

# Outdoor Facility Use Application

*Office Use Only*

Permit #: \_\_\_\_\_ Staff \_\_\_\_\_

Organization Name and Sport \_\_\_\_\_ Applicant and Primary Contact \_\_\_\_\_

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

Email \_\_\_\_\_ Phone (H) \_\_\_\_\_ (C) \_\_\_\_\_

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.**

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 \_\_\_\_\_

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

**Fees (per field, per day):**

Unlighted Fields	Mon - Fri	Sa - Su
Hanover-Based	\$10	\$15
Non-Hanover-Based	\$20	\$30

Lighted Fields	Mon-Fri	Sa-Su
Hanover-Based	\$15	\$20
Non-Hanover-Based	\$30	\$40

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

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

**Request #1**

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

Time requested: \_\_\_\_:\_\_\_\_ AM/PM to \_\_\_\_:\_\_\_\_ AM/PM Planned use (choose ONE):  Practices  Games  Camp/Clinic  Other: \_\_\_\_\_

Location: \_\_\_\_\_ Field(s): \_\_\_\_\_ Camp/Clinic Name: \_\_\_\_\_

Age group: \_\_\_\_\_ **Notes regarding dates, special requests, or alternate locations:** \_\_\_\_\_

**Request #2**

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

Time requested: \_\_\_\_:\_\_\_\_ AM/PM to \_\_\_\_:\_\_\_\_ AM/PM Planned use (choose ONE):  Practices  Games  Camp/Clinic  Other: \_\_\_\_\_

Location: \_\_\_\_\_ Field(s): \_\_\_\_\_ Camp/Clinic Name: \_\_\_\_\_

Age group: \_\_\_\_\_ **Notes regarding dates, special requests, or alternate locations:** \_\_\_\_\_

## 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 or will adopt 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>			3, 7	1, 2, 4, 5, 6
<a href="#">Montpelier Park</a>		1	2	1
<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	1,2(half lighted only), 7, 8,9
<a href="#">Taylor Park</a>			1	

### Elementary school fields *(please note that the design and quality of these fields lend themselves primarily to 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			
Mechanicsville			1	
Pole Green			1 (front), 2 (back)	
Rural Point		1 (outfield can be used as MP)		1 (infield can be used as diamond)
Washington Henry				1

*In some cases, pre-payment of field rental fees is required. This form is for athletic league facility use. To request facility space for a tournament or other athletic event, please use the Tournament/Athletic Event Application, found here:*

[http://www.hanovercounty.gov/RP/Tournament\\_and\\_Athletic\\_Event\\_Application.pdf](http://www.hanovercounty.gov/RP/Tournament_and_Athletic_Event_Application.pdf)

*For further questions please call 804-922-0270 or email at [athletics@hanovercounty.gov](mailto:athletics@hanovercounty.gov)*

Requested Use	Submit by	Notification of Approval
March - July	January 1	February 1
August – November	April 15	May 15

### **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

### **Non-Hanover Based Organization**

- Organizations that do not meet both of the above requirements
- Facility use is billed monthly. Account balances must be paid in full each month for application consideration.

### *Office Use Only*

Date Received: \_\_\_\_\_

Supervisor Review: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Insurance Certificate

Concussion Protocol