



## Gym/Field Rental Use Policy

Botetourt County Recreation & Facilities  
16 East Main Street, Box 4

Organization: \_\_\_\_\_ Contact Name \_\_\_\_\_

Tournament Name (if applicable): \_\_\_\_\_ Date of Tournament (if applicable): \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Type of Facility Requesting: (Please Circle)      Ball Diamond      Athletic Field      Gymnasium

How many teams will be participating? \_\_\_\_\_ Will you be charging admission? \_\_\_\_\_

**Practice Fees for Fields (does not include gyms)**

**Fees for practices will be based on the roster requirement below:**

- Botetourt County based teams hourly rental fee..... \$5 per hour
- All other teams ..... \$20 per hour
- Lights for Botetourt based teams ..... no additional charge
- Lights for non-Botetourt based teams..... \$10 per hour

**Game and Tournament Fees (does not include gyms)**

**Fees for games and tournaments are as follows:**

- All games/tournaments ..... \$20 per hour
- All-day field rental ..... \$150 per day (1 drag/lining)
- Lights..... \$10 per hour
- Additional setup fee (i.e. set up fencing, elevated mounds, etc.) – Minimum two (2) hours @ \$20 per hour.
- Additional surface added to the playing surface per request of the vendor..... \$11 per bag
- If gate fees are collected, 25% of the gross revenue is due to Botetourt County
- Games and/or tournaments in school gymnasiums for any team Botetourt-based or non-Botetourt based not sponsored or co-sponsored by the Recreation and Facilities Department will need to go through the Botetourt County School System.

Facility(s) Requesting	Sport	Day(s)	Start Date	End Date	Start Time	End Time	Base Length/ Field Size	Mound Length	Goal Size

*In the event the applicant is a corporation, partnership, association, club, or group, the person signing this agreement for such entity represents to Botetourt County that he/she has full authority to sign such contract and, in the event that he/she is not so authorized that he/she will be personally liable for the faithful performance of this agreement. The terms and conditions, together with the attached rules and regulations shall constitute a contract between the applicant and Botetourt County.*

*I have read and understand all of the attached printed rules and regulations for use of the Botetourt County facilities. The group I represent will comply with all the attached rules and regulations.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

Reservation Fee	Rate = \$ _____		
Approved By: _____		Approved Date: _____/_____/_____	
Other Fees	\$ _____	Check # _____	
Deposit	Rate = \$ _____	Receipt # _____	
<b>Total Due</b>	<b>\$ _____</b>	Admission Tax: _____	

**FACILITY USE GUIDELINES**

**1. Time of Use**

- A. Fields will not be open for play until 8:00 a.m. and there is no infield access (baseball/softball only) until that time. The only exception is when there is no field setup required (field dragging, base placement, marking lines, etc.)
- B. Lights will be available between the hours of 5:00 p.m. and 10:00 p.m. Weather conditions may require lights to be turned on prior to the designated start time. In this event, the field supervisor will have final authority to do so.

**2. Services Provided**

- A. Facilities: (restrooms, field structures, goals, etc.) Existing facilities will be maintained leading up to and during tournament events.
- B. General Maintenance: County staff will maintain restrooms, trash receptacles and litter pick-up. Renting parties are required to pick up and dispose of all trash into site receptacles.
- C. Field Maintenance: County Maintenance staff will prepare field for use and layout field according to the request made from Item 9. In the event of unfavorable weather, the maintenance staff will undertake all reasonable measures to make the fields available for use.

**3. Site Access**

- A. Park and field hours are from 8:00 a.m. until 10:00 p.m. Vehicle access beyond all lockable gates is restricted to maintenance and concession personnel only.
- B. Botetourt County is not responsible for damage or loss incurred by the renting party at the site.

**4. Host Responsibilities**

- A. It is the responsibility of the renting party to take down and dispose of any decorations. When there is excessive trash, tournament host should dispose of the excess trash and litter debris generated by the event.
- B. Cleanup, take-down, removal of all equipment and supplies will be complete by park/field closing time on the last scheduled day of the event.

**5. Payment Policies**

- A. 30% of total fees are due after reservations have been established. The remainder of the fees will be due on a monthly basis.
- B. Single day/weekend usage requires full payment up front.
- C. Methods of payments include cash, check or credit card (MC, Visa or AMEX)
  - a. Checks should be made out to Botetourt County Recreation and Facilities.

**6. Field Lighting**

For field usage that begins after sunset, field lights will be turned on/off at the appropriate time for the requested duration of use. Athletic field lights will not remain on past 10:00 p.m. unless specifically authorized by Botetourt County Recreation & Facilities Department.

**7. General Athletic Field Use Rules and Regulations**

- A. Selling, opening, possessing alcoholic beverages in any open container, or consuming any alcoholic beverage at a County sports location or in any County park is prohibited, other than in connection with an event or activity for which a permit has been issued.
- B. Leagues/Organizations must submit a Certificate of Insurance with Botetourt County listed as an additional insured. General Liability limits must be at least \$1,000,000.
- C. Failure to follow the Facility Use Guidelines may result in cancellation of use without refund.

**8. Botetourt County Contact Numbers**

Main Office 540.928.2130  
 Cancellation Line 540.992-0012

**9. Baseball/Softball Field Set-up (Please Circle Needed Dimensions)**

**BASE LENGTHS AND FIELD SET UP**

Field Name	Base Lengths (circle box)				Other	Fence Distance		Pitching Distance (circle box)						Other
	60	65	70	90		200	300	35	40	43	46	53	54	
Blue Ridge Park #1	60	65	70	90		300		35	40	43	46	53	54	60'6
Blue Ridge Park #2	60					200		35	40	43	46	53	54	
Breckinridge Elem. #1	60	65	70			200	300	35	40	43	46	53	54	
Breckinridge Elem. #2	60					200	300	35	40	43	46	53	54	
Buchanan Elem. #1	60	65	70	90		300		35	40	43	46	53	54	60'6
Buchanan Elem. #3	60					300		35	40	43	46	53	54	
Buchanan Park #2	60					200		35	40	43	46	53	54	
Central Academy Mid.	60					200		35	40	43	46	53	54	
Cloverdale Elem. #1	60	65	70	90		200	300	35	40	43	46	53	54	60'6
Cloverdale Elem. #2	60					200	300	35	40	43	46	53	54	
Cloverdale Elem. TB#1	60					100		35	40	43	46	53		
Cloverdale Elem. TB#2	60					100		35	40	43	46	53		
Colonial Elem. #1	60					200	300	35	40	43	46	53		
Colonial Elem. #2	60					200	300	35	40	43	46	53		
Eagle Rock Elem. #1	60					200	300	35	40	43	46	53		
Eagle Rock Elem. #2	60					200	300	35	40	43	46	53		
Greenfield Elem. #1	60	65	70	90		200		35	40	43	46	53		
Greenfield Elem. #2	60					200		35	40	43	46	53		
Greenfield Elem. #3	60					100		35	40	43	46	53		
James River HS BSB				90		340		35	40	43	46	53		60'6
James River HS SB	60					200		35	40	43	46	53		
Lord Botetourt HS BSB				90		325		35	40	43	46	53		60'6
Lord Botetourt HS SB	60					265		35	40	43	46	53		
Read Mountain Mid.	60					200	300	35	40	43	46	53		
Troutville Elem. #1	60	65	70	90		200	300	35	40	43	46	53		
Troutville Elem. #2	60					200	300	35	40	43	46	53		
Boxley #1	60					200	300	35	40	43	46	53		
Boxley #2	60					200	300	35	40	43	46	53		

**Notes/Additional Items Needed:**

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