



COUNTY of FREDERICK

Parks and Recreation Department

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MEMO

To: Jay Tibbs, Deputy County Administrator for Human Services
From: Jason L. Robertson, Director, Parks & Recreation Dept.
Subject: Parks and Recreation Commission Action
Date: May 10, 2017

The Parks and Recreation Commission met on May 9, 2017. Members present were: Natalie Gerometta, Gary Longerbeam, Ronald Madagan, Guss Morrison, Charles Sandy, Jr., and Robert Wells (Board of Supervisors' Non-Voting Liaison). Members absent: Randy Carter, Christopher Fordney and Amy Strosnider.

Items Requiring Board of Supervisors Action:

None

Submitted for Board Information Only:

1. Building and Grounds Committee – Rose Hill Restroom - The Building and Grounds Committee recommended to recommend approval of keeping the Rose Hill Restroom open through the winter months and staff to pursue the most cost effective way to achieve this project, second by Mr. Sandy, motion carried unanimously (5-0).
2. Building and Grounds Committee – Abrams Creek Trail - The Building and Grounds Committee recommended seeking a request from the Board of Supervisors through the Finance Committee, to the City of Winchester for a Resolution of Support for the Abrams Creek Trail, second by Mr. Sandy, motion carried unanimously (5-0). Request will be forwarded to the Finance Committee for review at their next meeting.
3. Building and Grounds Committee – 12th Elementary Design Reduction – Mr. Madagan moved to request the Board of Supervisors to consider including funds for bleachers and a community activity room in the proposed Snowden Bridge Elementary School for recreation use, second by Mr. Sandy, motion carried unanimously (5-0). Parks and Recreation staff is meeting with Frederick County Public School staff to determine an estimated cost to be considered.
4. Athletic Field Use Policy Update – Mr. Sandy moved to adopt the Athletic Field Use Policy (500.01), second by Mr. Madagan motion carried unanimously (5-0). The Athletic Field Use Policy is attached.

Attachment

cc: Gary Longerbeam, Chairman
Robert Wells, Board of Supervisors' Non-Voting Liaison

107 North Kent Street • Winchester, Virginia 22601

ATHLETIC FIELD USE

500.01

PURPOSE:

To allow the use of Frederick County Parks and Recreation maintained athletic fields by public groups and organizations.

GOAL:

To establish standardized fees and charges for the use of Frederick County Parks and Recreation Department athletic fields.

POLICY:

The following priorities have been established for athletic facilities use:

1. FCPRD programs
2. FCPRD Youth Sports Partners
3. Frederick County Public School Activities
4. Others

SCHEDULING OF FACILITIES:

Fields needed for FCPRD programs will be reserved by December 15th for spring/summer programs, and by July 1st for fall programs.

FCPRD will allocate fields seasonally based on priority, historical usages, and availability to FCPRD programs, YSP organizations, and FCPS activities.

All remaining fields will be scheduled on a first come, first serve basis. No reservations will be confirmed until the fee has been paid.

Reservations for field use may be made after January 1st of each year and are limited to that calendar year. Reservations may be made between the hours of 8 a.m. and 5 p.m. Monday through Friday.

Special requests may be made to the Director for events which have to be booked more than one (1) year in advance (i.e., State Championships, etc.) or for tournaments held the prior year. These special request reservations must be made by December 15 of the prior year. All field reservation fees must be paid at the time of the special request.

All field reservations will be sold in two (2) hour blocks only.

Field Reservations requiring field prep (dragging, lining, lights) Monday through Friday must be made by 3 p.m. the day prior to the reservation. Field reservations for Saturday, Sunday, and Frederick County recognized holidays requiring field prep must be made three business days prior to the day reserved.

All weekend requests requiring field prep made less than three business days or weekday requests made after 3pm the prior day will be at the discretion of the Superintendent of Parks, or his designee.

Reservations for Monday through Friday requiring no field prep may be made until 3 p.m. of the day requested. Weekend reservations requiring no field prep must be made by 3 p.m. on Friday.

FCPRD will perform the required field prep one time per day. Bases and pitching plates will be set by Park Staff. Fields typically are not dragged for scheduled practices.

Field playability for all FCPRD athletic fields will be determined by FCPRD staff. It is the responsibility of the field user to evacuate the field and seek a safe location after thunder has been heard, or lightning seen. The facility should remain evacuated until **30 minutes from** the last sound of thunder or lighting seen.

FEES:

Reservation fees vary with facility. The fee schedule is available upon request.

The entire fee must accompany each field reservation.

All payments for reservations must be delivered or mailed to FCPRD's main office. All reservations are subject to the regulations set forth in the policy on registration in regards to receipting, mail-in, etc.

Periodically, fees and charges are subject to change as economic factors dictate. Individuals, teams, groups, and organizations should contact FCPRD for current updated information.

There will be no charge for Frederick County Public Schools to use FCPRD fields except for field preparation.

An additional charge will be assessed for materials and labor used to make ballfields playable as a result of rain.

An additional fee for clean-up may be charged if necessary.

These charges will be determined by the Superintendent of Parks.

INSURANCE

Frederick County insurance guidelines are to be adhered to for all reservations. Insurance certificates listing Frederick County, Virginia as additionally insured are required for all contractors performing a medium or high risk business in the Frederick County Parks. If a contractor is performing a medium or high risk business in the Frederick County Community Centers or on Frederick County Public School property, the contractor will need to list Frederick County VA and the Frederick County Public Schools as additionally additional insured.

The contractor's insurance certificate will need to demonstrate coverage for public liability for no less than \$1 million per occurrence for bodily injury and a \$2 million annual aggregate. Coverage for property damage of \$200,000 for any one accident and an aggregate of \$500,000 is also required. This coverage requirement can be met by a policy with either separate limits as stated above or by one with a combined single limit for bodily injury and property damage of \$1 million per occurrence and a \$2 million annual aggregate will also meet this requirement. The policy must also be endorsed and the endorsement letter must be provided.

HOURS OF AVAILABILITY:

Lighted fields are available from 9 a.m. to 11 p.m. Unlit fields are available from 9 a.m.-dusk. If you desire a field earlier or later you must make your request in writing for approval by the Superintendent of Parks.

OVERNIGHT TOURNAMENTS:

Overnight tournaments are scheduled only at Clearbrook Park, must be scheduled thirty days in advance, must conclude by 8 a.m. and the Park may only host one per month from May through September. Additional tournaments may be approved at the discretion of the Director or his designee.

Individuals or groups requesting overnight tournament reservations must secure and provide a minimum of one (1) officer from the County Sheriff's Department or an approved security guard for the duration of the event.

FIELD CANCELLATION/REFUNDS:

All requests for refunds or cancellation must be made verbally or in writing to the FCPRD administrative offices five (5) business days prior to the reservation. A refund less a 20% administrative charge or full credit to your account will be given for all field cancellations. There will be no refunds given after this time unless the event is rained out and cannot be rescheduled by the department at another time.

Approved: April 2017