



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 athletic facilities in the County of Botetourt except for the Botetourt Sports Complex, high school main gymnasiums, and stadium fields.

Botetourt County Recreation & Facilities reserves the right to prohibit play in the event of heavily scheduled field use, inclement weather, or other reasons deemed detrimental to field quality and available resources.

Purpose

To manage utilization of Botetourt County athletic fields and gymnasiums in a responsible manner consistent with the county strategic and comprehensive plans.

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 events 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).

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.

Reservation Procedure for Gym/Fields

- 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. 30% deposit of the total fees due after reservations have been established.

- 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 gym/field should they be questioned.

- Field or gym requests can be turned in on January 1st. Teams are limited to no more than two (2) hour practices. 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 5:00 – 10:00 p.m. and Saturday and Sunday from 8:00 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 – 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 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 30% deposit of the total fees once reservation dates have been approved. All applicable fees listed below will apply towards the final reservation fees and dates. For field usage, practice reservation includes one dragging of the infield.

Field Practice Rental Fees:

- Botetourt County-Based teams – \$5 per hour
- Independent/Select Youth Programs – \$20 per hour
- Lights for Botetourt County-Based teams – No additional charge
- Lights for Independent/Select Youth Programs/Non-Residents – \$10 per hour

Additional fees may be billed for the following:

- Infield repair due to rain or other weather related issues
- Damage to facilities or equipment

Game and Tournament Fees for Field Usage

Game/Tournament reservation includes field, trash removal and one dragging/lining of the infield.

Fees for games and tournaments are as follows:

- All games/tournaments – \$20 per hour
- All day field rental – \$150 per day (does not include lights)
- Lights – \$10 per hour
- Additional setup fee (i.e. set up fencing, elevated mounds, etc.) – \$20 per man 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

Gymnasium Reservation Costs For Practices

- The Recreation & Facilities Department will provide gymnasiums to Botetourt County Based teams for a \$10 per hour fee for a non-regulation sized gym and \$15 per hour fee for a regulation sized gym. Independent/Select Youth Programs and Non-Residents will be charged a \$20 per hour fee for a non-regulation sized gym and \$30 per hour fee for a regulation sized gym.
- The Recreation and Facilities 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). Completion of their Building Use Form including approval by the Superintendent of Schools or designee and fees will be required. There is a minimum two-week notice for these types of reservations.

Facility Use Rules and Regulations

- In case of inclement weather, decisions on games/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 8:00 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

- For a single event, all fees are due once the reservation has been established.
- 30% of total fees are due after reservations have been established. The remainder of the fees will be due on a monthly basis.
- Methods of payment include cash, check or credit card (MC, Visa or AMEX)
- Checks should be made payable to:
 Botetourt County 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 |
| 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 |

SOCCER FIELDS

| <i>Fields</i> | <i>Date Available</i> | <i>Field Size (Yards)</i> | <i>Lights</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>Locations</i> | <i>Amenities</i> | <i>Gym Size</i> | <i>Dates Available</i> |
|-------------------------|-----------------------------------|------------------------|-------------------------------|
| 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. |
| 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. |

