

## ORDINANCE # O-2025-856

First Reading:	<u>June 2, 2025</u>
Second Reading	<u>June 9, 2025</u>
Enacted	<u>June 9, 2025</u>
Effective	<u>July 1, 2025</u>

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

**BE IT ORDAINED** that by City Council of the City of Manassas, Virginia, meeting in regular session this 2<sup>nd</sup> day of June, 2025, that Ordinance # O-2023-06 is repealed effective July 1, 2025 and that the following fee schedule is established effective July 1, 2025.

#### ATHLETIC FIELDS

Fee Type	Description	Effective July 1, 2025	Per
Premier Field	Natural Turf	\$50.00	hour
Premier Field	Artificial Turf	\$50.00	hour
Game Field	Natural Turf	\$20.00	hour
Practice Field	Natural Turf	\$10.00	hour
Open Grass Field	Natural Turf (without field goals)	\$5.00	hour
Field Lights		\$5.00	hour
Batting Cage		Free	hour
Track		\$5.00	hour
Track and Field Facilities	Long jump and shot put	\$7.00	hour
Tournament – Non-profit		\$100 + hourly rate	field/day
Tournament -For Profit		\$150 + hourly rate	field/day
Tournament - Deposit		50%	event
Athletic Field Prep	Request for lining, grooming, mowing, etc.	per contract price + admin fee	field/day

## **PARKS**

<b>Fee Type</b>	<b>Description</b>	<b>Effective July 1, 2025</b>	<b>Per</b>
Picnic Pavilion		\$40.00	hour
Picnic Area		\$30.00	hour
Concession Stand	2-hour block	\$40.00	block

## **EVENT VENUES (HARRIS PAVILION, MUSEUM LAWN, MAE MERCHANT EXHIBIT HALL, ANNABURG LAWN AND COURTYARD, AND LIBERIA GROUNDS)**

<b>Fee Type</b>	<b>Description</b>	<b>Effective July 1, 2025</b>	<b>Per</b>
Weekdays	Monday -Thursday	\$115.00	hour
Weekends/Holidays	Friday - Sunday/Holidays	\$125.00	hour
Weekends/Holidays (Large Events)	Friday – Sunday/Holidays (Attendance over 200 and/or requiring a Special Event Permit)	\$175.00	hour
Non-profit Discount		50%	event

## **COMMUNITY CENTER**

<b>Fee Type</b>	<b>Description</b>	<b>Effective July 1, 2025</b>	<b>Per</b>
Classroom		\$30.00	hour
Multipurpose Room/Gym Weekdays	Monday - Thursday	\$115.00	hour
Multipurpose Room/Gym Weekends/Holidays	Friday – Sunday/ Holidays	\$125.00	hour
Non-profit Discount		50%	rental

## **SPORT COURTS (OUTDOOR)**

<b>Fee Type</b>	<b>Description</b>	<b>Effective July 1, 2025</b>	<b>Per</b>
Tennis Court		\$6.00	hour
Tennis Court with Pickleball Lines	Pickleball use only	\$4.50	hour

Fee Type	Description	Effective July 1, 2025	Per
Pickleball Court		\$6.00	hour
Lights		Free	hour
Basketball Court	Outdoor	\$4.00	hour
Futsal Court		\$10.00	hour
Multi-Use Court		\$4.00	hour
Skate Park		\$50.00	hour
Private Lessons	Any type of sport courts	\$25 + hourly rate	session
Tournament	Any type of sport courts	\$25 + hourly rate	court/day

### STONEWALL PARK POOL

Fee Type	Description	Effective July 1, 2025	Per
Pool Facility Rental		\$50.00	hour
Swim Lane Rental		\$7.00	swim lane/hour
Pool Picnic Pavilion	4-hour block	\$50 + admission fees	block
Pool Admission -Infant	Age 3 & under	Free	person
General Pool Admission	Ages 4-59	\$7.00	person
Senior/Military Discount	Age 60+/military	50%	purchase
General Pool Admission – After 4pm	After 4pm to closing	\$3.75	purchase
Pool Admission -Group Day Pass	Max 4 people	\$25.00	pass
Pool Pass – 25 visits		\$125.00	pass
Pool Admission - Group Rate Discount	10-20 people	10%	purchase
Pool Admission – Large Group Rate Discount	20+ people	20%	purchase

### PARKS, CULTURE & RECREATION PROGRAMS

Fee Type	Description	Effective July 1, 2025	Per
Programs and Workshops		\$5.00 -\$100.00	person
Lectures (local)	≤ 20 miles of Museum, 2-hour max	\$60.00	lecture

<b>Fee Type</b>	<b>Description</b>	<b>Effective July 1, 2025</b>	<b>Per</b>
Lectures (non-local)	> 20 miles of Museum, 2-hour max	\$70.00	lecture
Special Request Tour (Non-PK12)	Manassas Museum or Historic Site	\$60.00	tour
Bus Tour		Priced upon request	tour
Education Trunk – City Schools	City of Manassas Schools (Public, Private, or Homeschool)	Free	rental
Education Trunk - 1-Week Rental	Schools - all other jurisdictions (Public, Private, or Homeschool)	\$45.00	week
Education Trunk - 2-Week Rental	Schools – all other jurisdictions (Public, Private, or Homeschool)	\$70.00	2 weeks
Classroom Program	City of Manassas Schools (Public, Private, or Homeschool)	Free	classroom, 35 students max
Classroom Program	Schools - all other jurisdictions (Public, Private, or Homeschool)	\$85.00	classroom, 35 students max
PK-12 Guided Tour	City of Manassas Schools (Public, Private, or Homeschool)	Free	classroom, 35 students max
PK-12 Guided Tour	Schools - all other jurisdictions (Public, Private, or Homeschool)	\$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.	\$20.00	activity, 35 students max
Half Day Camp	M-F, 4-hour max	\$200.00	week/ person
Full Day Camp	M-F, 8-hour max	\$400.00	week/ person
Camp Extended Care	\$30 am or pm \$60 am and pm		week/ person
Ticket Discount	Manassas Museum Associates, PCR Volunteers, Military, Senior (60+)	10%	ticket

### MANASSAS MUSEUM

Fee Type	Description	Effective July 1, 2025	Per
Admission	All visitors	Free	
Community Room		\$60.00	hour
Digital Image	600 dpi copied to USB drive	\$35.00	image
Digital Image	600 dpi sent via email - first image no charge	\$10.00	image
Permission to Publish -Scholar	One-time scholarly use	\$50.00	image
Permission to Publish - Commercial	One-time commercial use	\$100.00	image
Permission to Publish - Scholar Cover	One-time scholarly use on cover	\$100.00	image
Permission to Publish - Commercial Cover	One-time commercial use on cover	\$200.00	image
Research Fee - 30 Minutes		Free	1/2 hour
Research Fee - Additional 30 Minutes		\$25.00	1/2 hour

### ECHOES GIFT SHOP

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

## BUSINESS SERVICES


Fee Type	Description	Effective July 1, 2025	Per
Equipment Rentals	Event equipment (tables, chairs, stage, etc.)	\$1.00 -\$100.00	each
Security Deposit	Event venues and Community Center multipurpose room/ gym	\$250.00	event
Trash Fee		per contract price + admin fee	service
Shipping & Handling	UPS Delivery	\$6-15.00	package
Staff Attendant - After Hours	Weekdays after 5pm; weekends/ holidays	\$30.00	hour/staff
Additional Restroom Cleaning		per contract price + admin fee	service
Late Payment/ Cancellation Fee		25%	invoice
Administrative Processing Fee		\$50.00	application

## 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.
Community Center and Community Room	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

1. Holidays are designated by the City Council's adopted calendar.
2. For City of Manassas sponsored events or programs hosted on City property, all rental fees will be waived.
3. Field type designations are determined per the City of Manassas Athletic Field Community Guide.
4. Adopt-a-Field Program: Any credit hours earned during the season may not be carried over to the following year.
5. Household Credit: Household credit must be used during the fiscal year (July 1-June 30) and will expire on June 30 annually.
6. 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.

This ordinance shall take effect on July 1, 2025.

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

ATTEST:



Eric W. Smith, II

City Clerk

**MOTION:** Wolfe  
**SECOND:** Vasquez Luna  
**ACTION:** Approve

**Votes**

**Ayes:** Wolfe, Osina, Vasquez Luna, Hutson

**Nays:** NA

**Absent from Vote:** NA

**Absent from Meeting:** Smith, Ellis