



**Gym/Field Rental Use Policy**  
Botetourt County Recreation & Facilities  
16 East Main Street, Box 4  
Fincastle, VA 24090

**Introduction**

This rental usage policy applies to all athletic facilities in the County of Botetourt, with the exception of the Botetourt Sports Complex, high school main gymnasiums, and stadium fields.

All athletic facilities in Botetourt County are maintained by the Recreation & Facilities Department. These facilities are maintained for the schools and the Botetourt County citizens. Botetourt County Recreation & Facilities reserves the right to prohibit play in the event of heavily scheduled field use or other reasons deemed detrimental to maximizing field quality.

**Purpose**

To manage Botetourt County athletic fields and gymnasiums in a manner to assure equitable distribution and maximize use of County facilities by the public.

This will be accomplished by means of the following:

1. Outline available fields and dates of usage.
2. Define rules and regulations regarding use.
3. Outline facility-scheduling procedures and policies.
4. Define fees and charges for use of facilities.
5. Manage the limited number of County athletic fields and gymnasiums in a fair and equitable manner.

**Responsibility**

It is the responsibility of the Botetourt County Recreation & Facilities Department to schedule sports practices and department sponsored games/tournaments for all playing fields. The Department will schedule all practices and games for all Botetourt County Recreational Programs. The Department will only schedule practices at gymnasiums for Botetourt County-based teams.

It is the responsibility of the Botetourt County School System to schedule all games and tournaments in any of its gymnasiums for Independent/Select Youth Programs.

**Definitions**

**Botetourt County Recreational Programs** – Programs that offer all participants the opportunity to actively participate on a team (no cuts). The focus of the program is developmental and participatory. Participants are Botetourt County residents and/or attend Botetourt County schools.

**School-Sponsored Team** – Any team that is sponsored and endorsed by a Botetourt County school. These teams must be funded and equipped by the school. Club teams do not qualify as a school-sponsored team.

**Botetourt County Resident** – An individual who either lives within Botetourt County or attends a Botetourt County school.

**Botetourt County-Based Team** – A team comprised of Botetourt residents with the maximum allowed limit of three (3) non-residents (rosters will be verified). An example would be the Botetourt Bandits team.

**Non-Resident** – Individuals who reside outside of Botetourt County and do not attend a Botetourt County

school.

Independent/Select Youth Programs – Programs that offer a limited number of participants the opportunity to play. Generally, select teams use tryouts, skill-levels and special invitation to form teams. An example would be the Botetourt/Roanoke Star soccer program.

### **Reservation Procedure for Fields/Gymnasiums**

- Three documents are required for a reservation:
  1. Gym/Field Reservation Application (obtained online or at the Recreation Department office).
  2. Team Roster.
  3. A certificate of insurance with at least \$1,000,000 in general liability insurance listing Botetourt County as additional insured.
  4. Application fee.
- Requests will be handled as availability allows according to the following priorities:
  1. School athletic team schedules and/or practices.
  2. Programs organized by the department (recreation teams/events).
  3. Requests from individual citizens or outside organizations.
  4. Outside groups with annual rentals.
- Once all forms are complete and fees (if applicable) are paid, the reserving party will be issued a Gym/Field Reservation Permit outlining details pertinent to their reservation. This permit will also serve as permission to be on the field/gym should they be questioned.
- Field or gym reservations can be made for up to one (1) month in advance. Teams are limited to no more than two (2) hour and a half practices Monday – Friday and one (1) hour and a half practice on Saturday or Sunday. These practice limits are based on availability and field conditions. There will be no gym reservations on weekends.
- Failure to pay fees, submit required paperwork or roster falsification will result in the disqualification of a request for field/gymnasium use.
- Fields will be available for practice/games Monday – Friday, from 6:00 – 9:00 p.m. and Saturday and Sunday from 9:00 a.m. – 10:00 p.m. when not in use by the Recreation Department. Outdoor fields will be closed by the end of October and reopen the first weekend in March (depending on field conditions).
- Lights may be available between the hours of 5:00 p.m. – 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.
- Gyms will be available for practice only Monday – Friday, from 6:00 – 9:00 p.m. when not in use by the Botetourt County School System or the Botetourt County Recreation & Facilities Department. Gymnasiums are scheduled by the recreation department only during the months they are being used for recreation programs (October through middle of March) during other times of year requests for gym usage must go through the individual school and all application(s) and or fee(s) must be taken care of per the school facility use policy.
- The Recreation & Facilities Department will approve or deny all facility reservation requests and reserves the right to cancel any reservation.

### **Practice Fees for Field Usage**

Any team requesting use of a Botetourt County Field(s) or Gymnasium(s) must pay a \$100 facility use fee (per season – Spring [March-June], Fall [July-October] and Winter [November-February]) to be considered for facility use. This fee is only for the team to be added for consideration and does not guarantee facility use on a particular day and time. All applicable fees listed below will be in addition to the facility use fee. For field usage, practice reservation includes one dragging of the infield.

Hourly fees for practices will be based on the roster requirement below in addition to the above fee(s):

- Botetourt County-Based teams – No additional charge
- Independent/Select Youth Programs – \$15 per hour
- Infield repair due to rain will be billed extra.
- Damage to facilities or equipment will be billed after the event.
- Lights for Botetourt County-Based teams – No additional charge
- Lights for Independent/Select Youth Programs – \$10 per hour

### **Game and Tournament Fees for Field Usage**

Game/Tournament reservation includes reservation of field, empty trash from receptacle, one mowing of the field and one dragging and lining of the infield.

Fees for games and tournaments are as follows:

- All games/tournaments – \$15 per hour
- All day field rental – \$120 per day (does not include lights)
- Lights – \$10 per hour
- Additional setup fee (i.e. set up fencing, elevated mounds, etc.) – \$10 per man hour.

### **Gymnasium Reservation Costs For Practices**

- The Recreation & Facilities Department will provide gymnasiums to Botetourt County Based teams for no additional fees other than the \$100 dollar application fee.
- The Parks, Recreation and Tourism Department will only schedule gymnasiums for practices Monday through Friday and during the recreational basketball season (mid-October through mid-March).

### **Gymnasium Reservation Costs For Games**

- Any team or organization wishing to reserve a gymnasium for games or practice after the recreational basketball season is over must contact the school board directly (473-8263) to complete a Building Use Form that is then approved by the Superintendent of Schools or his designee, with fees assessed for gym use at that time. There is a minimum two-week notice for these types of reservations.

### **Facility Use Rules and Regulations**

- In case of inclement weather, decisions on tournaments will be made by the Recreation & Facilities Department days in advance of the game/tournament. Decisions on games and practices will be posted on the game cancellation hotline (540-992-0012) by 4:00 p.m. on weekdays and 7:30 a.m. on weekends.
- Athletic fields are available as noted in the table below. The Botetourt County Recreation & Facilities Department reserve the right to make exceptions to these guidelines under special circumstances.
- Field and gym reservations will be accepted and closely monitored by the Recreation & Facilities Department which will communicate with the field maintenance staff concerning field preparation requests and turf management issues. If keys are issued for lights or equipment, it will be that individual's responsibility to make sure that lights are off when finished and equipment is returned to its proper place.
- The responsible party (18 years of age or older) must be on-site and in possession of the permit when the field/gymnasium is being used.
- The permit holder will leave the field/gym in a clean, neat condition. Damages resulting from conduct by the team's players, coaches, or spectators will be billed directly to the permit holder.

- Private vehicles may not be driven or parked on turf surfaces, sidewalks, service driveways, or emergency zones. Only parking lots may be used for loading and/or unloading.
- 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.

### **Services Provided**

- Facilities: (restrooms, field structures, goals, etc.) Existing facilities will be maintained to high standards leading up to and during tournament events.
- General Maintenance: County staff will maintain restrooms, trash receptacles and litter pick-up at levels to be expected of a large event. Renting parties are required to pick up and dispose of all trash into site receptacles.
- Field Maintenance: County Maintenance staff will prepare field for use and layout field according to the application.

### **Host Responsibilities**

- 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.
- 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.

### **Site Access**

- Park and field hours are from 9:00 a.m. until 10:00 p.m. Vehicle access beyond all lockable gates is restricted to maintenance and concession personnel only.
- Botetourt County is not responsible for damage or loss incurred by the renting party at the site.

### **Payment Policy**

- Payment is to be made in full at time of scheduling.
- Methods of payment include cash, check or credit card (MC, Visa or American Express)
- Checks should be made payable to:  
Botetourt Recreation and Facilities  
16 East Main St., Box 4  
Fincastle, VA 24090

### **Available Athletic Fields and Gymnasiums**

#### **BASEBALL/SOFTBALL FIELDS**

| <i>Fields</i>          | <i>Bases</i>  | <i>Outfield Distance</i> | <i>Date Available</i> | <i>Lights</i> |
|------------------------|---------------|--------------------------|-----------------------|---------------|
| Blue Ridge Park #1     | 60', 70', 90' | 300'                     | March thru July 1     | Yes           |
| Blue Ridge Park #2     | 60'           | 200'                     | March thru mid Oct.   | Yes           |
| Breckinridge Elem. #1  | 60', 70'      | open, port. fencing      | March thru July 1     | Yes           |
| Breckinridge Elem. #2  | 50', 60'      | open, port. fencing      | March thru July 1     | Yes           |
| Breckinridge Elem. #3  | 50'           | open                     | March thru July 1     | No            |
| Buchanan Elem. #1      | 60', 70' 90'  | 300'                     | March thru mid Oct.   | Yes           |
| Buchanan Elem. #3      | 50'           | 100'                     | March thru mid Oct.   | No            |
| Buchanan Park #2       | 60'           | 200'                     | March thru mid Oct.   | Yes           |
| Central Academy Mid.   | 50'           | 200'                     | March thru mid Oct.   | No            |
| Cloverdale Elem. #1    | 60', 70', 90' | 300'                     | March thru July 1     | Yes           |
| Cloverdale Elem. #2    | 60'           | open, port. fencing      | March thru July 1     | Yes           |
| Cloverdale Elem. TB #1 | 50'           | 100'                     | March thru mid Oct.   | No            |
| Cloverdale Elem. TB #2 | 50'           | 100'                     | March thru mid Oct.   | No            |
| Colonial Elem. #1      | 50'           | open, port. fencing      | March thru mid Oct.   | No            |
| Colonial Elem. #2      | 50'           | open, port. fencing      | March thru July 1     | No            |

|                         |          |                     |                     |     |
|-------------------------|----------|---------------------|---------------------|-----|
| Colonial Elem. #3       | 50'      | open, port. fencing | March thru July 1   | No  |
| Eagle Rock Elem. #1     | 50', 60' | open, port. fencing | March thru July 1   | Yes |
| Eagle Rock Elem. #2     | 50'      | open, port. fencing | March thru July 1   | No  |
| Greenfield Elem. #1     | 60', 70' | open, port. fencing | March thru mid Oct. | Yes |
| Greenfield Elem. #2     | 50', 60' | open, port. fencing | March thru mid Oct. | Yes |
| Greenfield Elem. #3     | 50'      | open, port. fencing | March thru mid Oct. | Yes |
| James River HS Softball | 60'      | 200'                | March thru mid Oct. | Yes |
| James R. HS Baseball    | 90'      | 340'                | March thru mid Oct. | Yes |
| Lord Bot HS Softball    | 60', 70' | 200-220'            | March thru mid Oct. | Yes |
| Lord Bot HS Baseball    | 90'      | 280-340'            | March thru mid Oct. | Yes |
| Read Mountain Mid.      | 50'      | open, port. fencing | March thru mid Oct. | No  |
| Troutville Elem. #1     | 60', 70' | open, port. fencing | March thru July 1   | Yes |
| Troutville Elem. #2     | 50', 60' | open, port. fencing | March thru July 1   | Yes |
| Troutville Elem. #3     | 50'      | open                | March thru July 1   | No  |
| Boxley #1               | 50'      | open, port. fencing | March thru July 1   | No  |
| Boxley #2               | 50'      | open, port. fencing | March thru July 1   | No  |

### **SOCCKER FIELDS**

| <i><b>Fields</b></i>      | <i><b>Date Available</b></i> | <i><b>Field Size (Yards)</b></i> | <i><b>Lights</b></i> |
|---------------------------|------------------------------|----------------------------------|----------------------|
| Blue Ridge Soccer         | April 1 thru October         | 55 x 100                         | Yes                  |
| Blue Ridge #1             | August 1 thru October        | 40 x 60                          | Yes                  |
| Breckinridge Elem. #1     | August 1 thru October        | 40 x 60                          | Yes                  |
| Breckinridge Elem. #2     | August 1 thru October        | 35 x 50                          | Yes                  |
| Buchanan Soccer           | April 1 thru October         | 55 x 100                         | Yes                  |
| Buchanan Intermediate     | April 1 thru October         | 40 x 60                          | Yes                  |
| Cloverdale Elem. #1       | August 1 thru October        | 40 x 60                          | Yes                  |
| Cloverdale Elem. #2       | August 1 thru October        | 55 x 100                         | Yes                  |
| Cloverdale Elem. Soccer 1 | April 1 thru October         | 35 x 50                          | No                   |
| Cloverdale Elem. Soccer 2 | April 1 thru October         | 35 x 50                          | No                   |
| Eagle Rock Elem. #1       | August 1 thru October        | 40 x 60                          | No                   |
| Eagle Rock Elem. #2       | August 1 thru October        | 35 x 50                          | No                   |
| Greenfield Elem.          | August 1 thru October        | 35 x 50                          | Yes                  |
| Greenfield Rec. Park #1   | April 1 thru October         | 55 x 100                         | No                   |
| Greenfield Rec. Park #2   | April 1 thru October         | 55 x 100                         | No                   |
| Greenfield Rec. Park #3   | April 1 thru October         | 40 x 60                          | No                   |
| Greenfield Rec. Park #4   | April 1 thru October         | 35 x 50                          | No                   |
| Troutville Elem. #1       | August 1 thru October        | 55 x 100                         | Yes                  |
| Troutville Elem. #2       | August 1 thru October        | 35 x 50                          | Yes                  |
| Boxley Field #1           | August 1 thru October        | 35 x 50                          | No                   |
| Boxley Field #2           | August 1 thru October        | 35 x 50                          | No                   |

### **GYMNASIUMS**

| <i><b>Locations</b></i>     | <i><b>Amenities</b></i>           | <i><b>Gym Size</b></i> | <i><b>Dates Available</b></i> |
|-----------------------------|-----------------------------------|------------------------|-------------------------------|
| Lord Botetourt HS Auxiliary | Bathrooms, scoreboards, bleachers | Regulation             | Mid Oct. - mid Mar.           |
| Read Mountain Middle        | Bathrooms, scoreboards, bleachers | Regulation             | Mid Oct. - mid Mar.           |
| Colonial Elementary         | Bathrooms, scoreboards, bleachers | Regulation             | Mid Oct. - mid Mar.           |
| Greenfield Elementary       | Bathrooms, scoreboards, bleachers | Regulation             | Mid Oct. - mid Mar.           |
| Cloverdale Elementary       | Bathrooms, scoreboards, bleachers | Non-Regulation         | Mid Oct. - mid Mar.           |
| Troutville Elementary       | Bathrooms, scoreboards, bleachers | Non-Regulation         | Mid Oct. - mid Mar.           |
| James River HS Auxiliary    | Bathrooms, scoreboards, bleachers | Regulation             | Mid Oct. - mid Mar.           |
| Central Academy Middle      | Bathrooms, scoreboards, bleachers | Regulation             | Mid Oct. - mid Mar.           |
| Breckinridge Elementary     | Bathrooms, scoreboards, bleachers | Regulation             | Mid Oct. - mid Mar.           |
| Buchanan Elementary         | Bathrooms, scoreboards, bleachers | Non-Regulation         | Mid Oct. - mid Mar.           |
| Eagle Rock Elementary       | Bathrooms, scoreboards, bleachers | Non-Regulation         | Mid Oct. - mid Mar.           |