

Facility Policies, Rules & Regulations		
Initials	Policy, Rule or Regulation	Staff Use Only
	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.	
	Alcohol: Possession or consumption of alcoholic beverages or illegal drugs is strictly prohibited in City parks and on school property. 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 .	
	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.	
	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.	
	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.	
	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.	
	Decorations: Decorations 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 fines or fees. Birdseed or bubbles area approved in lieu of confetti or rice. Cleanup of residue is required.	
	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.	
	Designated Rental Area: The approved application only reserves the exclusive rights to the designated area. This does not include exclusive use of the surrounding park areas or amenities. Designated area must be vacated by the specified time in the approved application. Permits are non-transferrable; all users will not allow unauthorized second party to use the designated area without approval. Lending or leasing City designated areas is not permitted. If someone is occupying your designated rental area, ask them to vacate. If you require further assistance, call the police department non-emergency number at 703-257-8000.	
	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.	

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	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.	
	Field Maintenance: Field maintenance or modifications is 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.	
	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. 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.	
	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.	
	Hours: In general, all parks and historic sites are open from dawn to dusk. Ballfields and tennis courts with lights open from dawn to 10:00 p.m.	
	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.	
	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: Minimum liability limit requirements for all event organizers of \$1,000,000. 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. 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. Any other special insurance requirements based upon specific and/or high risk event activities as determined by the City. For more information, contact Risk Management at 703-257-8268.	
	Metal Detectors: Use of metal detectors is prohibited in all City parks and historic sites.	
	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.	
	Payment: Full payment for the park and event venue approved application must be received no less than 45 days prior to the requested event date. Full payment for athletic field and sport court is due upon approved application. Application requests and payments may be made at the Manassas Museum or online at cityofmanassas.recdesk.com .	

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	<p>Refunds: 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 the table below:</p> <table border="1"> <thead> <tr> <th>Designated Area</th> <th>No Refund</th> <th>Full Refund</th> </tr> </thead> <tbody> <tr> <td>Park Facilities</td> <td>Requests received less than 7 days prior to the event.</td> <td>Requests received at least 7 days prior to the event.</td> </tr> <tr> <td>Event Venue</td> <td>Requests received less than 45 days prior to the event.</td> <td>Requests received at least 45 days prior to the event.</td> </tr> <tr> <td>Inclement Weather</td> <td>Requests received more than 48 hours after the event.</td> <td>Requests received less than 48 hours after the event.</td> </tr> <tr> <td>Late Payment/Cancellation Fee</td> <td>Non-refundable</td> <td>N/A</td> </tr> <tr> <td>Administrative Processing Fee</td> <td>Non-refundable</td> <td>N/A</td> </tr> </tbody> </table> <p>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.</p>	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 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	
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	<p>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.</p>																			
	<p>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.</p>																			
	<p>Security Deposit: Security deposits may be required based on the type of event. 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.</p>																			
	<p>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.</p>																			
	<p>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.</p>																			
	<p>Signs/Banners/Unattended Displays: Placement of signs and banners shall be in accordance with the requirements for Decorations listed above. For requirements to place event signs and banners at any time besides the event please contact Development Services at 703-257-8278 for more information. For unattended displays, please contact the Police Department’s Planning and Resource Manager at 703-257-8000.</p>																			



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	Site Inspection: The reserved designated area is subject to inspection by City personnel to verify compliance with City ordinance, rules, and regulations.	
	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.	
	Street or Sidewalk Closures/Parking Restrictions: Requires coordination through the Manassas City Police Department, contact the Planning and Resource Manager at 703-257-8000.	
	Tents/Stages/Temporary Structures: Some temporary structures such as stages and tents larger than 100 sq. ft. require an inspection or permit. Please contact Development Services at 703-257-8278 for more information.	
	Trash/Litter: Trash and litter must be removed from the designated area. The representative listed on the approved application is responsible for cleanup. Additional fines or fees will be assessed if the designated area is not left in “as found” condition. Dumpsters on site are not for use for trash disposal. It is the responsibility of the applicant to remove trash from site. Please contact Refuse and Recycling at 703-257-8256 for approval of your trash cleanup plan.	
	User Safety and Responsibility: User agrees to ensure the safety of participants including termination of activity if unsafe conditions exist. 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 incite disorderly conduct by spectators or participants.	
	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.	
	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.	
	Weapons/Fireworks/Glass: Fireworks, weapons and glass bottles of any type are not permitted in City parks or on school property.	

Signature Confirmation
<p>On behalf of the designated user, the undersigned 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 of 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.</p> <p>_____ (initials) I, _____, am agreeing to the above changes, accompanied fee, and responsible for adhering to, enforcing, all City of Manassas, Parks, Culture & Recreation policies, rules and regulations.</p>

Parks, Culture & Recreation
9431 West Street, Manassas, VA 20110
Phone #: 703-368-1873
Website: manassasva.gov/parks



Staff Use Only:

Staff Signatures:

Acknowledgement Received by: _____ Date: _____

Reservation Confirmation #: _____