

Athletic Field Use Community Guide

Endorsed November 9, 2022



Athletic Field Use Community Guide

The Athletic Field Community Guide is designed to establish equitable access to athletic fields among all users.



City of Manassas | Parks, Culture & Recreation Division | Manassas, Virginia

www.manassasva.gov/fields | 703-368-1873

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I. Introduction

The Athletic Field Community Guide is designed to establish equitable access to athletic fields among all users.

Standards outlined within govern the allocation and use of all athletic fields managed by the City of Manassas, Parks, Culture & Recreation Division.

This document contains general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, nor exceptions to, the general policies and procedures described.



Dean Park



Stonewall Park

The Division of Parks, Culture & Recreation (PCR) reserves the right to revise, supplement, or discontinue any of the standards, guidelines, policies, and procedures outlined in this Athletic Field Community Guide with appropriate input from the City Parks and Recreation Committee.

It is not the intention of this guide to provide any right or benefit of any kind to any person or entity.

Scope of Authority

The Parks, Culture & Recreation Division coordinates and issues permits for the use of athletic fields in the City of Manassas. In accordance with a *Joint Use Agreement* between the City and Manassas City Public Schools athletic fields on school property are available to the community after school hours and activities.

PCR has the authority to make changes to the allocation formula, season dates, primary sport seasons, and fees as field availability fluctuates, and to interpret and determine appropriate procedures for implementation of the standards, guidelines, policies, and procedures.



Byrd Park

Scope of Responsibility

PCR facilitates agreements and facility use permits with those interested in the use of the City's athletic fields and verifies that the fields are distributed effectively, fairly, and efficiently. PCR schedules community recreational use of both City parks and school athletic fields.

Purpose

The purpose of the Athletic Field Community Guide is to provide a defined framework for staff to allocate athletic fields among all users. PCR is dedicated to creating partnerships with local youth sport organizations to provide ample opportunity to participate in athletics at all levels and abilities. The allocation process provides a group or organization exclusive use of an athletic field during a permitted time. This policy establishes that the allocation of athletic fields will:

- Prioritize access in a consistent manner across all athletic fields
- Fairly distribute available fields among all users
- Incorporate “turf recovery periods” to maintain safe, quality fields
- Be reviewed in advance of each rental season to maximize field use without compromising field integrity
- Recognize the value of partnerships that align with PCR’s mission

References

In October 2021 the City of Manassas City Council requested a review of the Athletic Field allocation process, guidelines, policies, and procedures. Under the authority of the Parks & Recreation Committee Chair a subcommittee was formed to begin the review. The Athletic Field Subcommittee consisted of two members from the Parks & Recreation Committee and community stakeholders. Between December 2021 and November 2022 the subcommittee met monthly to review the process and to develop an Athletic Field Community Guide.



Oakenshaw Park



Kinsley Mill Park

II. Facility Overview

Currently, the City has 23 parks and cultural facilities to meet the community need for passive and active recreation. These facilities are comprised of open green space, playgrounds, athletic fields, walking trails, a community pool, and local history.



The City has also entered into several public-private partnerships to provide recreational and cultural opportunities for residents at the Hylton Performing Arts Center, Freedom Center, and the Boys and Girls Club.

The athletic fields are open to public use and rentals annually from March 15 to November 15. The fields remain closed during the winter season for preventative maintenance and preservation.



Facility Locations

The athletic field overview, Table 1, provides in detail the facility amenities, field name, field use type, and approved sport. This table is provided to help users to determine the best suitable location for the intended sport and field use.

Table 1: Athletic Field Overview

Location	Field Name	Field Use Type	Approved Sport	Additional Information
Byrd Park 8528 Cavalry Lane <ul style="list-style-type: none"> Restrooms Playground Picnic Pavilion Basketball Court Bankshot Basketball Court Multi-use Court Concession Stand 68 Parking Spaces 	Diamond Field #1	Game	≤ 12U Baseball ≤ 18U Softball Youth or Adult Kickball	Partial fence, shares outfield with field 3, dugouts with player benches, bleachers, base anchors at 60/65/70
	Diamond Field #2	Game	≤ 18U Softball Youth or Adult Kickball	Fully fenced, dugouts with player benches, bleachers, base anchors at 60/65/70
	Diamond Field #3	Game	≤ 12U Baseball ≤ 18U Softball Youth or Adult Kickball	Partial fence, shares outfield with field 1, dugouts with player benches, bleachers, base anchors at 60/65/70
	Alternate Rectangular Field	Open Grass Field	Youth Soccer	Partial fence, located in the outfield of diamond field #1 & #3
Dean Park 9501 Dean Park Lane <ul style="list-style-type: none"> Restrooms Skate Park Tennis Courts Dog Park 200 Parking Spaces 	Diamond Field #1 *Closed for renovations	Game	Youth or Adult Softball/Baseball/Kickball	Field lights, partial fence, dugouts with player benches, bleachers, base anchors at 60/65/70/90
	Diamond Field #2 *Closed for renovations	Game	Youth or Adult Softball/Baseball/Kickball	Field lights, partial fence, dugouts with player benches, bleachers, base anchors at 60/65/70/90
	Rectangular Field #1	Premier Field	Youth or Adult Soccer/Lacrosse/Flag Football	120 x 60 yards, grass field, 8'x24' portable net goal *no field goal posts
	Rectangular Field #2	Premier Field	Youth or Adult Soccer/Lacrosse/Flag Football	120 x 60 yards, grass field, 8'x24' portable net goal *no field goal posts

Facility Locations (cont.)

Location	Field Name	Field Use Type	Approved Sport	Additional Information
E.G. Smith Baseball Complex 9651 Godwin Drive <ul style="list-style-type: none"> • Restrooms • Concessions • Picnic Pavilion • 200 Parking Spaces 	Diamond Field #1	Game	Youth or Adult Softball/ Baseball/Kickball	Field lights, press box, scoreboard, fully fenced, dugouts with player benches, bleachers, base anchors at 60/65/70/90
	Diamond Field #2	Game	Youth or Adult Softball/ Baseball/Kickball	Field lights, scoreboard, fully fenced, dugouts with player benches, bleachers, base anchors at 60/65/70/90
	Diamond Field #3	Game	Youth or Adult Softball/ Baseball/Kickball	Field lights, scoreboard, fully fenced, dugouts with player benches, bleachers, base anchors at 60/65/70/90
	Diamond Field #4	Game	Youth or Adult Softball/ Baseball/Kickball	Field lights, scoreboard, fully fenced, dugouts with player benches, bleachers, base anchors at 60/65/70/90
	Diamond Field #5	Game	Youth or Adult Softball/ Baseball/Kickball	Field lights, scoreboard, fully fenced, dugouts with player benches, bleachers, base anchors at 60/65/70/90
	Diamond Field #6	Premier Field	Youth or Adult Softball/ Baseball/Kickball	Field lights, press box, scoreboard, fully fenced, dugouts with player benches, bleachers, base anchors at 60/65/70/90
Haydon Elem. School 9075 Park Avenue <ul style="list-style-type: none"> • Playground • Basketball Courts • 100 Parking Spaces 	Alternate Rectangular Field	Open Grass Field	Youth Soccer/ Football/Lacrosse	Open grass area behind the school
*Jennie Dean Elem. School 9601 Prince William Street <ul style="list-style-type: none"> • Playground • 1/4 Mile Track • Basketball Court • 120 Parking Spaces 	Diamond Field #3	Game	≤ 12U Baseball Youth or Adult Kickball	Fully fenced, dugouts with player benches, bleachers, base anchors at 60/65
	Diamond Field #4	Game	≤ 16U Softball ≤ 14U Baseball Youth or Adult Kickball	Field lights, fully fenced, dugouts with player benches, bleachers, base anchors at 60/65/70
	Rectangular Field	Practice	Youth or Adult Soccer/ Football/Rugby/ Lacrosse	120 x 60 yards, natural turf field, "H" frame goal posts
Kinsley Mill Park 10253 Hastings Drive <ul style="list-style-type: none"> • Playground • Picnic Area • Basketball Court • Multi-Use Court • 25 Parking Spaces 	Alternate Rectangular Field	Open Grass Field	Youth Soccer	Open grass area

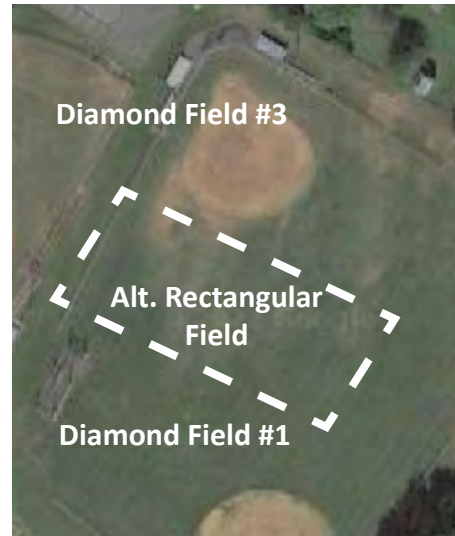
Facility Locations (cont.)

Location	Field Name	Field Use Type	Approved Sport	Additional Information
*Mayfield Intermediate School 9400 Mayfield Court <ul style="list-style-type: none"> • Gaga Ball Pit • Basketball Court • 170 Parking Spaces 	Alternate Rectangular Field	Open Grass Field	Youth Soccer Youth Soccer/Football/Lacrosse	Open Grass Area Open grass area behind the school
*Metz Middle School 9950 Wellington Road <ul style="list-style-type: none"> • Tennis Courts • Basketball Court • 1/4 Mile Track • 200 Parking Spaces 	Diamond Field #1	Premier Field	Youth Softball/Baseball/Kickball	Field lights, scoreboard, fully fenced, dugouts with palyer benches, bleachers, base anchors at 60/65/70/90
	Diamond Field #2	Premier Field	Youth Softball/Baseball/Kickball	Field lights, scoreboard, fully fenced, dugouts with palyer benches, bleachers, base anchors at 60/65/70/90
	Rectangular Field	Premier Field	Youth or Adult Soccer/Football/Rugby/Lacrosse	120 x 60 yards, natural turf field, "H" frame goal posts with net goals
Oakenshaw Park 9556 Oakenshaw Drive <ul style="list-style-type: none"> • Street Parking • Playground • Basketball Court 	Diamond Field	Practice	Youth Softball/Baseball/Kickball	Fully fenced, player benches
*Round Elem. School 10100 Hastings Drive <ul style="list-style-type: none"> • Playgrounds • Basketball Courts • Futsal Court • 110 Parking Spaces 	Diamond Field	Practice	Youth Softball/Baseball/Kickball	Partially fenced
Stonewall Park 8300 Stonewall Road <ul style="list-style-type: none"> • Playgrounds • Basketball Court • Futsal Court • Tennis Court • Pickleball Court • Picnic Pavilion • Community Pool • 80 Parking Spaces 	Rectangular Field	Practice	Youth or Adult Soccer/Football/Rugby/Lacrosse	100 x 60 yards, natural turf field, "H" frame goal posts
*Weems Elem. School 8750 Weems Road <ul style="list-style-type: none"> • Playgrounds • Basketball Courts • 110 Parking Spaces 	Diamond Field #1	Practice	Youth Softball/Baseball Yourth or Adult Kickball	Partially fenced
	Diamond Field #2	Practice	Youth Softball/Baseball Yourth or Adult Kickball	Partially fenced
	Alternate Rectangular Field	Open Grass Field	Youth Soccer	Open grass area behind the school between the two ballfields

*Manassas City Pubic Schools are available for public use after school hours and activities.

Maps

Byrd Park



Dean Park

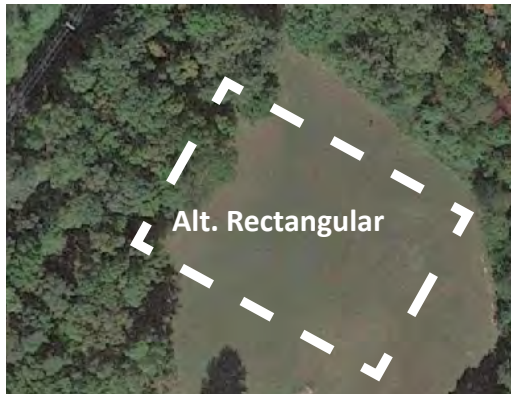


E.G. Smith Baseball Complex



Maps (cont.)

Haydon Elementary School



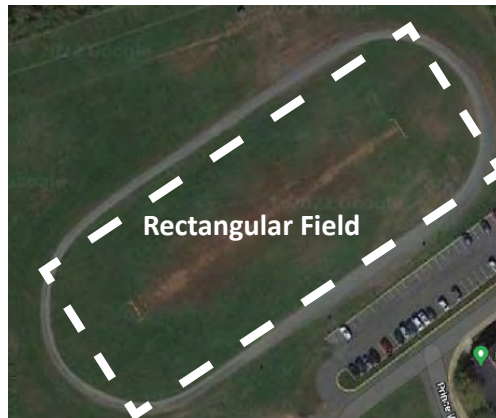
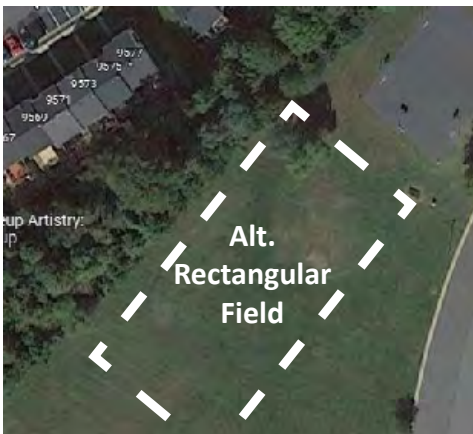
Jennie Dean Elementary School



Kinsley Mill Park

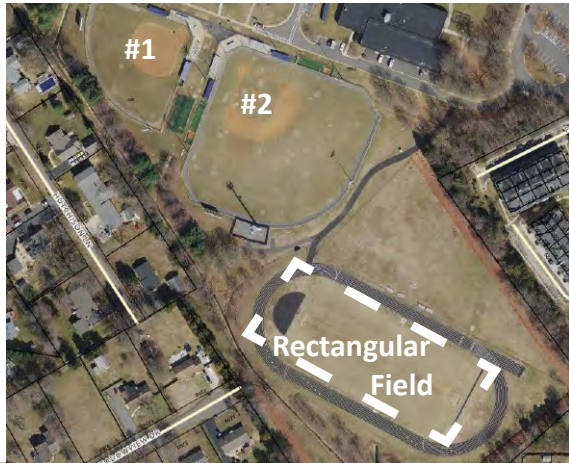


Mayfield Intermediate School



Maps (cont.)

Metz Middle School



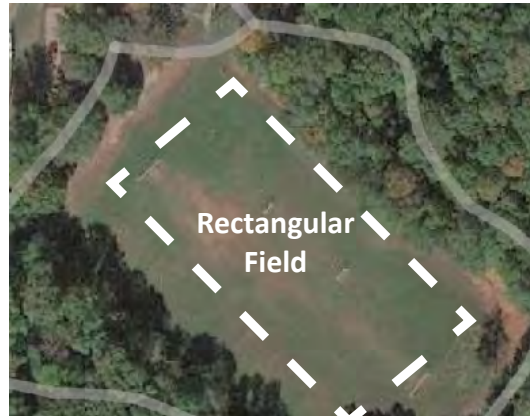
Oakenshaw Park



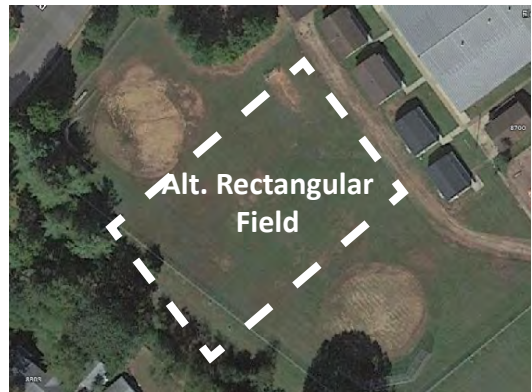
Round Elementary School



Stonewall Park



Weems Elementary School



III. Availability

The athletic fields and open green spaces serve more than one purpose to the community. This could be unscheduled play for a family or friend gathering, team building event, team/league play, or a pick-up game after school. In an effort to recognize these differences the city has defined which locations will be reserved for community use and rentals (exclusive use).

Neighborhood parks and open green spaces will be reserved primarily for the community and unscheduled play. This means that the space does not require a permit and is available on a first-come, first-serve basis. Specific times have been reserved in these areas to support rental use if needed during peak hours.

Regional parks, community parks, and parks with restroom facilities are primarily reserved for rentals. Whereas, a larger portion of peak and non-peak hours are set aside for rentals. These types of fields are defined as premier fields, game fields, and lighted sport fields.

In Table 2 it identifies specific locations and which primary use is set aside for community use and rentals.

Table 2: Athletic Field Primary and Secondary Use

Location	Primary Use	Secondary Use
Neighborhood Parks - Oakenshaw Park, Round Elem. School, Weems Elem. School	Community Use	Rentals
*Regional & Community Parks - Byrd Park, Dean Park, E.G. Smith Baseball Complex, Jennie Dean Elem. School, Metz Middle School, Stonewall Park	Rentals	Community Use
Open Green Space - Kinsley Mill Park, Haydon Elem. School, Mayfield Intermediate School	Community Use	Rentals

*Parks with seasonal restrooms

Rental Times

Field reservations will be accepted within the listed timeframes in the chart below. During peak hours one hour reservations will be accepted at the top of the hour. During non-peak hours, reservations on the half hour will be accepted. Peak hours will be reserved for groups that Adopt-a-Field.

Table 3: Peak and Non-Peak Hours

Location	Weekday Non-peak hours	Weekday Peak hours	Weekend Peak hours	Weekend Non-peak hours
Byrd Park	8a-5:30p & 7:30p-8:30p	5:30p-7:30p	8a-4p	4p-8:30p
Dean Park	8a-5:30p & 7:30p-9:30p	5:30p-7:30p	8a-4p	4p-9:30p
E.G. Smith Baseball Complex	8a-5:30p & 7:30p-9:30p	5:30p-7:30p	8a-4p	4p-9:30p
Kinsley Mill Park	8a-5:30p & 7:30p-9:30p	5:30p-7:30p	8a-4p	4p-9:30p
Oakenshaw Park	*N/A	5:30p-7:30p	*N/A	*N/A
Stonewall Park	8a-5:30p & 7:30p-8:30p	5:30p-7:30p	8a-4p	4p-8:30p
Manassas City Public Schools				
Haydon Elem.	*N/A	5:30p-7:30p	*N/A	*N/A
Jennie Dean Elem.	7:30p-9:30p	5:30p-7:30p	8a-4p	4p-9:30p
Mayfield Intermediate	*N/A	5:30p-7:30p	*N/A	*N/A
Metz Middle School	7:30p-9:30p	5:30p-7:30p	8a-4p	4p-9:30p
Round Elem.	7:30p-8:30p	5:30p-7:30p	8a-4p	4p-8:30p
Weems Elem.	*N/A	5:30p-7:30p	*N/A	*N/A
*These field hours are reserved for community use and unscheduled play.				

Time Allotment per Team

Each team will be allotted a maximum number of hours per week outlined in Table 4. For additional hours, fields may be rented online at cityofmanassas.recdesk.com after the field allocation process is complete.

Table 4: Weekly Time Allotment

Age Group	Total Time Per Team Per Week
Youth Team - Rec League	4 hours
Adult Team - Rec League	3 hours
Youth Team - Travel League	7 hours

IV. Field Allocation Process

Priority rentals are based on a 100-point system. Teams/Leagues must submit an application for an athletic field permit. The information provided in the application is used to tally the points and to rank each group. The higher the rating equals the higher priority in allocating an athletic field for rentals. Priority is given to those with the highest points outlined in Table 5.

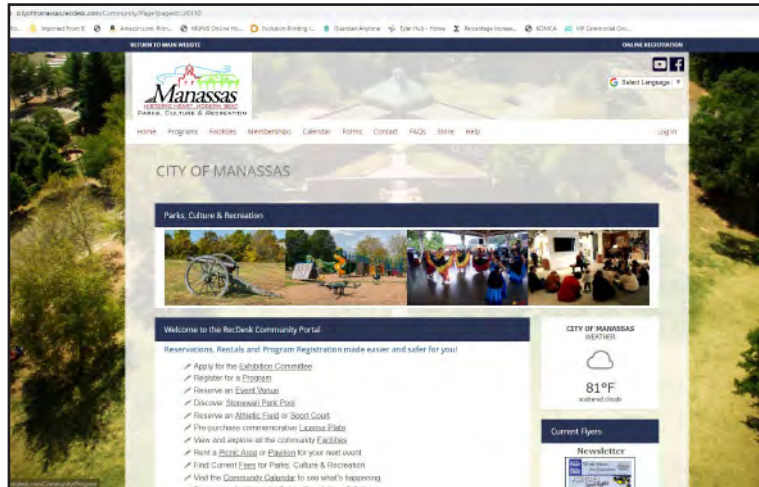


Table 5: Field Allocation Point System

Category	Max Points
City Resident (number of participants that reside in the City of Manassas)	40 points
Adopt-a-Field Program	25 points
Primary Season Sport	20 points
Returning Users	10 points
Business, Institution, or School within the City of Manassas	5 points

Field Allocation Category Definitions

City Resident: Up to 40 points will be awarded for the number of participants that are listed on the roster and registered to play with the applicant’s team or league. Points will be awarded for the percentage of residents vs. non-residents. For example, if a roster consists of 50% City of Manassas participants and 50% Prince William County participants, the applicant will be awarded half of the maximum points ($40/2 = 20$ points).

Adopt-a-Field Program: Applicants will be awarded points for adopting an athletic field or park based on the requirements of the program. For example, if an applicant adopts an athletic field and chooses to complete all available maintenance tasks, they will be awarded the maximum points (25). If an applicant chooses to complete only half of the available maintenance tasks, they will be awarded half of the maximum points ($25/2 = 12.5$).

Primary Season Sport: Applicants will be awarded points for primary season sports (Table 6) based on the application request. For example, if an applicant has applied to play football in the fall, they will be awarded the maximum points (20).

Table 6: Sport Seasons

Primary Season	Sport
Spring	Baseball, Flag Football, Lacrosse, Soccer, Softball, Track & Field
Summer	Baseball, Cricket, Football, Rugby, Softball, Ultimate Frisbee
Fall	Baseball, Cheerleading, Cross Country, Field Hockey, Football, Soccer, Softball

Returning Users: Maximum points (10) will be awarded to applicants who return year after year. For new users, zero points will be awarded during the current sport year.

Business, Institution or School: Maximum points (5) will be awarded to applicants applying on behalf of a business, institution or school that is located in the City of Manassas.

Field Allocation Examples

Based on the examples in Table 7, the teams are ranked in order of highest to lowest number of points to create a priority list for field allocation.

Table 7: Field Allocation Point System Examples

Group Names	% of City Residents (40 pts)	Adopt-a-Field (25 pts)	Primary Sport Season (20 pts)	Returning User (10 pts)	Business/Institution/School (5 pts)	Total Points
Bob's Baseball League	100% (40 pts)	Yes, all tasks (25 pts)	Yes, spring baseball (20 pts)	Yes (10 pts)	No (0 pts)	95
Chad's Softball Team	50% (20pts)	Yes, all tasks (25 pts)	Yes, spring softball (20 pts)	Yes (10 pts)	No (0 pts)	75*
Daniel's Soccer League	100% (40 pts)	No (0 pts)	Yes, spring soccer (20 pts)	Yes (10 pts)	No (0 pts)	70
Everett's Football League	80% (32 pts)	Yes, inspection only (5 pts)	No, spring football (0 pts)	Yes (10 pts)	No (0 pts)	47
Good Hope Church Softball League	100% (40 pts)	No (0 pts)	Yes, spring softball (20 pts)	No (0 pts)	Yes (5 pts)	65
Kendra's Private School Lacrosse Team	100% (40 pts)	No (0 pts)	Yes, spring lacrosse (20 pts)	Yes (10 pts)	Yes (5 pts)	75*
<i>*In the event of a tie, the higher percentage of city residents will be given priority.</i>						

Priority Ranking Results:

1. Bob's Baseball League (95 points)
2. Kendra's Private School Lacrosse Team (75 points with 100% City residents)
3. Chad's Softball Team (75 points with 50% City residents)
4. Daniel's Soccer League (70 points)
5. Good Hope Church Softball League (65 points)
6. Everett's Football League (47 points)

Application Process

Applications to request field use are accepted from February 1-7 of the current year only. Any applications received prior to this date will be returned to the applicant. Requests may be submitted for the full open athletic field season, March 15 to November 15. Fields will be allocated based on the priority ranking system with the results completed by February 14. On February 15 all remaining field use time will be made available online for reservations.

Required Documents:

- Completed Application
- Roster for each team playing on City fields
- Copy of Insurance (if applicable)
- Field Request (location, day, and time)

Additional Field Use

After the allocation process is complete, the remaining available field use time will be open on a first-come, first-serve basis. Those who are interested in reserving additional time will be directed to reserve online at cityofmanassas.recdesk.com.

Tournaments

Field allocation for tournaments is based on availability and the impact on the current field schedule. Modifications may be requested if the tournament impacts the field schedule. When choosing a facility consider the facility amenities: parking, restrooms, capacity, field conditions, and spectator areas. Based on the type and size of the tournament a Special Event Permit may be required. All general park rules and regulations apply to, but are not limited to, food trucks, selling goods, amusements/entertainment, temporary structures, and amplified sound. Tournament requests may be submitted with the field permit application.

Rosters

Rosters must include player's name, full address, team name, and age group. Each player listed on the roster may be required to provide a copy of proof of residency. Refer to Section V for approved types of documentation.

Recreational Teams/Leagues are required to submit rosters twice a year, February 15 and July 15. These rosters may only have a 20% variance from the final submitted roster due 7 days prior to the start of the field permit. If any final roster exceeds a 20% variance the team/league field permits will be canceled and a refund will be issued.

Travel Teams/Leagues are required to submit rosters on February 15. The roster may only have a 20% variance from the final submitted roster due 7 days prior to the start of the field permit. Prior to the start of the fall season, Travel Teams/Leagues are required to submit another final roster no later than August 1 for verification. If any final roster exceeds a 20% variance the team/league field permits will be canceled and a refund will be issued.

Teams/Leagues may reserve athletic fields online if a reservation is canceled due to roster variances.

V. Rental Fees

Athletic Field Rental Fees

The rental fees outlined in Table 8 are for athletic fields, lights, and tournaments. Refer to the appendix to review the city ordinance of the approved Parks, Culture & Recreation fee schedule.

Table 8: Athletic Field Rental Fees

Fee Type	2023	2024	2025
Premier Field - Natural Turf - Artificial Turf	\$50/hour n/a	\$50/hour \$50/hour	\$50/hour \$50/hour
Game Field	\$12/hour	\$16/hour	\$20/hour
Practice Field	\$8/hour	\$9/hour	\$10/hour
Open Field	\$5/hour	\$5/hour	\$5/hour
Field Lights	\$5/hour	\$5/hour	\$5/hour
Batting Cage	n/a	n/a	n/a
*Tournament - Non-profit	\$100/field/day + hourly rate	\$100/field/day + hourly rate	\$100/field/day + hourly rate
*Tournament - For profit	\$150/field/day + hourly rate	\$150/field/day + hourly rate	\$150/field/day + hourly rate
*Tournament - Deposit	50%	50%	50%
Field Prep	Per contract price + admin fee \$50	Per contract price + admin fee \$50	Per contract price + admin fee \$50

*Refer to Section IV for more tournament information.

The following table defines which fee type is applied to a specific athletic field.

Table 9: Field Type & Locations

Field Type	Location
Premier Field	Dean Park rectangular fields (coming soon), E.G. Smith Baseball Complex field #6, Metz Middle School diamond and rectangular fields
Game Field	Dean Park diamond fields, E.G. Smith Baseball Complex diamond fields #1-5, Jennie Dean Elementary diamond fields, Byrd Park diamond fields
Practice Field	Jennie Dean Elementary rectangular field, Oakenshaw Park diamond field, Round Elementary diamond field, Stonewall Park rectangular field, Weems Elementary diamond fields
Open Field	Byrd Park, Haydon Elementary, Kinsley Mill Park, Mayfield Intermediate, Weems Elementary
Field Lights	Dean Park, E.G. Smith Baseball Complex, Metz Middle School

Payment Process

After the field use request is approved applicants will be invoiced for the total time allotted. Full payment is due upon receipt of the invoice. No partial payments will be accepted without prior approval from Parks, Culture & Recreation. Payment will be accepted in the form of a check, cash, or credit card. Applicants may drop off the payment in-person, by mail, or online at:



Checks should be made payable to the City of Manassas. Payments may be mailed to the Parks, Culture & Recreation Division at 9101 Prince William Street, Manassas, VA 20110. If paying by mail, include a copy of the invoice with the payment.

Refund Policy

Refund requests must be submitted in writing. Any refunds will be issued to the individual who made the payment. If the applicant has any outstanding debts with the City of Manassas, the Treasurer’s office may deduct part or all of the refund first to repay those debts. Check reimbursements will take 4-6 weeks and will be sent to the payer’s address on the agreement. The refund policy is outlined in Table 10.

Adopt-a-Field Program: Any credit hours earned during the season may not be carried over to the following year.

Household Credit: Household credit must be used during the fiscal year (July 1-June 30) and will expire on June 30 annually.

Table 10: Refund Policy

	No Refund	Full Refund
Park & Athletic Field Rentals	Requests received less than 7 days prior to the event.	Requests received at least 7 days prior to the event.
Event Venue & Tournaments	Requests received less than 45 days prior to the event.	Requests received at least 45 days prior to the event.
Inclement Weather	Requests received more than 48 hours after the event.	Requests received less than 48 hours after the event.
Late Payment Fee	Non-refundable	N/A
Administrative Fee	Non-refundable	N/A

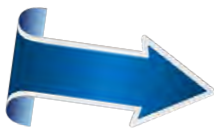
Insurance

Athletic Field applicants shall have a general liability insurance policy and provide a certificate of insurance to the City of Manassas, naming the City as an additional insured. A copy of that endorsement must be provided to the City prior to the start of the sport season. A certificate of insurance without the additional insured status endorsement does not meet the standard requirement. Other insurance requirements (if applicable) are:

- (a) Minimum liability limit requirements for all event organizers of \$1,000,000.
- (b) If alcoholic beverages are served at the event, the organizer shall have a minimum liability limit requirement of \$5,000,000, including Liquor Liability. Higher limits may be required after review by the City's Risk Management Division.
- (c) If any participant is an organization or company that has employees, they shall show evidence that they have workers' compensation insurance with statutory limits that meet the requirements of the Virginia Workers' Compensation Act.
- (d) Any other special insurance requirements based upon specific and/or high risk event activities as determined by the City.

Activities include, but are not limited to, reoccurring athletic field use, special events, festivals, tournaments, large group gatherings, etc.

For more information



**For more information —
contact the Risk Management Division
at 703-257-8268.**

Proof of Residency

For the purposes of field rentals, City of Manassas residents are defined as someone who lives in the City of Manassas. Groups desiring to receive the residency rate may be required to show proof of residency by presenting documentation in addition to the player roster showing each player's full address. Approved documentation includes a valid driver's license, current school year ID, child or adult DMV issued ID cards, work verification letter, or other government ID. Documentation will not be stored, it will be returned to the applicant or immediately destroyed after the residency is verified.

Hold Harmless

On behalf of the designated user, the permittee is aware that there are certain inherent risks involved in using the property (City parks, fields, and gymnasiums), including, but not limited to, the risk of theft or damage to the user's property, and the risk of personal injury from participating in athletic activities. In consideration of being granted permission to use the facilities of the City of Manassas, I hereby assume any and all risks and hazards associated therewith, irrevocably waiving any and all claims. I agree to indemnify, defend, and hold harmless the City of Manassas, its officers, agents, employees, and volunteers, from any and all claims, liabilities, judgments, settlements, losses, costs, or charges (including attorney's fees) incurred by the City or any of its officers, agents, employees, or volunteers as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss or property damage caused by, arising out of, related to, or associated in any way with the use of property by the user or by the user's members, guests, employees, agents, or invitees.

VI. Adopt-a-Field Program

Program Guidelines

The City of Manassas has created an opportunity for individual teams and/or organizations that utilize the athletic fields to participate in the “Adopt-a-Field” program. The purpose of the program is to provide regular, non-publicly funded maintenance to improve the athletic fields to mutually benefit the City of Manassas and community users. Athletic fields, diamond or rectangular, will be maintained in a manner to support the nature of play for its intended use.



The athletic fields are divided into two defined groups based on their location. These two categories are referred to as Regional/Community and Neighborhood Parks with the listed locations outlined in Table 11. Athletic field maintenance standards are derived from the type of field use and frequency of reservations. Regional/Community Parks are maintained at a higher standard due to the fields being constructed to support practice and games alike, and the higher frequency of reservations. Neighborhood Parks are maintained at a moderate standard due to the fields being constructed to support practice play and a reduced frequency of reservations. As described in Table 12 and Table 13 the optimal frequency of maintenance varies based on these differing park types.

Individual teams and/or organizations (adopter) will agree to donate labor and materials to meet the requirements of the program and maintenance standards. The duration of the agreement will be for one year from date of approval by the City of Manassas designee. Adopter is given the opportunity to renew the adoption for the upcoming season by January 15 annually if all requirements of the agreement have been met and are satisfactory.

Adopters are given the opportunity to choose from two or more maintenance tasks on a first-come, first-served basis. Maintenance tasks include infield maintenance, mowing, and field inspections. Each maintenance task has a standard, optimal frequency for park type, and weekly credit hours. The tasks vary in resources, labor, and time requirements.

In exchange, adopters will be compensated with weekly credit hours based on the quantity of selected maintenance tasks as outlined in Table 12 and Table 13. The reflected compensation will appear as a discount on the total cost of the athletic field use invoice. Credit hours will be applied to the adopted field, will be non-transferrable, non-refundable (as they do not carry a monetary value for refund), and may not be carried over from year-to-year.

Adopters are given first choice on reservation of peak hours at their adopted field. All remaining time on the corresponding athletic field will remain available for permitting to the general public in accordance with the City’s scheduling guidelines. The City may issue additional permits to the adopter if the remaining time has not been permitted by another community user. The adopter will pay any

applicable fees for permits issued in excess of those granted under this agreement.

Field maintenance tasks will be recorded on the athletic field maintenance log and submitted to the City of Manassas, Parks, Culture & Recreation Division designee on June 1, August 1, October 1, and November 15 annually. The athletic field reporting form and maintenance log is located on cityofmanassas.recdesk.com.

Table 11: Park Maintenance Type & Location

Park Maintenance Type	Location
Regional/Community Parks	Byrd Park, Dean Park, Jennie Dean Elem. School, Metz Middle School, Stonewall Park
Neighborhood Parks	Oakenshaw Park, Round Elem. School, Weems Elem. School

Table 12: Maintenance Standards - Diamond Fields

Maintenance Standard: Diamond Fields	Park Type	Optimal Frequency	Weekly Credit Hours
Task 1: Infield Maintenance Dragging and leveling infield, maintenance of home plate, bases, and pitcher’s mound where appropriate.	Regional/Community	Daily	2 hours
	Neighborhood Parks	Weekly	
Task 2: Mowing & Trimming Maintain the turf in a sound manner keeping the height of grass between 2.5-4.0 inches. Remove all trash/debris from field prior to mowing. Trim along fence lines. Recommended - cutting twice per week from April - November (weather permitting).	Regional/Community	62 cuts/season	4 hours
	Neighborhood Parks	45 cuts/season	
Task 3: Inspection Inspect the athletic field grounds, infrastructure, and amenities for safety hazards. Report concerns and findings within 24 hours of completing the inspection.	Regional/Community	Weekly	1 hour
	Neighborhood Parks	Monthly	

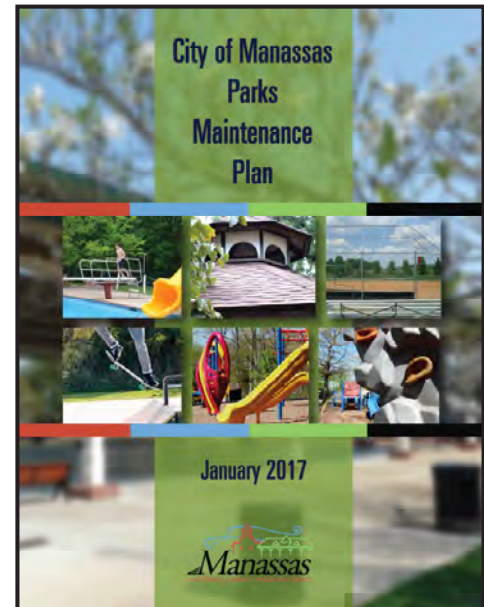
Table 13: Maintenance Standards - Rectangular Fields

Maintenance Standard: Rectangular Fields	Park Type	Optimal Frequency	Weekly Credit Hours
Task 1: Mowing & Trimming Maintain the turf in a sound manner keeping the height of grass between 3.0-5.0 inches. Remove all trash/debris from the field prior to mowing. Trim along fence lines. Recommended - cutting twice per week from April - November (weather permitting).	Regional/Community	62 cuts/season	4 hours
	Neighborhood Parks	45 cuts/season	
Task 2: Inspection Inspect the athletic field grounds, infrastructure, and amenities for safety hazards. Report concerns and findings within 24 hours of completing the inspection.	Regional/Community	Weekly	1 hour
	Neighborhood Parks	Monthly	

VII. Athletic Field Maintenance

The goal for athletic field maintenance is to provide safe, playable athletic fields suitable for public use. Parks, Culture & Recreation works collaboratively with Public Works and contractors to maintain the athletic fields in the City of Manassas. The field maintenance and upkeep is supplemented through express license agreements and volunteers. Each field is to be used for its intended use to prevent unnecessary field damage. The athletic fields are open for public use and rentals annually from March 15 to November 15. The fields remain closed during the winter season for preventative maintenance and preservation.

For a detailed description of field maintenance, check out the Park Maintenance Plan at manassasva.gov/parks.



Field User's Maintenance Responsibility

In order to provide safe and playable fields for all, each group that holds an athletic field permit is responsible for carrying out the following with each visit to the field:

- Report any maintenance issues
- Place all trash from dugouts and spectator areas in the appropriate receptacles
- Drag the skinned infields (equipment provided)
- Rake, fill, and groom the mound and home plate areas, filling any holes and low areas
- Fill or tamp loose divots in turf areas
- Place base plugs into base anchors
- Remove equipment from field after use (pitcher's mound, bases, nets, etc.)
- Secure fence gates and lights (where applicable)

General Athletic Field Maintenance

Field users can expect the following level of maintenance at all City of Manassas athletic fields.

- Refuse, recycling, and litter pick up 2-3 times a week
- Skinned infields dragged once a week
- Grass cut once a week
- Annual field prep prior to the start of the season
- Fertilizing and aerating twice a year (spring and fall)
- Weekly park inspections

General upkeep and safety improvements will occur on a regular basis throughout the year.

Improvements beyond the capacity of the annual operating budget will be submitted for consideration as a capital maintenance project.

Rest and Recovery

Athletic Fields may need to be placed in a “rest and recovery” status to maintain field quality. During this period a field will be closed to allow the turf to recover from weather damage and/or heavy use. The City will attempt to accommodate users, however, user safety and field care are priority in keeping fields in a playable condition. Field users are asked to refrain from using fields that are closed for any reason at the discretion of the City. A sign may be placed in the center of the field signifying the closure.

Inclement Weather

If unfavorable weather conditions exist, athletic fields will be closed to preserve field. A sign may be placed in the center of the field signifying the closure. Call the weather hotline at 703-257-8237 to check the status of the fields.



Field Closures

Athletic fields may be closed at any time at the discretion of the Parks, Culture & Recreation Division. The duration of a field closure will be limited where possible during the sport season. Where unsafe conditions arise fields will be closed as soon as possible to prevent injury or further damage. A sign may be placed in the center of the field signifying the closure.

Field Modifications

Athletic field modifications are prohibited unless prior written approval is given by the Parks, Culture & Recreation Division.

Field Equipment Storage

A request to store equipment and supplies at a specified athletic field may be submitted to the Parks, Culture & Recreation Division in writing for approval. Include the location, timeframe, type, and dimensions of the storage container.

Field Maintenance Contact

Parks, Culture & Recreation
9101 Prince William Street | Manassas, VA 20110
703-368-1873
pcr@manassasva.gov | www.manassasva.gov/fields

VIII. Volunteers & Sponsorships

Volunteer Opportunities

City of Manassas strives to provide safe and playable athletic fields for public use. Individuals or groups are welcome to volunteer to help with the upkeep and care. Volunteer opportunities that are available include raking, dragging the infield, weed removal, litter pick up, and inspection. Contact the Parks, Culture & Recreation Division at 703-368-1873 to sign up.



Volunteers are the core to youth sport organizations. The City recognizes their contribution and applauds them for their dedication and hard work. It takes time, patience, and creativity to coach and develop players into athletes. The effort organizations give to help the community grow are commendable and appreciated.



Sponsorships

Athletic organizations are welcome to seek sponsorship opportunities to support their team or league. Follow the guidelines for banners or signs to recognize sponsors in the parks.

Parks, Culture & Recreation Division accepts sponsors interested in supporting the athletic fields. Levels of sponsorships vary depending on the interest of the donor. Refer to Table 14 for a detailed list of sponsorship levels.

Table 14: Sponsorship Opportunity Levels

Level	Level 1 - Sports Equipment	Level 2 - Maintenance Support	Level 3 - Athletic Field Support
Donation Amount	\$0 - \$500	\$501 - \$5,000	over \$5,000
How it Helps	This level of sponsorship helps supply fundamental basics to support athletics. This could include base anchors, rakes, equipment storage boxes, etc.	This level of sponsorship supports the athletic field maintenance to include replenishing field dirt, field grooming, edging, bleachers, dugouts, etc.	This level of sponsorship supports renovating fields, repairing, or building new facility amenities (water fountains, batting cages, benches, etc.)
Sponsor Recognition	<ul style="list-style-type: none"> Name listed on the City website. Invite to the Annual Volunteer Reception. 	<ul style="list-style-type: none"> Name listed on the City website. Invite to the Annual Volunteer Reception. Banner erected on the outfield fence. 	<ul style="list-style-type: none"> Name listed on the City website. Invite to the Annual Volunteer Reception. Banner erected on the outfield fence. Sponsorship sign posted in the park.

IX. SCOPE OF AMENITIES

Banners & Signs

City of Manassas authorizes, and directs that pursuant to its authority under Section 130-126(2) of the City Code, athletic field permit holders shall be permitted to erect, or have erected, temporary signage identifying league sponsors and supporters. The signs shall be managed according to the following rules and standards:



- No sign shall promote or reference any product that is prohibited for use by or sale to minors.
- Signs shall be installed on the interior of ballfield fencing, interior to dug-outs, and buildings. Signage recognizing in-kind services or materials can be installed adjacent to the service or material.
- Terms of the sign placement shall be March 15 through November 15 annually. Signs may be erected one week prior to March 15 and must be removed no later than one week after November 15.
- Signs that are damaged, vandalized, or deemed to be in poor condition will be removed immediately by the athletic field permittee.
- No sign shall be forward facing to any public roadway or otherwise be placed in a manner that conflicts with any state or local law or ordinance.
- Signs shall be placed inside an athletic field or facility in a manner so as not to limit the visibility of the playing areas.
- The sponsorship signs are the sole responsibility of permittee and the City is not responsible for any loss or damage.

Park and Portable Restrooms

Park restrooms are open annually from April – October. Restrooms operate on door timers that unlock at predetermined times as outlined below. Portable restrooms may be approved on a case by case basis. The applicant is responsible for the delivery and pick up within the allotted timeframe on the approved application. Portable restrooms are not permitted on school property without prior approval from Manassas City Public Schools (MCPS).

Park Restroom Open Hours (April - October):

Byrd Park: 9:00 a.m. – 9:00 p.m.

Dean Park: 9:00 a.m. – 10:30 p.m.

Stonewall Park: 9:00 a.m. – 9:00 p.m.

Concessions/Snack Bar

All organizations using fields interested in hosting a snack bar must receive PCR approval and obtain any required permits. Any provider that is serving food to the public in collaboration with an athletic field permit holder shall present the City with evidence that it has obtained a permit from the Health Director of the Prince William Health District as required by City Code Section 70-34.

Food Truck Requirements

Groups interested in having a food truck at their event must adhere to the following:

- Provide the name of the food truck and a copy of the food truck(s) current valid Fire Prevention Code Permit to FireMarshal@manassasva.gov at least one week prior to the event.
- Food truck shall maintain a 10' clearance from anything combustible during the event.
- Food truck wheels shall be chocked while stationary.
- If the food truck is registered in the City of Manassas, and does not have a current permit – call 703-257-8455 to schedule the inspection.
- There is no fee for the inspection or permit.



Lights

Athletic field locations with lights will be turned off no later than 10:30 p.m. Groups utilizing the field lights are responsible for locking the light handle at the end of their field use time. Sharing the combination code to any other users that are not pre-approved for field light use is prohibited.

Portable lights will be approved on a case by case basis depending on the type of request, duration of time, and location. Portable lights are prohibited in neighborhood parks.

X. Rules & Regulations

Athletic Field Use Code of Conduct

The City of Manassas values the ability to provide athletic fields for use to the community for active recreation. An important goal of PCR is to create a positive and healthy experience during the use of the athletic fields. This is accomplished by requesting that all users treat one another with respect, positive sportsmanship, and encouragement on and off the athletic fields. Any form of obscenity towards participants, staff, spectators, coaches, and/or officials will not be tolerated.

Athletic Field Rules & Regulations

This section applies to all visitors, park users, and rentals.

1. **Allocation of Facilities:** A Facility Rental Request does not guarantee availability or assignment to a specific individual or organization. Scheduling process is designed to maximize use of available resources in a fair and equitable manner. City designee has the authority to make changes to the allocation process, season dates, sport designations, and to interpret and determine appropriate procedures from implementation of the policy. Additionally, City designee has the authority to restrict or terminate permits when violations occur that warrant termination or when it is deemed necessary in the best interest of the facility or the City. No field or facility shall be used for anything other than its intended use.
2. **Field Maintenance:** Field maintenance or modifications are prohibited without prior approval from the City. Field closings for maintenance shall be at the discretion of the Parks, Culture & Recreation Division. Fields will be marked with a “No Trespassing” sign.
3. **Gates and Locks:** If you are provided a combination to access a facility, it is your responsibility to secure the facility at the end of your rental. Sharing access codes is prohibited.
4. **Inclement Weather:** Playing or practicing on fields is prohibited during wet or inclement weather. Call the inclement weather hot line at 703-257-8237 for current information. Failure to adhere to this policy will result in a bill for damages.
5. **Insurance:** Permittees must have a general liability insurance policy and provide a certificate of insurance to the City of Manassas naming the City as an additional insured. Insurance requirements for events are:
 - a. Minimum liability limit requirements for all event organizers of \$1,000,000.
 - b. If any participant is an organization or company that has employees, they shall show evidence that they have workers’ compensation insurance with statutory limits that meet the requirements of the Virginia Workers’ Compensation Act.
 - c. Any other special insurance requirements based upon specific and/or high-risk event activities as determined by the City.

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- d. For more information, contact Risk Management at 703-257-8268.
 - e. **Tenant User Liability Insurance Program (TULIP):** TULIP, available through VRSA, is a low-cost insurance policy that protects both the “Tenant User” and the public entity. A Tenant User is any outside party using local political subdivision facilities. The policy applies to bodily injury or property damage arising out of the use of the public entity’s premises by Tenant Users. Premium costs are paid by the Tenant User and are based on: the nature of the event; the number of event days; the number of participants; the level of risk; and any special requirements. <https://www.vrsa.us/coverages/event-coverage/>
 6. **Payment:** Full payment for athletic fields are due upon approved application. Reservation requests and payments may be made at the Manassas Museum or online at cityofmanassas.recdesk.com.
 7. **Permits:** Permittee is granted an allotted time on the specified field and must exit promptly to accommodate next rental. Permits are non-transferrable. Any unused permit time must be turned back over to PCR for reallocation.
 8. **School Facilities:** The School Board or its designee may cancel or postpone any non-school activity when such is in conflict with a school event. City staff will attempt to notify the affected organization as soon as the cancellation notice is received.

General Park and Facility Rules & Regulations

This section applies to all visitors, park users, and rentals.

1. **Alcohol:** Possession or consumption of alcoholic beverages or illegal drugs is strictly prohibited in City parks and on school property.
2. **Amplified Sound:** All amplified sound is prohibited in the parks per City Ordinance. Amplified sound, at approved sites, is not permitted past 10pm per City Ordinance.
3. **Amusement Equipment:** Includes, but is not limited to, inflatables, carnival rides, zip lines, dunk tanks, etc. These are allowed for private events not open to the general public. Applicant must supply power source, operate in a safe manner, and set up per manufacturer’s recommendations. For public events, with or without entrance fee, applicant must contact Development Services at 703-257-8278 to schedule an inspection and obtain a permit.
4. **Decorations/Signs/Banners/Flags:** Decorations, including signs, flags, or banners, must be affixed in such a way that would not result in damage to the designated area. Failure to remove any and all decorations may result in additional fees for the cost of removal. Birdseed or bubbles area approved in lieu of confetti or rice. Cleanup of residue is required.
5. **Dogs:** City ordinance requires all dogs must be kept on a leash and the owner is responsible for cleaning up after them. Dogs are not permitted on athletic fields or playground equipment unless they are a registered assistance dog.
6. **Hours:** In general, all parks and historic sites are open from dawn to dusk. Athletic fields and tennis courts with lights open from dawn to 10:00 p.m.
7. **Metal Detectors:** Use of metal detectors is prohibited in all City parks and historic sites.

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8. **Open Flames/Grills:** Personal grills or open fires are not permitted by order of the Fire Marshal. City provided grills must be fully extinguished and cleaned after use prior to vacating the designated area.
 9. **Payment:** Full payment is due upon approved application. Application requests and payments may be made at the Manassas Museum or online at cityofmanassas.recdesk.com.
 10. **Restrooms/Portable Restrooms:** Park restrooms are open annually from April – October. Portable restrooms may be approved on a case by case basis. Applicant is responsible for delivery and pick up with the allotted timeframe on approved application. Portable restrooms are not permitted on School property.
 11. **Unattended Displays:** For unattended displays, please contact the Police Department’s Planning and Resource Manager at 703-257-8000.
 12. **Vehicles/Parking:** Vehicles must be parked in designated parking areas only. Vehicles are not permitted on the grass and may be towed at owner’s expense.
 13. **Weapons/Fireworks/Glass:** Fireworks, weapons and glass bottles of any type are not permitted in City parks or on school property.

Event Venue Rules & Regulations

This section applies to rentals at event venues (Annaburg, Harris Pavilion, Liberia House, and Manassas Musuem).

1. **Alcohol:** Applicants requesting to reserve an event venue may apply for an Alcohol Beverage Use Permit for their rental when the access is limited to their party only and not to underage attendees. All alcoholic beverages must remain in designated areas at all times. In addition to the Alcohol Beverage Use Permit, applicant is responsible to ensure that all VA ABC and Federal laws are followed. VA ABC law requires a banquet license. Visit VA ABC website for more information. It is recommended to allow 3-4 weeks for processing of the VA ABC banquet license. Any for-profit event serving alcohol will require a [special event permit](#).
2. **Animals/Petting Zoos:** Please contact the City of Manassas Animal Control department at 703-257-8009 for rules and regulations on animals or petting zoos.
3. **Deliveries/Rental Equipment:** Applicants are responsible for supplying tables, chairs, stages, etc. for their event. Rental companies should be contracted to deliver and pick up the equipment within the designated timeframe listed on the approved application. City of Manassas will not accept deliveries on the applicant’s behalf.
4. **Food Trucks/Catering:** Food Trucks – Please review [fire marshal requirements](#) (703-257-8455), [Va. Dept. of Health requirements](#) (703-792-7319), and [peddler’s license requirements](#) (703-257-8214). Catering – Fully licensed and insured caterers are required. If food is being served to the public, a Prince William County Health Department Permit must be supplied 30 days prior to the event.
 - a. Fire Marshal – Provide the name of the food truck and a copy of the food truck(s)

current, valid Fire Prevention Code Permit to FireMarshal@manassasva.gov at least one week prior to the event. If the food truck is registered in the City of Manassas, and does not have a current permit – call 703-257-8455 to schedule the inspection. Food trucks shall maintain a 10-foot clearance from anything combustible during the event. Food truck wheels shall be chocked while stationary.

5. **Insurance:** Permittees must have a general liability insurance policy and provide a certificate of insurance to the City of Manassas naming the City as an additional insured. Insurance requirements for events are:
 - a. Minimum liability limit requirements for all event organizers of \$1,000,000.
 - b. If alcoholic beverages are served, the event organizer shall have a minimum liability limit requirement of \$5,000,000, including Liquor Liability. Higher limits may be required after review by the City’s Risk Management Division.
 - c. If any participant is an organization or company that has employees, they shall show evidence that they have workers’ compensation insurance with statutory limits that meet the requirements of the Virginia Workers’ Compensation Act.
 - d. Any other special insurance requirements based upon specific and/or high-risk event activities as determined by the City.
 - e. For more information, contact Risk Management at 703-257-8268.
 - f. Tenant User Liability Insurance Program (TULIP): TULIP, available through VRSA, is a low-cost insurance policy that protects both the “Tenant User” and the public entity. A Tenant User is any outside party using local political subdivision facilities. The policy applies to bodily injury or property damage arising out of the use of the public entity’s premises by Tenant Users. Premium costs are paid by the Tenant User and are based on: the nature of the event; the number of event days; the number of participants; the level of risk; and any special requirements. <https://www.vrsa.us/coverages/event-coverage/>
6. **Payment:** Full payment for an event venue approved application must be received no less than 45 days prior to the requested event date. Reservation requests and payments may be made at the Manassas Museum or online at cityofmanassas.recdesk.com.
7. **Security Deposit:** Security deposit is due at the time of application and will be reimbursed upon satisfactory completion of the agreement. Any charges in excess of the deposit will be billed to the applicant. Security deposits are refunded to the individual who made the payment. If the applicant has any outstanding debts with the City of Manassas, the Treasurer’s office may deduct part or all of the security deposit first to repay those debts. Check reimbursements will take 4-6 weeks and will be sent to the payer’s address on the agreement.
8. **Security Plan:** Security is required for all events serving alcohol, and some events may require security as determined by the Police Department. Please check [special event permits](#). For more information, contact the Police Department’s Planning and Resource Manager at 703-257-8000.
9. **Setup & Cleanup:** All items must be brought in and removed by the individual/group renting the designated area during the timeframe allotted in the approved application. Failure to

adhere to this regulation may result in additional fines or fees. A diagram of your setup must be turned in 2 weeks prior to your rental. All AV requirements must be established at this point.

10. **Special Event Permits:** A special event permit (in addition to a park permit) is required for any event held on public property with over 200 in attendance that will include any for-profit activity or advertisements by a for-profit business. Additional requirements may need to be met under the application request for Special Event Permits issued by the Manassas City Police Department. For more information, contact the Police Department's Planning and Resource Manager at 703-257-8000.
11. **Stages/Temporary Structures:** Temporary structures, including stages, larger than 120 sq. ft. and/or that will hold more than 10 occupants at any one time require an inspection and building permit. Please contact Development Services at 703-257-8278 for more information
12. **Street or Sidewalk Closures/Parking Restrictions:** Requires coordination through the Manassas City Police Department, contact the Planning and Resource Manager at 703-257-8000.
13. **Tents:** Tents larger than 900 sq. ft. and/or that will hold more than 50 occupants at any time require an inspection and building permit. Please contact Development Services at 703-257-8278 for more information.
14. **Vendors:** No person or business shall sell, rent, or trade goods or services on City or School property without approval. Applicants will require appropriate permits and licenses as dictated by City Code. Umbrella Vendor License is required in order to sell merchandise on City property. Please contact the Office of the Commissioner of the Revenue at 703-257-8214 for more information.

Facility Rental Compliance

This section applies to all rentals at Parks, Culture & Recreation Facilities.

1. **Allocation of Facilities:** A Facility Rental Request does not guarantee availability or assignment to a specific individual or organization. Scheduling process is designed to maximize use of available resources in a fair and equitable manner. City designee has the authority to make changes to the allocation process, season dates, sport designations, and to interpret and determine appropriate procedures from implementation of the policy. Additionally, City designee has the authority to restrict or terminate permits when violations occur that warrant termination or when it is deemed necessary in the best interest of the facility or the City. No field or facility shall be used for anything other than its intended use.
2. **Damages:** The removal, modification, or damage of City or School property is prohibited. This includes, but is not limited to, damages to the rented facility, site amenities, grounds, and landscape. Any individual or group found guilty of damaging property will be excluded from further use of City facilities and shall be held financially responsible for the repair of such damages.
3. **Failure to Comply:** Failure to adhere to these regulations may result in additional fines, fees,

or loss of future rental privileges. Any damage found to City property due to misuse is the responsibility of the individual, group, or organization named on the approved application.

4. **Permits:** Permittee is granted an allotted time at the designated facility and must exit promptly to accommodate next rental. Permits are non-transferrable. Any unused permit time must be turned back over to PCR for reallocation.
5. **Site Inspection:** The reserved designated area is subject to inspection by City personnel to verify compliance with City ordinance, rules, and regulations.
6. **User Safety and Responsibility:** User agrees to ensure the safety of participants including termination of activity if unsafe conditions exist to include weather and health hazards. Applicants are responsible for the conduct of all persons connected with their rental. Applicant guarantees that all activities will be orderly and lawful, and not of a nature to insight disorderly conduct by spectators or participants.

Acknowledgement

Endorsed by the Park and Recreation Committee



Andrew Morris, Committee Chair

11/08/2023

Date

Approved by the City of Manassas



Matt Arcieri, Assistant City Manager

11/08/2023

Date

Contributors List:

Athletic Field Use Subcommittee

Raven Brooks
Mike Byers
Mike Colangelo
Brian Cuffee
Debbie Dietzel
Fr. Ramon Dominguez
Randy Gamble
Mario Mejia
Andrew Morris
Colby Poteat

Manassas City Council
Parks, Culture & Recreation Staff
Park & Recreation Committee

Effective as of — January 1, 2023
Amended — November 8, 2023

Appendix

I. Application

- Athletic Field Use Application
- Team Roster Summary
- Adthletic Field Application
- Athletic Field Maintenance Log

II. Fee Ordinance

- PCR Fee Schedule

III. Resources

- Athletic Field Resources

Appendix I

Athletic Field Use Application

City of Manassas
 Parks, Culture & Recreation Division
 9101 Prince William Street, Manassas, VA 20110
 703-368-1873
manassasva.gov/fields



Request for Community Use of Public Athletic Facilities

Please complete the following application and submit to the Parks, Culture & Recreation Division.
 Submitting a request does not guarantee field use rental.

Contact Information
Organization/Team Name:
Representative Name:
Address:
Phone #:
Email:

Sport, Purpose and Field Type
Sport: ___ Baseball ___ Softball ___ Soccer ___ Football ___ Lacrosse ___ Other: _____
Purpose: ___ Practice ___ Game ___ Tournament ___ Private Lessons
Field Type: ___ Diamond Field ___ Rectangular Field

Field Use Request				
Field Name:	Day(s):	Date(s):	Start & End Times:	Additional Info:
<i>Example: Byrd Park Field #1</i>	<i>Mondays</i>	<i>March 15 – Nov. 15</i>	<i>5:30 p.m. – 6:30 p.m.</i>	<i>Insert any special requests here.</i>

Remember to include the following with your submission for your application to be considered as complete.

- Roster for each team playing on City fields
- Proof of Residency (all players listed on rosters)
- Copy of Insurance

Applicant Signature
<p>As the applicant, I have read and agree to the policies and procedures outlined in the City of Manassas Athletic Field Use Community Guide. I hereby agree and understand that it is my responsibility to oversee all parties affiliated with the rental and to ensure compliance with all policies, rules, regulations, ordinances, and guidelines of the City of Manassas, Parks, Culture & Recreation Division. I understand that any violations may result in immediate cancellation of the reservation(s) and/or revocation of the current and/or future permit(s).</p>
<p>Signature of Applicant: _____ Date: _____</p>

Appendix I

Team Roster Summary

City of Manassas
 Parks, Culture & Recreation Division
 9101 Prince William Street, Manassas, VA 20110
 703-368-1873
manassasva.gov/fields
Team Roster Summary Sheet



Please complete the following team roster summary.

Contact Information
Organization/Team Name:
Representative Name:
Address:
Phone #:
Email:

Team Roster		
Player Name:	Address:	Age Group: (8U, 9U, etc.)
<i>Example: Alice Smith</i>	<i>1234 West St., Manassas, VA 20110</i>	<i>12U</i>
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Adopt-a-Field Program

User Participation Agreement:

Therefore, the parties hereto agree as follows:

This agreement, effective the date of signature, by and between the City of Manassas, Parks, Culture & Recreation Division, 9431 West Street, Manassas, VA 20110 and

_____ (Individual Team or Organization Name),
_____ (Address).

The adopter agrees that the undersigned representative is authorized to execute this agreement on behalf of their team or organization. _____ (initial)

The adopter identified above has agreed to donate labor and materials to maintain the athletic field, _____ (field name), in accordance with the requirements of the program and maintenance standards for one year.

Effective date _____ Expiration Date _____

The adopter agrees to abide by all rules and regulations established by the City of Manassas and set forth in the Athletic Field Use Community Guide while carrying out its obligations under this agreement and when its representatives are in use of the field during playing time. _____ (initial)

Any facility renovation, repair, or modification beyond the scope of the "Adopt-a-Field" agreement requires prior written approval by the City of Manassas, Parks, Culture & Recreation Division designee. _____ (initial)

No structures, temporary or permanent will be constructed on the premises without prior written approval by the City of Manassas, Parks, Culture & Recreation Division designee. _____ (initial)

The adopter assumes the responsibility of any and all damage to the athletic fields and surrounding areas that occurs while carrying out the obligations of the maintenance task and will be billed for the cost of the repair by the City of Manassas. _____ (initial)

All work performed by the adopter will be reviewed and evaluated on a regular basis by designated staff from the City of Manassas. User shall ensure reimbursement for the cost of damages occurring during use. The City reserves the right to terminate the agreement upon two weeks written notice if it is in the public's interest to terminate. If the adopter is in breach of the terms of this agreement, the City of Manassas may terminate without further notice if, after fifteen (15) days, written Notice to Remedy, the adopter fails to remedy the breach. The City of Manassas further reserves the right to terminate this agreement immediately in the event of a serious breach of maintenance causing harm or risk to public safety. The adopter will be charged current fiscal year recreation fees for field use if the agreement is terminated for noncompliance. Agreements terminated for noncompliance will be grounds for future exclusion from participation in the "Adopt-a-Field" program for one year. _____ (initial)

Individual Team and/or Organization Signature (“Adopter”):

By: _____

Date: _____

Representative Contact Information:

Name:	
Address:	
Phone:	
Email:	

City of Manassas, Parks, Culture & Recreation Division Approval

By: _____

Date: _____

Field Name: _____

Effective Date: _____

Expiration Date: _____

Appendix II

PCR Fee Schedule

ORDINANCE # O-2023-06

First Reading: November 14, 2022
 Second Reading: November 28, 2022
 Enacted: January 1, 2023
 Effective: January 1, 2023

AN UNCODIFIED ORDINANCE ESTABLISHING THE PARK, CULTURE, AND RECREATION FEE SCHEDULE FOR ALL RENTALS, PERMITS, PROGRAMS, ADMISSION, SERVICES, HISTORIC, AND CULTURAL FEES

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Manassas, Virginia, meeting in regular session this 28 day of November, 2022, that Ordinance #O-2020-20 is repealed effective January 1, 2023, and that the following fee schedule is established effective January 1, 2023.

ATHLETIC FIELDS

Fee Type	Description	Effective Jan. 1, 2023	Effective Jan. 1, 2024	Effective Jan. 1, 2025	Per
Premier Field	Natural Turf	\$50.00	\$50.00	\$50.00	hour
Premier Field	Artificial Turf	N/A	\$50.00	\$50.00	hour
Game Field	Natural Turf	\$12.00	\$16.00	\$20.00	hour
Practice Field	Natural Turf	\$8.00	\$9.00	\$10.00	hour
Open Grass Field	Natural Turf (without field goals)	\$5.00	\$5.00	\$5.00	hour
Field Lights		\$5.00	\$5.00	\$5.00	hour
Batting Cage		Free	Free	Free	hour
Track		\$5.00	\$5.00	\$5.00	hour
Tournament – Non-profit		\$100 + hourly rate	\$100 + hourly rate	\$100 + hourly rate	field/day
Tournament -For Profit		\$150 + hourly rate	\$150 + hourly rate	\$150 + hourly rate	field/day
Tournament - Deposit		50%	50%	50%	event
Athletic Field Prep	Request for lining, grooming, mowing, etc.	per contract price + admin fee	per contract price + admin fee	per contract price + admin fee	field/day

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PARKS

Fee Type	Description	Effective Jan. 1, 2023	Effective Jan. 1, 2024	Effective Jan. 1, 2025	Per
Picnic Pavilion		\$35.00	\$35.00	\$40.00	hour
Picnic Area		\$25.00	\$25.00	\$30.00	hour
Concession Stand	2-hour block	\$40.00	\$40.00	\$40.00	block

EVENT VENUES (HARRIS PAVILION, MUSEUM LAWN, SPECIAL EXHIBIT HALL, MUSEUM COURTYARD, ANNABURG WEST LAWN, ANNABURG COURTYARD, AND LIBERIA GROUNDS)

Fee Type	Description	Effective Jan. 1, 2023	Effective Jan. 1, 2024	Effective Jan. 1, 2025	Per
Weekdays	Monday - Thursday	\$100.00	\$105.00	\$110.00	hour
Weekends	Friday - Sunday	\$125.00	\$130.00	\$135.00	hour
Holiday	Federal Holidays	\$125.00	\$130.00	\$135.00	hour
Non-profit Discount		50%	50%	50%	event

SPORT COURTS (OUTDOOR)

Fee Type	Description	Effective Jan. 1, 2023	Effective Jan. 1, 2024	Effective Jan. 1, 2025	Per
Tennis Court		\$6.00	\$6.00	\$6.00	hour
Tennis Court with Pickleball Lines	Pickleball use only	\$4.50	\$4.50	\$4.50	hour
Pickleball Court		\$6.00	\$6.00	\$6.00	hour
Lights		Free	Free	Free	hour
Basketball Court	Outdoor	\$4.00	\$4.00	\$4.00	hour
Multi-Use Court		\$4.00	\$4.00	\$4.00	hour
Skate Park		\$25.00	\$25.00	\$50.00	hour
Private Lessons	Any type of sport courts	\$25 + hourly rate	\$25 + hourly rate	\$25 + hourly rate	session
Tournament	Any type of sport courts	\$25 + hourly rate	\$25 + hourly rate	\$25 + hourly rate	court/day

STONEWALL PARK POOL

Fee Type	Description	Effective Jan. 1, 2023	Effective Jan. 1, 2024	Effective Jan. 1, 2025	Per
Pool Facility Rental		\$40.00	\$45.00	\$50.00	hour
Swim Lane Rental		\$5.00	\$6.00	\$7.00	swim lane/hour
Pool Picnic Pavilion	4-hour block	\$40 + admission fees	\$45 + admission fees	\$50 + admission fees	block
Pool Admission -Infant	Age 3 & under	Free	Free	Free	person
General Pool Admission	Ages 4-59	\$6.50	\$6.75	\$7.00	person
Senior/Military Discount	Age 60+/military	50%	50%	50%	purchase
General Pool Admission – After 4pm	After 4pm to closing	\$3.25	\$3.50	\$3.75	purchase
Pool Admission -Group Day Pass	Max 4 people	\$24.00	\$24.50	\$25.00	pass
Pool Pass – 25 visits		\$75.00	\$100.00	\$125.00	pass
Pool Admission - Group Rate Discount	10-20 people	10%	10%	10%	purchase
Pool Admission – Large Group Rate Discount	20+ people	20%	20%	20%	purchase

PARKS, CULTURE & RECREATION PROGRAMS

Fee Type	Description	Effective Jan. 1, 2023	Effective Jan. 1, 2024	Effective Jan. 1, 2025	Per
Programs and Workshops		\$5.00 - \$100.00	\$5.00 - \$100.00	\$5.00 - \$100.00	person
Lectures (local)	≤ 20 miles of Museum, 2-hour max	\$40.00	\$50.00	\$60.00	lecture
Lectures (non-local)	> 20 miles of Museum, 2-hour max	\$50.00	\$60.00	\$70.00	lecture
Special Request Tour (Non-PK12)	Manassas Museum or Historic Site	\$40.00	\$50.00	\$60.00	tour

PARKS, CULTURE & RECREATION PROGRAMS (continued)

Bus Tour		Priced upon request	Priced upon request	Priced upon request	tour
Education Trunk – City Schools	City of Manassas Schools (Public, Private, or Homeschool)	Free	Free	Free	rental
Education Trunk - 1-Week Rental	Schools - all other jurisdictions (Public, Private, or Homeschool)	\$35.00	\$40.00	\$45.00	week
Education Trunk - 2-Week Rental	Schools – all other jurisdictions (Public, Private, or Homeschool)	\$60.00	\$65.00	\$70.00	2 weeks
Classroom Program	City of Manassas Schools (Public, Private, or Homeschool)	Free	Free	Free	classroom, 35 students max
Classroom Program	Schools - all other jurisdictions (Public, Private, or Homeschool)	\$85.00	\$85.00	\$85.00	classroom, 35 students max
PK-12 Guided Tour	City of Manassas Schools (Public, Private, or Homeschool)	Free	Free	Free	classroom, 35 students max
PK-12 Guided Tour	Schools - all other jurisdictions (Public, Private, or Homeschool)	\$40.00	\$45.00	\$50.00	classroom, 35 students max
PK-12 Hands-on Activity or Craft	Available as add-on to any Tour, Classroom Program, or Trunk rental only.	\$10.00	\$15.00	\$20.00	activity, 35 students max

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Half Day Camp	M-F, 4-hour max	\$150.00	\$175.00	\$200.00	week/ person
Full Day Camp	M-F, 8-hour max	\$300.00	\$350.00	\$400.00	week/ person

PARKS, CULTURE & RECREATION PROGRAMS (continued)

Camp Extended Care	\$30 am or pm \$60 am and pm	\$35 am or pm \$65 am and pm	\$40 am or pm \$70 am and pm		week/ person
Ticket Discount	Manassas Museum Associates, PCR Volunteers, Military, Senior (60+)	10%	10%	10%	ticket

MANASSAS MUSEUM

Fee Type	Description	Effective Jan. 1, 2023	Effective Jan. 1, 2024	Effective Jan. 1, 2025	Per
Admission	All visitors	Free	Free	Free	
Community Room		\$50.00	\$50.00	\$60.00	hour
Digital Image	600 dpi copied to USB drive	\$25.00	\$30.00	\$35.00	image
Digital Image	600 dpi sent via email - first image no charge	\$10.00	\$10.00	\$10.00	image
Permission to Publish - Scholar	One-time scholarly use	\$50.00	\$50.00	\$50.00	image
Permission to Publish - Commercial	One-time commercial use	\$100.00	\$100.00	\$100.00	image
Permission to Publish - Scholar Cover	One-time scholarly use on cover	\$100.00	\$100.00	\$100.00	image
Permission to Publish - Commercial Cover	One-time commercial use on cover	\$200.00	\$200.00	\$200.00	image

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Research Fee - 30 Minutes	Free	Free	Free	1/2 hour
Research Fee - Additional 30 Minutes	\$25.00	\$25.00	\$25.00	1/2 hour

ECHOES GIFT SHOP

Fee Type	Description	Effective Jan. 1, 2023	Effective Jan. 1, 2024	Effective Jan. 1, 2025	Per
Manassas Museum Associate/PCR Volunteer Discount		10%	10%	10%	purchase
Senior/Military Discount		15%	15%	15%	purchase
City of Manassas Government & Schools Discount		20%	20%	20%	purchase
Prince William County & City of Manassas Park Government & Schools Discount		10%	10%	10%	purchase

BUSINESS SERVICES

Fee Type	Description	Effective Jan. 1, 2023	Effective Jan. 1, 2024	Effective Jan. 1, 2025	Per
Equipment Rentals	Event equipment (tables, chairs, stage, etc.)	\$1.00 - \$100.00	\$1.00 - \$100.00	\$1.00 - \$100.00	each
Security Deposit		\$250.00	\$250.00	\$250.00	event
Trash Fee		per contract price + admin fee	per contract price + admin fee	per contract price + admin fee	service
Shipping & Handling	UPS Delivery	\$6-15.00	\$6-15.00	\$6-15.00	package
Staff Attendant - After Hours	Weekdays after 5pm; weekends/holidays	\$25.00	\$27.00	\$30.00	hour/staff

Additional Restroom Cleaning	per contract price + admin fee	per contract price + admin fee	per contract price + admin fee	service
Late Payment/ Cancellation Fee	25%	25%	25%	invoice
Administrative Processing Fee	\$50.00	\$50.00	\$50.00	application

BUSINESS SERVICES (continued)

1. For City of Manassas sponsored events or programs hosted on City property, all rental fees will be waived.
2. Field type designations are determined per the City of Manassas Athletic Field Community Guide.

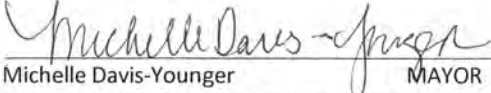
REFUND POLICY

Designated Area	No Refund	Full Refund
Park & Athletic Field Facilities	Requests received less than 7 days prior to the event.	Requests received at least 7 days prior to the event.
Event Venue & Tournaments	Requests received less than 45 days prior to the event.	Requests received at least 45 days prior to the event.
Inclement Weather	Requests received more than 48 hours after the event.	Requests received less than 48 hours after the event.
Late Payment/ Cancellation Fee	Non-refundable	N/A
Administrative Processing Fee	Non-Refundable	N/A

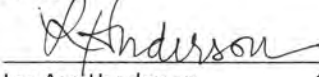
3. Adopt-a-Field Program: Any credit hours earned during the season may not be carried over to the following year.
4. Household Credit: Household credit must be used during the fiscal year (July 1-June 30) and will expire on June 30 annually.
5. Refund requests must be submitted in writing. Any refunds will be issued to the individual who made the payment. If the applicant has any outstanding debts with the City of Manassas, the Treasurer's office may deduct part or all of the refund first to repay those debts. Check reimbursements will take 4-6 weeks and will be sent to the payer's address on the agreement.

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This ordinance shall take effect on January 1, 2023.


Michelle Davis-Younger MAYOR
On Behalf of the City Council
of Manassas, Virginia

ATTEST:


Lee Ann Henderson City Clerk

MOTION: ELLIS
SECOND: OSINA
RE: ORDINANCE #O-2023-06
ACTION: APPROVED

Votes:

Ayes: Ellis, Forkell Green, Osina, Sebesky, Smith, Wolfe

Nays: None

Absent from Vote: None

Absent from Meeting: None

Appendix III

Athletic Field Resources

Athletic Field Use Community Resources:

Resource	Web link
City of Manassas Government	https://www.manassasva.gov/
City of Manassas, Parks, Culture & Recreation	https://www.manassasva.gov/parks_culture_and_recreation
City of Manassas, Athletic Fields	http://manassasva.gov/fields
RecDesk (online reservations)	https://cityofmanassas.recdesk.com
Adopt-a-Park Program	https://www.manassasva.gov/public_works/trash_recycling/keep_manassas_beautiful
Apply for Special Event Permit	https://www.manassasva.gov/how_do_i_apply_for/permits

Parks, Culture & Recreation

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pcr@manassasva.gov

