

Athletic Facilities Rental Usage Policy

Introduction

This rental usage policy applies to all athletic facilities in the County of Botetourt, with the exception of the Botetourt Sports Complex.

All athletic facilities in Botetourt County are maintained by the Parks, Recreation and Tourism Department. These facilities are maintained for the Botetourt County citizens. Botetourt County Parks, Recreation and Tourism reserves the right to prohibit play in the event of heavily scheduled field use or other reasons deemed detrimental to maximizing field quality.

Purpose

To manage Botetourt County athletic fields and gymnasiums in a manner to assure equitable distribution and maximize use of County facilities by the public.

This will be accomplished by means of the following:

1. Outline available fields and dates of usage.
2. Define rules and regulations regarding use.
3. Outline facility-scheduling procedures and policies.
4. Define fees and charges for use of facilities.
5. Manage the limited number of County athletic fields and gymnasiums in a fair and equitable manner.

Responsibility

It is the responsibility of the Botetourt County Parks, Recreation and Tourism Department to schedule sports practices and department sponsored games/tournaments for all playing fields. The Department will schedule all practices and games for all Botetourt County Recreational Programs. The Department will only schedule practices at gymnasiums for Botetourt County-based teams.

It is the responsibility of the Botetourt County School System to coordinate use of its gymnasiums for Independent/Select Youth Programs.

Definitions

Botetourt County Recreational Programs

Programs that offer all participants the opportunity to actively participate on a team (no cuts). The focus of the program is developmental and participatory. Participants are Botetourt County residents and/or attend Botetourt County schools.

School-Sponsored Team

Any team that is sponsored and endorsed by a Botetourt County school. These teams must be funded and equipped by the school. Club teams do not qualify as a school-sponsored team.

Botetourt County Resident

An individual who either lives within Botetourt County or attends a Botetourt County school.

Botetourt County-Based Team

A team comprised of Botetourt residents with the maximum allowed limit of three (3) non-residents (rosters will be verified).

Non-Resident

Individual who reside outside of Botetourt County and does not attend a Botetourt County school.

Independent/Select Youth Programs

Programs that offer a limited number of participants the opportunity to play. Generally, select teams use tryouts, skill-levels and special invitation to form teams. An example would be the Botetourt/Roanoke Star soccer program.



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Reservation Procedure for Fields/Gymnasiums

- Three documents are required for a reservation:
 1. GYM/FIELD RESERVATION APPLICATION
(obtained online or at the Recreation Department office)
 2. TEAM ROSTER
 3. A CERTIFICATE OF INSURANCE with at least \$1,000,000 in general liability insurance listing Botetourt County as additional insured.

- Requests will be handled as availability allows according to the following priorities:
 1. School athletic team schedules and/or practices
 2. Programs organized or cosponsored by the department
 3. Requests from individual residents or Botetourt Based Teams
 4. Non-residents or non-Botetourt based teams or groups

- Once all forms are complete and fees (if applicable) are paid, the reserving party will be issued a GYM/FIELD RESERVATION PERMIT outlining details pertinent to their reservation. This permit will also serve as permission to be on the field/gym should they be questioned.

- Field or gym reservations can be made for up to one (1) month in advance. Teams are limited to no more than two (2) one-and-a-half-hour practices Monday – Friday and one (1) two-hour practice on Saturday or Sunday. Gym reservations occurring on weekends must be made through the School Administration Office.

- Failure to pay fees, submit required paperwork or roster falsification will result in the disqualification of a request for field/gymnasium use.

- Fields will be available for practice/games Monday – Friday, from 6:00 – 9:00 p.m. and Saturday and Sunday from 9:00 a.m. – 10:00 p.m. when not in use by the Recreation Department.

- Lights will be available between the hours of 5:00 p.m. – 10:00 p.m. Weather conditions may require lights to be turned on prior to the designated start time. In this event, the field supervisor will have final authority to do so.

- Gyms will be available for practice only Monday – Friday, from 6:00 – 9:00 p.m. when not in use by the Botetourt County School System or the Botetourt County Parks and Recreation Department

The Parks, Recreation and Tourism Department
will approve or deny all facility reservation requests
and reserves the right to cancel any reservation.



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Practice Fees for Field Usage

Practice reservation includes one dragging of the infield.

Fees for practices will be based on the roster requirement below:

- Botetourt County-Based teams: FREE
- Independent/Select Youth Programs: \$30 per 2-hour block
- Infield repair due to rain will be billed extra.
- Damage to facilities or equipment will be billed after the event.
- Lights for Botetourt County-Based teams: FREE
- Lights for Independent/Select Youth Programs: \$10 per 2-hour block

Game and Tournament Fees for Field Usage

Game/Tournament reservation includes reservation of field, empty trash from receptacle, one mowing of the field and one dragging and lining of the infield.

Fees for games and tournaments are as follows:

- All games/tournaments: \$30 per 2-hour block
- All day field rental: \$120 per day
- Lights: \$10 per 2-hour block
- Additional setup fee (i.e. set up fencing, elevated mounds, etc.): \$10 per man hour

Gymnasium Reservation Costs For Practices

- The Parks and Recreation Department will provide gymnasiums free of charge for practice to any Botetourt County-based teams. Practice times will only be scheduled by the Recreation Department during the recreational basketball season (mid-October – March).
- The Parks, Recreation and Tourism Department will only schedule gymnasiums for practices Monday through Friday.

Gymnasium Reservation Costs For Games

Any team or organization wishing to reserve a gymnasium for games or practice after the recreational basketball season is over must contact the school administration office directly (473-8263) to complete a Building Use Form that is then approved by the Superintendent of Schools or his designee, with fees assessed for gym use at that time. There is a minimum two-week notice for these types of reservations.



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Facility Use Rules and Regulations

- In case of inclement weather, decisions on tournaments will be made by the Recreation Department days in advance of the game/tournament. Decisions on games and practices will be posted on the game cancellation hotline (540-992-0012) by 4:00 p.m. on weekdays and 7:30 a.m. on weekends.
- Athletic fields are available as noted in the table below. The Botetourt County Parks, Recreation and Tourism Department reserves the right to make exceptions to these guidelines under special circumstances.
- Field and gym reservations will be accepted and closely monitored by the Parks, Recreation and Tourism Department which will communicate with the field maintenance staff concerning field preparation requests and turf management issues. If keys are issued for lights or equipment, it will be that individual's responsibility to make sure that lights are off when finished and equipment is returned to its proper place.
- The responsible party (18 years of age or older) must be on-site and in possession of the permit when the field/gymnasium is being used.
- The permit holder will leave the field/gym in a clean, neat condition. Damages resulting from conduct by the team's players, coaches, or spectators will be billed directly to the permit holder.
- Private vehicles may not be driven or parked on turf surfaces, sidewalks, service driveways, or emergency zones. Only parking lots may be used for loading and/or unloading.
- Selling, opening, possessing alcoholic beverages in any open container, or consuming any alcoholic beverage at a County sports location or in any County park is prohibited, other than in connection with an event or activity for which a permit has been issued.

Services Provided

- Facilities: (restrooms, field structures, goals, etc.) Existing facilities will be maintained to high standards leading up to and during tournament events.
- General Maintenance: County staff will maintain restrooms, trash receptacles and litter pick-up at levels to be expected of a large event. Renting parties are required to pick up and dispose of all trash into site receptacles.
- Field Maintenance: County Maintenance staff will prepare field for use and layout field according to the application.

Host Responsibilities

- It is the responsibility of the renting party to take down and dispose of any decorations. When there is excessive trash, tournament host should dispose of the excess trash and litter debris generated by the event.



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- Cleanup, take-down, removal of all equipment and supplies will be complete by park/field closing time on the last scheduled day of the event.

Site Access

- Park and field hours are from 9:00 a.m. until 10:00 p.m. Vehicle access beyond all lockable gates is restricted to maintenance and concession personnel only.
- Botetourt County is not responsible for damage or loss incurred by the renting party at the site.

Payment Policy

- Payment is to be made in full at time of scheduling.
- Methods of payment include cash, check or credit card (MC, Visa or American Express)
- Checks should be made payable to:

Botetourt County Parks, Recreation and Tourism Department
30 West Back Street, #4
Fincastle, VA 24090



BOTETOURT

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Available Athletic Fields and Gymnasiums

The following fields and gymnasiums are available for use in Botetourt County:

BASEBALL/SOFTBALL FIELDS

Fields	Bases	Outfield Distance	Date Available	Lights
Blue Ridge Park #1	60', 70', 90'	300'	March thru July 1	Yes
Blue Ridge Park #2	60'	200'	March thru 2 nd Sat. in Oct.	Yes
Breckinridge Elem. #1	60', 70'	open, portable fencing	March thru July 1	Yes
Breckinridge Elem. #2	50', 60'	open, portable fencing	March thru July 1	Yes
Buchanan Elem. #1	60', 70', 90'	300'	March thru Oct.	Yes
Buchanan Elem. #3	50'	100'	March thru Oct.	No
Buchanan Park #2	60'	200'	March thru Oct.	Yes
Central Academy Mid.	50'	200'	March thru Oct.	No
Cloverdale Elem. #1	60', 70', 90'	300'	March thru July 1	Yes
Cloverdale Elem. #2	60'	open, portable fencing	March thru July 1	Yes
Cloverdale Elem. TB #1	50'	100'	March thru Oct.	No
Cloverdale Elem. TB #2	50'	100'	March thru Oct.	No
Colonial Elem. #1	50'	open, portable fencing	March thru Oct.	No
Colonial Elem. #2	50'	open, portable fencing	March thru July 1	No
Colonial Elem. #3	50'	open, portable fencing	March thru July 1	No
Eagle Rock Elem. #1	50', 60'	open, portable fencing	March thru July 1	Yes
Eagle Rock Elem. #2	50'	open, portable fencing	March thru July 1	No
Greenfield Elem. #1	60', 70'	open, portable fencing	March thru Oct.	Yes
Greenfield Elem. #2	50', 60'	open, portable fencing	March thru Oct.	Yes
Greenfield Elem. #3	50'	open, portable fencing	March thru Oct.	Yes
James River HS BSB	90'	340'	March thru Oct.	Yes
James River HS SB	60'	200'	March thru Oct.	Yes
Lord Botetourt HS BSB	90'	325'	March thru Oct.	Yes
Lord Botetourt HS SB	60'	265'	March thru Oct.	Yes
Read Mountain Mid.	50'	open, portable fencing	March thru Oct.	No
Troutville Elem. #1	60', 70'	open, portable fencing	March thru July 1	Yes
Troutville Elem. #2	50', 60'	open, portable fencing	March thru July 1	Yes
Boxley #1	50'	open, portable fencing	March thru July 1	No
Boxley #2	50'	open, portable fencing	March thru July 1	No



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SOCCKER FIELDS

Fields	Field Size (Yds)	Date Available	Lights
Blue Ridge Soccer	55 x 100	March thru October	Y
Blue Ridge #1	40 x 60	August 1 thru October	
Breckinridge Elem. #1	40 x 60		
Breckinridge Elem. #2	35 x 50		
Buchanan Soccer	55 x 100	March thru October	
Buchanan Intermediate	40 x 60	August 1 thru October	
Cloverdale Elem. #1	40 x 60		
Cloverdale Elem. #2	55 x 100		
Cloverdale Elem. Soccer 1	35 x 50	March thru October	N
Cloverdale Elem. Soccer 2	35 x 50		
Eagle Rock Elem. #1	40 x 60	August 1 thru October	
Eagle Rock Elem. #2	35 x 50		
Greenfield Elem.	35 x 50		Y
Greenfield Rec. Park #1	55 x 100	March thru October	N
Greenfield Rec. Park #2	55 x 100		
Greenfield Rec. Park #3	40 x 60		
Greenfield Rec. Park #4	35 x 50		
Troutville Elem. #1	55 x 100	August 1 thru October	Y
Troutville Elem. #2	35 x 50		
Boxley Field #1	35 x 50		
Boxley Field #2	35 x 50		
			N

GYMNASIUMS

Locations	Gym Size	Amenities	Dates Available
Lord Botetourt HS Aux.	Regulation	Bathrooms, scoreboards, bleachers	Oct 15 thru Mar 31
Read Mountain Middle			
Colonial Elementary			
Greenfield Elementary			
Cloverdale Elementary	Non-Regulation		
Troutville Elementary	Non-Regulation		
James River HS Aux.	Regulation		
Central Academy Middle			
Breckinridge Elementary			
Buchanan Elementary	Non-Regulation		
Eagle Rock Elementary	Non-Regulation		

Lightning Policy

Anytime lightning is visible,
all players, coaches, fans and umpires should
Take Shelter Immediately!

Flash (Bang) Method – Count seconds between lightning flash and thunder and divide by 5 – this gives the distance of lightning in miles. If count is 30 seconds or less **Take Shelter Immediately!**

The Umpire and Site Supervisor should instruct all players, coaches and fans that danger is present and they should seek shelter immediately.

Safe places for shelter include, fully enclosed vehicles with windows up and enclosed buildings.

If adequate shelter is not available, an individual should lay low to ground.

Unsafe shelter areas include, all metallic objects like flag poles, fences, high mast light poles, metal bleachers, etc. Also should avoid water open fields, or using the telephone.

If you feel your hair standing on end or hear “crackling noises” you are in lightning’s electric field. Immediately remove metal objects (including baseball cap), place your feet together, duck your head and crouch down with hands on knees.

If anyone is struck by lightning, **CALL 911 IMMEDIATELY**. People who have been struck by lightning do not carry an electrical charge and are okay to touch. Apply CPR immediately if you are qualified to do so. AED’s are available in the restroom of the main concession building/pressbox at each facility.

Wait at least 30 minutes after the last lightning flash before resuming activities.