

# Outdoor Facility Use Application

**Office Use Only:**

Date received: \_\_\_\_\_

Permit # \_\_\_\_\_

Staff: \_\_\_\_\_

Organization Name \_\_\_\_\_ Email \_\_\_\_\_

Applicant and primary point of contact \_\_\_\_\_ Phone (H) \_\_\_\_\_ (C) \_\_\_\_\_

Mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

- Hanover based (*open to all individuals and at least 50% Hanover residents*)     Non-Hanover based (*tryouts required, or less than 50% are Hanover residents*)  
*You may be asked to provide a copy of your roster, including the names and addresses of your participants, to verify Hanover based participation*

Sport \_\_\_\_\_ Tournament/Event Name (if applicable) \_\_\_\_\_ Number of teams \_\_\_\_\_

As an outdoor facility user, I certify that I am duly elected or an appointed representative of the organization listed above and have the authority to reserve the requested facilities by this organization. I further agree to be jointly (with the organization requesting permission), responsible for any damages, which may occur to the County and/or School property and equipment for which this application is being made. I further agree to be responsible for the maintenance of good order and/or conduct on County and/or School property and will provide police protection or supervision when necessary at the expense of the user. The user will be completely responsible for liability in case of accident.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**Complete section below or include a detailed request with this application (*including the following*):**

- Day(s) of week
- Type of use (practice/games/tournament/other)
- Dates (list individually or beginning and end of season)
- Start and end time for each day/date
- Park or Elementary school location (include alternative locations if applicable)
- Field names

**Request #1**

Day(s) of week requested:  Mon  Tues  Wed  Thurs  Fri  Sat  Sun    Start date: \_\_\_\_\_ End date: \_\_\_\_\_

**Notes or special requests regarding dates:** \_\_\_\_\_

Time requested: \_\_\_\_:\_\_\_\_ AM/PM to \_\_\_\_:\_\_\_\_ AM/PM    Planned use (choose only one):  practices  games  tournament  other: \_\_\_\_\_

Location: \_\_\_\_\_ Field(s): \_\_\_\_\_

**Notes, special requests, or alternate locations:** \_\_\_\_\_

Additional resources requested:  Extra porta-john (\$75 each) # needed \_\_\_\_\_  Field prep (\$25—softball tournaments only, as available)

**Request #2**

Day(s) of week requested:  Mon  Tues  Wed  Thurs  Fri  Sat  Sun    Start date: \_\_\_\_\_ End date: \_\_\_\_\_

**Notes or special requests regarding dates:** \_\_\_\_\_

Time requested: \_\_\_\_:\_\_\_\_ AM/PM to \_\_\_\_:\_\_\_\_ AM/PM    Planned use (choose only one):  practices  games  tournament  other: \_\_\_\_\_

Location: \_\_\_\_\_ Field(s): \_\_\_\_\_

**Notes, special requests, or alternative locations:** \_\_\_\_\_

Additional resources requested:  Extra porta-john (\$75 each) # needed \_\_\_\_\_  Field prep (\$25—softball tournaments only, as available)

# Outdoor Facility Use Application Instructions

User groups must complete this form to apply for use of the following facilities and include the following **with their completed and signed** application:

- Certificate of Insurance
- Certification that your organization has a concussion protocol policy or are adopting the HCPS policy

<http://hcps.us/policymanual/STUDNT7/STDNT-5.htm>

mail: Hanover County Parks and Recreation, 13017 Taylor Complex Lane, Ashland, VA 23005

fax: 804-365-4696

email: [athletics@hanovercounty.gov](mailto:athletics@hanovercounty.gov)

Park fields				
	Diamonds	Diamonds with lights	Multipurpose fields	Multipurpose fields with lights
<a href="#">Courthouse Park</a>			1, 2, 3, 7	4, 5, 6
<a href="#">Montpelier Park</a>		1	1, 2	
<a href="#">Pole Green Park</a>		1, 2, 3, 4		1, 2, 3, 4, 5
<a href="#">Poor Farm Park</a>		1, 2, 3, 4	3, 5, 6,	1, 2 (half lighted only), 7, 8, 9
<a href="#">Taylor Park</a>			1	
<b>Elementary school fields</b> – please note that the design and quality of these fields lend themselves primarily for practice use				
	Diamonds	Diamonds with lights	Multipurpose fields	Multipurpose fields with lights
Battlefield Park		1 (road side), 2 (school side)		
Beaverdam		1		
Cold Harbor		1 (left), 2 (right)		
Henry Clay	2, 3, 4, 5			
Mechanicsville			1	
Pearson's Corner		1 (OR outfield can be used as MP)		1 (OR infield can be used as diamond)
Pole Green			1, 2	
Rural Point		1 (OR outfield can be used as MP)		1 (OR infield can be used as diamond)
Washington Henry				1

All user groups adhere to the fees and requirements of Hanover County.

Park rules can be found online at <http://www.hanovercounty.gov/Parks-and-Rec/Park-Rules/>. Violators will be prohibited from using facilities in the future.

## Annual Application Timeline:

Requested Use	Submit by	Notification of Approval
<b>Tournaments:</b> March - November	January 1	February 1
March - July	January 1	February 1
August – November	April 15	May 15

Outside of these deadlines, allow two weeks to process all facility use applications. Tournament must cancel by the Monday before the tournament by 9 a.m. to avoid being charged.

### Hanover Based Organization (first priority on field assignments)

- at least 50% of participants are Hanover County residents
- must be open to all individuals, regardless of skill level and must allow any eligible player to participate. An open league/organization

### Non-Hanover Based Organization

- those organizations that do not meet **both** above requirements

## Fees (per field per day):

	Mon - Fri	Sa - Su
<b>Hanover Based</b>	\$10	\$15
<b>Non-Hanover Based</b>	\$20	\$30

**Tournaments:** \$50 per field per day,

Field prep (if available, softball only): \$25 field/day

### **Equestrian Facility**

(includes: shelter, stables, jumps, practice & show rings)

Hanover resident: \$200, Non-Hanover resident: \$400

Organization account balances must be **paid in full** monthly for application consideration.

- League use is billed monthly
- All others billed immediately following approved use