



ATHLETIC FIELD RESERVATION GUIDELINES

For Office Use Only:

Date Submitted: _____ Submitted By: _____

- Reservation of Athletic Fields:** When the Roanoke Parks and Recreation programming schedule (including partnering recreation clubs and RCPS programming) permits, rental of athletic fields to groups and organizations are available on a first-come, first-served basis. Rental fees, lighting and field preparation fees apply and are listed on the Athletic Field Reservation Request Form.
- Special considerations:** Other than the situations listed below, exceptions to the rental rates must be made in writing to the Director of Parks and Recreation.
 - Community Recreation Clubs in Partnership with Parks and Recreation:** Rental fees for the four regional recreation clubs in partnership with Parks and Recreation in the delivery of youth team sports will be waived for practice hours permitted to these clubs through Parks and Recreation.
 - Co-Sponsored Events:** The Director of Parks and Recreation will determine fees for events co-sponsored with Parks and Recreation.
- Certificate of Insurance:** A \$1,000,000 Liability Certificate of Insurance naming the City of Roanoke as additional insured is required for all Athletic Field Reservations and must be submitted when the reservation is made.
- Reservation confirmation:** An Athletic Field Reservation Request Form must be submitted at least two weeks in advance but in no case more than three months in advance of a scheduled reservation. RCPS and any athletic leagues must submit a detailed schedule of practices and games along with the reservation request form. **Reservations are considered confirmed only when the rental, lighting and preparation fees are paid.**
- Paying fees:** Fees will be accepted only at the Parks and Recreation Administrative Office at 215 Church Avenue, SW, Room 303, Roanoke, Virginia 24011. Cash, checks, money orders, and all major credit cards will be accepted.
- Cancellation policy:** Rental fees are fully refundable if the reservation is cancelled at least 72 hours before the reserved time. If cancellation of the reservation is made less than 72 hours before the reserved time, a service charge will be deducted from the rental fee before it is refunded.
- Weather Cancellations:** In cases of inclement weather, Parks and Recreation reserves the right to cancel any and all athletic field reservations. It is the responsibility of the renter to call the **Athletic Weather and Information Hotline at 540-853-1196 by 4 pm** on weekdays and **8 am** on weekends to determine field playability. If a renter uses a field when Parks and Recreation has deemed it unplayable, the renter is responsible to pay for any damages to the fields. Any RCPS or athletic league game reschedules must be coordinated through the Athletic Coordinator. A minimum of one week advanced notice must be given for all reschedules.
- Tournament Deposit:** A \$200 refundable deposit will be charged for tournament use rentals. The deposit will be returned to the renter after the reservation is completed providing there is no damage to the athletic field or facility and the renter does not cancel the reservation less than 72 hours in advance.
- No admission charges:** A group may not charge an admission to any event held at an athletic field. The Director of Parks and Recreation may consider exceptions to this rule on a case-by-case basis.
- Right to deny use:** Roanoke Parks and Recreation reserves the right to deny use of the facility if such use is not considered to be in the best interest of the Department, the City of Roanoke, or the facility.
- Alcohol policy:** Alcohol is prohibited at all athletic field facilities except River's Edge North. The renter must obtain permission from the Director of Parks and Recreation to have alcohol at River's Edge North and must obtain the appropriate City and VA ABC permits and licenses. Additional information on obtaining a City of Roanoke Alcohol Permit is available from Roanoke Parks and Recreation.