

Organization Name: _____ Applicant Primary Contact: _____

Address: _____ City: _____ State: ____ Zip: _____

Phone (H) _____ Phone (C) _____ Email: _____

Date(s) requested: _____ Time requested: ____:____ AM PM to ____:____ AM PM

Location(s) Requested: _____ Field(s): _____

Event Name: _____ Notes: _____

Type of Event: Tournament (please complete the fields below) Running Event Other (please describe): _____

Tournament, Check one: Baseball Softball Soccer Lacrosse Other: _____

Check one: Youth Adult Expected number of teams: _____ Estimated total attendance: _____

Notes: _____

Additional services requested:

Field prep (baseball/softball tournaments; \$30 per field, per day; three field minimum, per site; contingent on staff availability.)

If yes, please complete the fields below:

Base distances (baseball/softball only): 60' 65' 70' 80' 90' Mound distances (softball only): _____

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)

Fees	
Tournament Reservation	\$50 per field, per day
Field Prep (Softball/Baseball Tournaments Only)	\$30 per field, per day
Event/5K Course Rental (Hanover-based Organizations)	\$300 per event
Event/5K Course Rental (Non-Hanover-based Organizations)	\$400 per event

Office Use Only

Date Received: _____ Supervisor Review: _____ Date Approved: _____ Staff: _____

Permit #: _____ Certificate of Insurance Concussion Protocol Signed Permit

Tournament/Athletic Event Application Instructions

This form is tournament and athletic event use. To request facility space for athletic league facility use, please use the Outdoor Facility Use Application, found here: <https://www.hanovercounty.gov/DocumentCenter/View/30/Outdoor-Facility-Use-Application-PDF?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>
- Billing Policy
 - All groups with approved permits are required to pay for field use after tournament/event.
 - Department will send invoices out via email following rental dates.
 - In some cases, pre-payment of rental fees is required.
- Groups are responsible for the clean-up of facilities used, excessive trash or damage can result in additional charges.
- Large scale events may require additional county support staff (P&R, Fire/EMS, Sheriff's Office) at the permit holders expense.
- Groups may be required to provide additional amenities for the operation of their event (port-a-johns, parking support, staging, tents, etc.) at their expense.
- Organizations must confirm information for approved permits or make changes by 9 AM on the Monday prior to the event.
 - Confirmation is required via email to athletics@hanovercounty.gov or by call/text to 804-922-0270.

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

User groups may submit applications and required documentation via the following methods:

Mail: Hanover County Parks & Recreation
7515 Library Drive, Room 120
Hanover, VA 23069

Fax: 804-365-4696

Email: athletics@hanovercounty.gov

Event Facilities			
Name	Diamonds With Lights	Multipurpose Fields	Multipurpose Fields With Lights
Courthouse Park		3, 7	1, 2, 4, 5, 6
Montpelier Park	1	2	1
Pole Green Park	1, 2, 3, 4		1, 2, 3, 4, 5
Poor Farm Park	1, 2, 3, 4	3, 5, 6	1, 2 (half-lighted only), 7, 8, 9
Taylor Park		1	
Pole Green Park		Event/5K Course	

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.