

Parks, Culture & Recreation

Facility Rules & Regulations

Last Updated: January 1, 2025



Section 1: General Park Rules

This section applies to all visitors, park users, and rentals unless otherwise permitted in Sections 2, 3 or 4.

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 including, but not limited to, using an amplifier, speakers, or sound system, is prohibited in the parks. Amplified sound, at approved event venues, is not permitted past 10pm per City Ordinance. No power is available at park pavilions or picnic areas.
3. **Amusement Equipment:** For outdoor use only. 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 to complete a [Temporary Structure Application](#).
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. The use of confetti or rice is not allowed. 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 playgrounds unless they are a registered assistance dog.
6. **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).
 - 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.
7. **Hours:** In general, all parks and historic sites are open from dawn to dusk. Park visitors shall observe special posted hours at parks designated to open and close at specific times. Athletic fields and tennis courts with lights are open from dawn to 10:00 p.m.
8. **Metal Detectors:** Use of metal detectors is prohibited in all City parks and historic sites.
9. **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.
10. **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.
11. **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 within the allotted timeframe on approved application. Portable restrooms are not permitted on School property. For events with over 200 in attendance on the Manassas Museum Lawn, an additional restroom cleaning fee will apply.
12. **Trash:** Users are responsible for clearing area of all trash and disposing of it in designated receptacles or approved dumpsters. Any trash in excess of receptacle capacity must be packed out and taken with the user to avoid additional fees. Event rentals must follow approved trash plan.
13. **Unattended Displays:** For unattended displays, please contact the Police Department's Planning and Resource Manager at 703-257-8011.
14. **Vehicles/Parking:** Vehicles must be parked in designated parking areas only. Vehicles are not permitted on the grass to park, unload, or load and may be towed at owner's expense.

15. **Weapons/Fireworks/Glass:** Fireworks, weapons and glass bottles of any type are not permitted in City parks or on school property.

Section 2: Outdoor Event Venues

This section applies to outdoor rentals at event venues (Annaburg West Lawn, Annaburg Courtyard, Harris Pavilion, Liberia House Lawn, and Manassas Museum Lawn).

1. **Alcohol:** Applicants requesting to reserve an event venue may apply for a VA ABC banquet license 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 banquet license, applicant is responsible to ensure that all VA ABC and Federal laws are followed. Visit the [VA ABC website](#) for more information. It is recommended to allow 3-4 weeks for processing of the VA ABC banquet license. Any outdoor event serving alcohol will require a [special event permit](#) and may require security as determined by the Police Department and provided at the applicant's expense.
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/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. Any cooking or heating elements used on the grass must be placed on protective turf tiles to avoid grass damage. These tiles are provided by Parks, Culture & Recreation and will be supplied upon request.
5. **Insurance:** Permittees must have a general liability insurance policy and provide a certificate of insurance naming the "City of Manassas" as a certificate holder as well as an additional insured and the endorsement provided. 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 \$2,000,000, including Liquor Liability, for private events or \$5,000,000, including Liquor Liability, for events open to the public.
 - 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 703-257-8236.
 - f. The City offers an event insurance policy through the Intact Insurance [GatherGuard](#) program or contact a local insurance agent.
6. **Payment:** Full payment for an event venue approved application must be received no less than 45 days prior to the requested event date. Failure to do so may result in event cancellation. Reservation requests and payments may be made at the Manassas Museum or online at cityofmanassas.recdesk.com.
7. **Rental Requests:** For events requiring a special event permit, rental requests for the peak season (May-September) of that calendar year must be submitted no later than April 1. No individual or organization may request more than one rental per month per facility.
8. **Security Deposit:** Security deposit is due at the time of application and will be reimbursed upon satisfactory completion of the agreement. Security deposit will be forfeited for exceeding total rental time by more than 59 minutes, for not cleaning up and disposing of all trash, or for any damages. 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.

9. **Security Plan:** Security is required for all events serving alcohol, and some events may require security as determined by the Police Department and provided at the applicant's expense. Please check [special event permits](#). For more information, contact the Police Department's Planning and Resource Manager at 703-257-8011.
10. **Setup & Cleanup:** Requested reservation times must include any time needed to setup and 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. Any event with over 200 in attendance must request a minimum of 2 hours both for setup and teardown. A diagram of your setup, including all audio-visual requirements, must be turned in 2 weeks prior to your rental.
11. **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, if alcohol is being offered for consumption or sale, if street or sidewalk closures/parking restrictions are necessary, or if traffic control is required. Permit application must be submitted no later than 45 days prior to the event. Failure to do so may result in event cancellation. Additional requirements and fees 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 703-257-8011.
12. **Tents/Stages:** Tents larger than 900 sq. ft. and/or that will hold more than 50 occupants at any time and 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.
13. **Vehicle Access & Ground Use:** Prior coordination is required before bringing any vehicles onto the grass or driving any stakes or similar items into the ground to avoid damage to the irrigation system. The applicant will be held responsible for any damages resulting from failure to coordinate in advance.
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.

Section 3: Indoor Event Venues

This section applies to indoor rentals at event venues (Manassas Museum Mae Merchant Exhibit Hall and Family History & Education Center).

1. **Alcohol:** Applicants requesting to reserve a space inside the Manassas Museum may apply for a VA ABC Banquet License 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 banquet license, applicant is responsible to ensure that all VA ABC and Federal laws are followed. Visit VA ABC website for more information. It is recommended to allow 3-4 weeks for processing of the VA ABC banquet license.
2. **Animals:** Only service animals are permitted inside the Manassas Museum.
3. **Deliveries/Rental Equipment:** Applicants are responsible for coordinating deliveries of equipment, supplies, flowers, etc. Rental companies should be contracted to deliver and pick up within the designated timeframe listed on the approved application. City of Manassas will not accept deliveries on the applicant's behalf.
4. **Food/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. Food and/or drinks are not permitted in the galleries.

5. **Insurance:** Required for Mae Merchant Exhibit Hall only. Permittees must have a general liability insurance policy and provide a certificate of insurance naming the “City of Manassas” as a certificate holder as well as an additional insured and the endorsement provided. 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 \$2,000,000, including Liquor Liability.
 - 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 703-257-8236.
 - f. The City offers an event insurance policy through the Intact Insurance [GatherGuard](#) program or contact a local insurance agent.
6. **Payment:** Full payment for an event venue approved application must be received no less than 45 days prior to the requested event date. Failure to do so may result in event cancellation. 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. Security deposit will be forfeited for exceeding total rental time by more than 59 minutes, for not cleaning up and disposing of all trash, or for any damages. 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. **Setup & Cleanup:** Requested reservation times must include any time needed to setup and 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. Room must be left in the condition it was found to include stacking of chairs, tables, floor swept, trash removed and disposed of in the provided dumpster. A diagram of your setup, including all audio-visual requirements, must be turned in 14 days prior to your rental.
9. **Street or Sidewalk Closures/Parking Restrictions:** A special event permit (in addition to room rental application) is only required for indoor-only events if there is a need for parking lot/street/sidewalk closures. If closures are required, the applicant is responsible for completing 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 703-257-8011.
10. **Tents/Stages:** Tents (max size 20 ft. x 20 ft. or 400 sq. ft.) are only permitted in the courtyard outside of the Mae Merchant Exhibit Hall. Stages (not to exceed 100 sq. ft.) are only permitted in the Mae Merchant Exhibit Hall. Follow these special requirements for [Heating Tents](#).
11. **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.

Section 4: Athletic Fields

This section applies to visitors and rentals using athletic fields in City parks or schools.

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. **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.
3. **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.
4. **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.
5. **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.
6. **Insurance:** Permittees must have a general liability insurance policy and provide a certificate of insurance naming the "City of Manassas" as a certificate holder as well as an additional insured and the endorsement provided. 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.
 - d. For more information, contact Risk Management at 703-257-8236.
7. **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.
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.

Section 5: 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 incite disorderly conduct by spectators or participants.

Section 6: Refund Policy

This section applies to anyone requesting a refund for a rental.

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:

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

- 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

Section 7: Signature Confirmation

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.

_____ (initials) I, _____, am agreeing to the above charges, accompanied fee, and responsible for adhering to, enforcing, all City of Manassas, Parks, Culture & Recreation policies, rules and regulations. I understand any violations may result in the suspension or revocation of rental privileges.