

FREDERICK COUNTY  
PARKS AND RECREATION  
DEPARTMENT  
TOURNAMENT PACKAGE

107 North Kent Street  
Winchester, VA 22601  
(540) 665-5678  
Fax: (540) 665-9687  
[fcprd@co.frederick.va.us](mailto:fcprd@co.frederick.va.us)  
fcprd.net

Dear Tournament Director,

Thank you for your interest in using the softball/baseball fields located in Clearbrook and Sherando Parks for your tournament. We look forward to providing you with a quality facility and customer service. Please read through this entire packet so you do not miss any important information.

In order to secure a date(s) for your tournament, please return the following immediately:

- **Payment in full for each field desired at least 3 business days prior to the tournament date or**
- **Field Deposit for Directors hosting 3 or more tournaments**
- **Acknowledgement Form**
- **Tournament Application**

In addition, the following documents will be due three business days before your tournament date:

- A copy of your certificate of insurance naming Frederick County, VA as additionally insured for no less than \$1,000,000 (One Million Dollars) general liability and no less than \$2,000,000 (Two Million Dollars) general aggregate.
- Endorsement Page
- A schedule of your tournament
- Approximate number of teams attending your tournament

## Application Process and Fees:

1. Requests for use of the fields at Clearbrook or Sherando Parks are to be made on the Tournament Application Form by an adult 21 years of age or older who duly represents the group/organization.
2. The full amount for field rental is due at the time of application. Reservations will not be held without payment. Reservation requests must be made at least three business days in advance of your desired tournament date.
3. For Directors that are hosting three or more dates in our facilities, a \$25 non-refundable per field per date deposit may be made to secure a series of tournaments. The remaining balance for each tournament must be paid by 5 p.m. on the Wednesday prior to that weekend's tournament. Failure to comply will result in loss of field use.
4. All applicants must provide proof of insurance naming Frederick County, VA (107 North Kent Street, Winchester, VA 22602) as the additionally insured for no less than \$1,000,000 (One Million Dollars) general liability and no less than \$2,000,000 (Two Million Dollars) general aggregate. The policy must also be endorsed and the endorsement letter must be provided.
5. Frederick County Parks and Recreation Department reserves the right, on a case-by-case basis, to add conditions or modifications to the reservation. FCPRD also reserves the right to cancel any event as deemed necessary for the safety of all participants and in the best interest of the facility.
6. No participants are allowed on the field until all field prep has been completed. At no time are participants allowed to provide any maintenance to the field unless authorized by park personnel. Failure to abide by this will result in loss of use of the field(s).
7. Requests for refunds or cancellations made five (5) business days prior to the scheduled reservation will be assessed a 20% administrative fee. ***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. In this case, a full refund will be

given. Partial refunds will be given on a pro-rated basis if the tournament is unable to be completed due to inclement weather.

### **Tournament Fees:**

Frederick County, VA Resident: \$125 per field

Non-Frederick County, VA Resident: \$155 per field.

Any additional time for excessive trash removal and or maintenance of the fields following the tournament will be billed at an hourly rate of \$15 per hour.

Softball fields 5 and 8 at Sherando Park will be available for public rental from March 15<sup>th</sup>-November 15<sup>th</sup> on a first come, first served basis beginning January 2<sup>nd</sup> of the calendar year. Any request for FCPRD park fields other than these will be dependent upon FCPRD program and Youth Sports Partners' use. Partial day field use will not be permitted for tournaments. Any requests for Frederick County Public School Fields will need to be requested through the appropriate school personnel. Overnight tournaments will only be allowed at Clearbrook Park and only one tournament per month will be allowed.

### **Field Complex Rules:**

The following rules will need to be adhered to and enforced by the tournament director. If problems persist, it will result in the loss of your opportunity to conduct tournaments within our facilities. Additional park rules are attached and will need to be enforced as well:

1. Concession stands will be available and open during all hours of the tournament. Outside food vendors will not be permitted.
2. Any outside vendors (non-food items) will be subject to the County Vendor Policy and must display the appropriate permits at all times.
3. Alcohol will not be permitted.
4. Smoking will not be permitted within 50 feet of the athletic playing fields.

5. Dogs will not be permitted within 50 feet of the athletic playing fields. Any dog within the park must be on a leash.
6. For the safety of competitors and spectators during tournament play, skateboards, bikes, scooters, rollerblades will not be permitted at Fields 5 and 8.
7. Overnight RV parking is prohibited.
8. Parking will only be permitted in designated areas. No vehicles will be allowed in the ballfield areas.
9. Tournament play hours may begin at 9 a.m. and must conclude by 11 p.m. Overnight tournament play hours (Clearbrook Park only) may begin at 10 p.m. and must conclude by 8 a.m.
10. Overnight tournaments will be required to provide a security guard that will remain on site for the duration of the tournament. Security guards must be an off-duty County or City Sheriff Deputy or hired from a private security firm. Additional fees for lighting and park personnel will be applicable.
11. Additional park rules are attached and must be adhered to at all times.
12. At least one tournament representative must be present at all times and at each complex if multiple fields are used.

## ACKNOWLEDGEMENT FORM

I have read and understand the attached rules and agree to abide by them.

I understand that Frederick County Parks and Recreation Department has the right to stop all tournament play should any violation of any of the listed rules occur. Tournament play can only resume after said violation is resolved to the satisfaction of park personnel.

I understand that as Tournament Director I am responsible for the actions of the participants and will assist FCPRD by providing names and addresses of any participant that is violating park rules.

By signing this agreement, the person(s) or organization(s) applying for use of the FCPRD softball/baseball fields shall agree to all FCPRD park rules.

I have received a copy of the FCPRD park rules and the field cancellation policy.

In addition, I have retained one copy of this packet for my reference.

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Printed Name of Tournament Director

Date

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Signature of Tournament Director

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Name of Organization

Tournament Date

## TOURNAMENT/RENTAL APPLICATION

Name of Applicant(s): \_\_\_\_\_

Name of Organization(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone (h) (w) (c): \_\_\_\_\_

Email Address: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time Requested: \_\_\_\_\_

Field(s) Requested: \_\_\_\_\_

Vendors: \_\_\_\_\_

**INSURANCE REQUIREMENT:** A copy of your insurance naming Frederick County, VA (107 North Kent Street, Winchester, VA ) as additionally insured for no less than \$1,000,000 (One Million Dollars) general liability and no less than \$2,000,000 (Two Million Dollars) general aggregate must be provided three business days in advance of your tournament.