

Note: Permittees must follow all CDC and Virginia guidelines related to COVID-19.

PARK RENTAL GUIDELINES

- Park Pavilion and Picnic rentals begin January 1st each year.
- Park rentals are permitted from March 15 through November 15th.
- Parks are closed to rentals during the winter season.
- Park Restrooms at Byrd Park, Dean Park and Stonewall Park open at 9am from April through October.
- *Due to the COVID-19 Pandemic, Restrooms will be closed until further notice. *
- Rental hours are from Dawn to Dusk, never to exceed 8am-7pm.



EVENT VENUES RENTAL GUIDELINES

- Event venue availability is contingent upon scheduled City events.
- Event Venues and their available hours and amenities:
 - Harris Pavilion: 7am-10pm
 - Maximum Capacity: 500 Standing, 250 Seated, 100 Seated at Tables
 - Restrooms available upon request for scheduled events
 - Manassas Museum Lawn: 7am-10pm
 - Maximum Capacity: At City of Manassas representative discretion
 - Public Restrooms are located nearby at the Manassas Museum during open hours
 - Liberia House Grounds: 9am-8pm
 - Maximum Capacity: 200 people
 - Restrooms available upon request for scheduled events
 - Liberia House is only available for tours with approval and for additional charge
 - Annaburg Manor Grounds- Currently unavailable, future site only.
- All Reservation Requests are accepted on a first-come, first-served basis, no more than 1 year in advance of the requested date.

PAYMENT & PAPERWORK GUIDELINES

- Fully complete your application for approval by designated Parks, Culture & Recreation staff.
- Applications may be submitted online at ManassasCity.org or in person at the Manassas Museum.
- Dates will not be held without approval from designated Parks, Culture & Recreation staff.
- Once your event date is held, you are responsible for acquiring all documents, permits, etc. required for your event. All documentation must be received 30 days prior to your event date.
- Full payment for your event is required 30 days prior to your event date.
- Failure to complete documentation or payment will result in forfeiture of your Security Deposit and reserved event date.
- A security deposit is due at time of application. Without submitting a security deposit, your application will not be reviewed.
- Your security deposit is subject to being held if an applicant fails to adhere to the rules and regulations of the rental.

RENTAL PERMIT INFORMATION

- All finalized rentals will receive a Facility Rental Permit issued within 30 days of their event date.
- Designated organizer must keep this permit with them during their event, should proof be required.
- If someone is occupying your designated rental area, ask them to vacate. If you require further assistance, contact the non-emergency police department at 703-257-8000.

HOW DO I CANCEL OR CHANGE MY EVENT?

- All requests for refunds, cancelations, and modifications require a completed Facility Rental Modification Request Form, to be submitted to designated Parks, Culture & Recreation staff.
- The general refund policy is as follows:

Designated Area	No Refund	Full Refund
Park Facilities	Requests received less than 7 days prior to the event.	Requests received at least 7 days prior to the event.
Event Venue	Requests received less than 15 days prior to the event.	Requests received at least 30 days prior to the event.
Inclement Weather (parks & event venues only)	Requests received more than 48 hours after the event.	Requests received less than 48 hours after the event.

WHAT ARE THE RENTAL FEES?

	Non-Profit Event	For-Profit Event	Private Event
Event Venue (Weekday):	\$50/hour	\$75/hour	\$150/hour
Event Venue (Weekend):	\$50/hour	\$100/hour	\$200/hour
Park Pavilions	\$30/hour	\$30/hour	\$30/hour
Picnic Areas	\$20/hour	\$20/hour	\$20/hour

QUESTIONS?

Please contact the Parks, Culture & Recreation division staff at:

City of Manassas

Parks, Culture & Recreation

9101 Prince William Street

Manassas, VA 20110

Phone: 703-368-1873

Website: www.manassascity.org/leisure

ATHLETIC FIELDS & SPORT COURTS

General Information & Frequently Asked Questions

THINGS TO REMEMBER

- Permits are required for any group of 10 or more to use a City or School athletic field or sport court.
- Visit the Parks, Culture & Recreation division located at the Manassas Museum to obtain an application for a permit.
- Leasing City-owned fields to another party is not permitted.
- Athletic fields and sport courts are available for rental March 15 – November 15 annually on first-come, first-serve basis.
- Applications may be submitted on Feb. 15 annually for the upcoming sport season. Any applications received prior to this date will not be processed.
- Permits are available for one-time use or reoccurring rentals depending on the need of the athletic group.
- Incomplete applications will not be processed and will be returned to the applicant.
- Applications must be received within 7 days prior to the requested start date.
- All fees must be paid in full to confirm reservation.
- All finalized rentals will receive a Facility Rental Permit which must be kept with the representative during the rental period, should proof be required.
- If someone is occupying your rental space, ask them to vacate. If you require further assistance, contact Manassas City Police Department at 703-257-8000.
- All sales are final and no refunds will be issued for inclement weather.

ATHLETIC FIELDS & SPORT COURT LOCATIONS

Rental Locations

	Basketball Court	Diamond Field	Open Field	Pickleball Court	Rectangle Field	Tennis Court	Roller Hockey Court	Skate Park
Byrd Park	◆	◆					◆	
Cavalry Run Park	◆			◆		◆		
Dean Park		◆		◆		◆		◆
Haydon Elem. School			◆					
Jennie Dean Elem. School		◆			◆			
Kinsley Mill Park	◆		◆				◆	
Lee Manor Park						◆		
Mayfield Intermediate School			◆					
Oakenshaw Park	◆	◆						
Round Elem. School		◆						
Stonewall Park	◆			◆	◆	◆		
Weems Elem. School		◆						
Winterset Park	◆							

- Athletic fields and sport courts are available from dawn to dusk. Locations with lights extend until 10:00 p.m.
- School athletic fields are available after school hours and activities. School board or designee may cancel or postpone any non-school activity.

ATHLETIC FIELDS & SPORT COURT RENTAL FEES

Diamond & Rectangle Fields	Rental Fees
Field without lights	\$4.75/hour
Lighted Field	\$6.50/hour
Practice Open Field Space	\$4.00/hour
Tournaments:	Non-profits \$100.00/field plus hourly field rate
	For-profits \$125.00/field plus hourly field rate

Hard Surface Courts	Rental Fees
Lighted Tennis Courts	\$6.00/hour
Tennis Courts without lights	\$4.50/hour
Tennis Courts (tournaments/lessons)	\$20.00/hour
Basketball Courts (outdoor)	\$4.00/hour
Basketball Courts (tournaments/lessons)	\$20.00/hour
Roller Hockey Courts	\$4.00/hour
Roller Hockey Courts (tournaments/lessons)	\$20.00/hour
Skate Park	\$25.00/hour
Skate Park (tournaments/lessons)	\$50.00/hour

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