

Outdoor Facility Use Application

Organization Name _____ Applicant/Primary Contact _____
 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*)
 For Profit Business Not For Profit Organization 501c Non-Profit Organization # _____

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 _____

I have read and agree to the Hanover County park rules and billing policies _____ (applicant initials)

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:** _____

Office Use Only

Date Received: _____ Entered By _____

- Certificate of Insurance Received Concussion Protocol Agreement Signed Permit Emailed changes to applicant

Supervisor Review: _____ Comments/Changes: _____

Permit #: _____ Comments/Changes: _____

Outdoor Facility Use Application Instructions

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: <https://www.hanovercounty.gov/DocumentCenter/View/2216/Tournament-and-Athletic-Event-Application-?bidId=>

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
 - \$1,000,000 General Liability Coverage)
 - Hanover County School Board and Hanover County P.O. Box 470, Hanover, VA 23069-0470 must be listed as additional insured
- Certification that your organization has a concussion protocol or will adopt the HCPS policy: <http://hcps.us/cms/one.aspx?portalId=1251067&pageId=3612477>

Park Fields	Diamonds	Diamonds with lights	Multipurpose fields	Multipurpose fields with lights
Courthouse Park			3, 7	1, 2, 4, 5, 6
Montpelier Park		1		1
Pole Green Park		1, 2, 3, 4		1, 2, 3, 4, 5
Poor Farm Park		1, 2, 3, 4	3, 4, 5	1,2(half lighted only), 7, 8,9
Taylor Park			1	
Elementary School Fields (please note that the design and quality of these fields lend themselves primarily to practice use). All school field user groups must be non-profit organizations.	Diamonds	Diamonds with lights	Multipurpose fields	Multipurpose fields with lights
Battlefield Park	1,2			
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

Billing Policy

All groups with approved permits are required to pay for field use on a monthly basis, the Department will send invoices out via email each month. In some cases, pre-payment of field rental fees is required.

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

For further questions please call 804-922-0270 or email at athletics@hanovercounty.gov

To submit application:

Mail: 7515 Library Road, Room 120 Hanover, VA 23069

Email: athletics@hanovercounty.gov

Requested Use	Submit by	Notification of Approval
March – July (fields open 3/15)	January 1	February 1
August – Nov. (fields close 11/30)	April 15	May 15

Fees Per Day

Non-Lighted School Fields	Mon-Fri	Sa-Su
Hanover-Based	\$10	\$15
Non-Hanover-Based	\$20	\$30
Non-Lighted Park Fields	Mon-Fri	Sa-Su
Hanover-Based	\$12	\$17
Non-Hanover-Based	\$24	\$34
Lighted Fields	Mon-Fri	Sa-Su
Hanover-Based	\$15	\$20
Non-Hanover-Based	\$30	\$40

Hanover County VA

PARKS & RECREATION

Hanover County Park Rules

We hope you enjoy your time visiting Hanover County's parks. While in the parks please be courteous to others and aware of the following rules and regulations listed below.

- Park patrons agree to hold Hanover County harmless from any and all accidents and injuries occurring during the use of park facilities, Hanover County will not be held responsible for any loss or theft during the use of park facilities.
- Parks are supervised by the Parks and Recreation Department and patrolled by the Hanover County Sheriff's Office, as well as the Virginia State Police, who hold the responsibility of enforcing park rules along with local, state and federal laws.
- All areas are available to the public on a first come, first served basis at no charge, with the exception of shelters and athletic facilities, when reserved. Parks are open from dawn to dusk daily, with the exception of lighted facilities. Avoid any amenities designated as temporarily unavailable.
- Patrons are responsible for leaving the park in the condition it was found, free of trash. Any damage should be reported immediately to the Parks and Recreation Department.
- Closings for maintenance, safety or other reasons deemed appropriate for the management and protection of property shall be at the discretion of the Department.
- Vehicular access is limited to designated areas only.
- Portable grills less than 1,000 square-inches are permitted in designated grilling areas only. Fryers and ground fires are strictly prohibited.
- For the safety and overall experience of all park patrons, the following activities are prohibited:
 - possession or use of alcoholic beverages
 - hunting
 - profanity
 - glass containers
 - metal detecting
 - golfing

- rocket launching
- hot air ballooning or other manned flying equipment
- posting and distributing promotional material
- carnival-type activities (inflatable attractions, dunk tanks, etc)
- utilizing park property for sale of goods or services or collection of fees
- amplified sound through non-park approved systems

- The following are permitted only in designated areas of specific parks:
 - unmanned aircraft systems (radio controlled, drones, etc.)
 - horseback riding
 - animals allowed off-leash
 - fishing in accordance with the laws of the Commonwealth of Virginia.
 - Canopy tents, that must be 10 ft x 10 ft, or smaller and may not be staked into the ground.
- Any exceptions to these guidelines must be approved in advance, in writing by the Parks and Recreation Director.

Athletic Fields

The scheduling of athletic organizations and the issuance of permits to those groups is handled by application through Hanover County Parks and Recreation only.

- Restrooms are scheduled to be open daily mid-March through mid-November, based on athletic field schedules.
- Field maintenance, lining, and alterations are prohibited without prior approval, in writing from the Department.
- For patron safety, only players, coaches, umpires and referees are allowed on athletic fields. All spectators, pets and others are to remain on the boundary of the field, or outside a perimeter fence.
- All athletic field equipment is the property and responsibility of the athletic leagues. Athletic field equipment placement and scheduling must be approved, in advance, in writing by the Department and is the responsibility of the athletic league. Equipment must be secured and in proper working order to industry standards.
- If field conditions change after the field closure announcement (Monday – Friday at 3PM, Saturday and Sunday at 7AM), the athletic leagues have the responsibility to determine if field play is safe and reasonable. In the event of inclement weather where fields are utilized and damaged, leagues will be charged a damage fee.