall be reported immediately to the Parks and Recreation employee on duty. The Parks and Recreation employee will complete an incident/accident report for the situation. The user's Designated Contact Person should sign and receive a copy of the report.

vi. **Metal Cleats**

Use of shoes with metal cleats must be approved by the Director in writing, except for interscholastic games or any other game sanctioned by Virginia High School League that allows the use of metal cleats. If approved, such use shall be confined to the field of play only.

vii. **Soft Toss of**

Baseballs/Softballs

Soft tossing baseballs and/or softballs into ball field fencing or the dugouts is prohibited.

viii. **Property Damage**

The user shall be responsible for any and all damage to the County's premises, equipment, and property caused by its participants/guests/attendees. After an activity is concluded, if there is damage to the County's premises, equipment, and/or property, or if there is a need for additional maintenance of the fields or facilities (in excess of normal services/time), the charge for all such costs shall be assessed against the user. The security deposit shall be applied against the costs. The user will be charged for all amounts in excess of the security deposit.

Dinwiddie County is not responsible for accidents, injuries or loss of or damage to property belonging to individuals or users while on County premises.

ix. **Inclement Weather**

The Department reserves the right to cancel an event at any time due to inclement weather or any other condition deemed detrimental to the facility or the public. In case of inclement weather, the user may contact the Department's Athletic Manager, Parks Services Manager, or the Director for an update on the conditions. Examples of conditions that may require the alteration or cancellation of any scheduled activity include, but are not limited to:

- Standing water or puddles on the field;
- Footing is unsure and slippery;
- Ground is waterlogged and squishy;
- Grass can be dislodged from the ground easily;
- Frost, snow, sleet, or freezing rain;
- Lightning;
- Severe weather storms;
- Unsafe facility conditions; or
- Use of the facilities would cause damage.

Decisions made by the Department on the playability of the fields are FINAL.

x. **Lightning**

In the event of lightning, all persons on the property must retreat to their vehicles or move inside of a nearby building. Congregating in the dugouts or under the concourse over hang is prohibited when lightning is present.

xi. **Trash Removal**

Each user is responsible for ensuring that all trash is removed from all fields, player benches, bleachers, and dugouts and deposited in the appropriate receptacles. Plastic bottles and all waste materials must be placed in trash containers and/or recycling receptacles.

xii. **Tents and Canopies**

No tents or canopies are permitted on the sidewalks or on the main concourse areas adjacent to the concession stand. Use of tents and canopies in the grass area is prohibited unless the user receives written permission from the Director at least fourteen (14) days in advance. Due to the presence of underground utilities, no stake or spike shall be inserted into the ground.

xiii. **Field Closures, Rest and Renovation**

An annual turf management program that provides rest and renovation periods for the athletic fields will be in operation as part of the overall maintenance program.

Due to the field maintenance program, no athletic fields will be available for reservation for events other than events sponsored by the Department from November 1st through February 28th. This program also may require the closure of fields, denial of use of a field, and/or alternate sites for from March 1 – October 31. The Director may make an exception to this policy if it is consistent with the field maintenance program.

xiv. **Preparation/Maintenance of Fields**

The Department will be responsible for all field preparations and field maintenance. Field preparation and/or field maintenance (including but not limited to digging, trenching, adding/removal of soil, use of field grooming machines or other motorized equipment on the fields) by users is strictly prohibited. Penalties for violations of this provision may include loss of field use for the remainder of the season (or special event) and possible denial of field use in the future, in addition to restitution for field repair as necessary.

xv. **Maintenance of Structures**

No person shall construct, add to, or tamper with any structure maintained or operated by the Department. Penalties for violations of this provision may include loss of field use for the remainder of the season (or special event) and possible denial of field use in the future, in addition to restitution for structure repair as necessary. The Department reserves the right to remove and discard any additions to structures which have been added in violation of this provision.

xvi. **“As Is” Condition and Governmental Immunity**

ECEC and DSC are provided in “as is” condition. The Department makes no warranty or guarantee as to the condition of the fields or facilities or the condition of the availability of the equipment provided. The County of Dinwiddie may have sovereign immunity to claims arising from the use of ECEC and DSC.

xvii. **Field Lining**

The Department will provide field marking of foul lines, batter’s boxes and pitching circles on the baseball and softball fields, all soccer field lining, and all football field lining. Additional field markings, if necessary, shall be approved by the Director in writing at least fourteen (14) days prior to the start date. Please see fee structure for additional information regarding additional lining, dragging, watering, etc.

xviii. **Field Modifications**

Modifications to base and goal locations and the use of portable fencing, mounds and goals must be approved by the Director in writing at least fourteen (14) days prior to the start date. Users are required to provide any of the above-mentioned portable equipment for their use and it shall be subject to a safety inspection by the Department.

xix. **Business Hours**

Business hours for DSC are 9:30 a.m. to 5 p.m., Monday through Friday. Business hours for ECEC are 11 a.m. to 8 p.m. Monday through Thursday. Different hours for DSC and ECEC may be set from time to time by the Director.

7. Facility Regulations:

i. **Motorized Vehicles**

Motorized vehicles shall not be driven on any area except the paved roadways or parking areas. This restriction shall not apply to officials, agents or employees of any governmental agency while properly engaged in the scope of their employment or to authorized persons delivering supplies or performing maintenance or repairs.

ii. **Skates, Scooters, Skateboards, and Bicycles**

Roller skates and roller blades are prohibited on the sidewalks and the concourse areas adjacent to the concession stands. Skateboards and motorized scooters are prohibited throughout the parks; however, this restriction shall not apply to those with disabilities requiring use of motorized scooters.

iii. **Golfing, model airplanes, kite flying, rockets and other airborne equipment**

Golfing and the use of model airplanes (radio or wire controlled), kites, rockets and other airborne equipment are prohibited.

iv. **Bicycles**

Bicycles are prohibited on the sidewalks and in the concourse areas adjacent to the concession stands. Bicycles are restricted to the parking lots and shall be parked in a bicycle rack when not in use.

v. **Dogs and Other Domesticated Animals**

No dogs or domesticated animals of any kind are permitted on Parks and Recreation grounds; however, this restriction shall not apply to properly documented guide dogs and other service animals when accompanied by the person to whom they provide assistance.

vi. **Other Animals on Parks and Recreation Grounds**

No wild animals of any kind are to be captured, pursued, molested, injured, harassed, hunted or killed on Parks and Recreation grounds. If a wild animal exhibits dangerous behavior on Parks and Recreation grounds, its presence should be reported immediately to the Parks and Recreation employee on duty and/or Animal Control. Children should be kept away and the animal should be avoided until Animal Control arrives.

vii. **Glass Containers**

Glass containers are prohibited.

viii. **Alcohol, Narcotic Drugs and Controlled Substances**

Alcohol, narcotic drugs and/or controlled substances are prohibited on Parks and Recreation grounds.

ix. **Smoking and the use of tobacco products**

Smoking and the use of tobacco products are prohibited on Parks and Recreation grounds.

x. **Noise**

Use of artificial noise makers, horns, rattles, bells, or whistles by spectators are strictly prohibited. Use of the facilities shall comply with the Dinwiddie County noise ordinance (Dinwiddie County Code Sections 15-1 and 15-1.5). Please contact the County Attorney's office for more information.

xi. **Advertising and Signs**

No person shall announce, advertise, or call the public attention to any article or service for sale without approval of the Department. No person shall paste, glue, tack or otherwise post any sign, placard or inscription without the approval of the Department.

xii. **Fires, Grills, Fireworks and Flammable Materials**

The kindling of any fire is prohibited. Portable barbecues, hibachis, gas grills, etc. shall be prohibited. Fireworks or other flammable materials are prohibited on Parks and Recreation grounds.

xiii. **Nature of Events**

The Department reserves the right to refuse or deny the use of ECEC or DSC to any activity or event

that is derogatory in nature or not of a family oriented subject matter. All activities and events are subject to review and approval or denial by the Director.