

# Hanover County Parks and Recreation -Use of Park Facility Application

Office Use Only

Date Received: \_\_\_\_\_

**Application Process:** Please allow a minimum of TWO weeks. Applications may be submitted the first business day of December requesting use **March 1 — Nov 30** of the following calendar year. Those received by January 1st of each calendar year will be notified of approval status by January 30th.

**Return to:** Hanover Parks and Recreation  
 13017 Taylor Complex Lane  
 Ashland, VA 23005  
 Fax: 804-365-4696  
 Email: parksandrec@co.hanover.va.us

*All users must complete this use of facility form and adhere to the fees and requirements or be in direct violation of Hanover County Policy. Violators will be prohibited from using facilities in the future.*

**Affiliation:**

**Hanover Based-** at least 50% of membership or rosters are comprised of Hanover County Residents. Must be open to all individuals, regardless of skill level and must allow any eligible player to participate. A completely open league/organization.

**Non-Hanover Based-** Your organization will be classified as Non-Hanover based if it does not meet both above requirements.

**Fees:**

**Hanover Based**

Weekdays: \$7 field/day    Weekends: \$12 field/day

**Adult - Hanover Based (rectangle fields only)**

Weekdays: \$15 field/day    Weekends: \$15 field/day

**Non-Hanover Based**

Weekdays: \$21 field/day    Weekends: \$36 field/day

**Adult—Non-Hanover Based (rectangle fields only)**

Weekdays: \$45 field/day    Weekends: \$45 field/day

**Tournaments**

\$50 field/day                      Field Prep: \$25 field/day

**General Community Event Areas**

Courthouse Park: \$50              Montpelier Park: \$100  
 Pole Green Park: \$200              Poor Farm Park: \$150

**To Be Completed by Applicant**

Date Completed: \_\_\_\_\_

Full Name of Organization: \_\_\_\_\_ Affiliation: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

Applicants Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Please complete a separate form for each season if needed. Games and Practice requests should be separated on this form.

Season: \_\_\_\_\_ Name of Public Facility: \_\_\_\_\_

Type of Rental: \_\_\_\_\_ Activity Planned: \_\_\_\_\_

Area(s) Needed: \_\_\_\_\_ Number of fields Needed: \_\_\_\_\_

Day(s) of week requested:  Mon     Tues     Wed     Thurs     Fri     Sat     Sun

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Time: \_\_\_\_\_ # of Teams/Participants: \_\_\_\_\_

Special Requests:  Lights     Extra Porta-John (\$50 ea.)     Field Prep (\$25/softball field—tournaments only)

Office Use Only:  Approved     Denied    Rental # \_\_\_\_\_ Total Fee: \$ \_\_\_\_\_

Season: \_\_\_\_\_ Name of Public Facility: \_\_\_\_\_

Type of Rental: \_\_\_\_\_ Activity Planned: \_\_\_\_\_

Area(s) Needed: \_\_\_\_\_ Number of fields Needed: \_\_\_\_\_

Day(s) of week requested:  Mon     Tues     Wed     Thurs     Fri     Sat     Sun

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Time: \_\_\_\_\_ # of Teams/Participants: \_\_\_\_\_

Special Requests:  Lights     Extra Porta-John (\$50 ea.)     Field Prep (\$25/softball field—tournaments only)

Office Use Only:  Approved     Denied    Rental # \_\_\_\_\_ Total Fee: \$ \_\_\_\_\_

As a user, I certify that I am duly elected or an appointed representative of the organization listed above and have the authority to reserve the requested facilities by this organization. I further agree to be jointly (with the organization requesting permission), responsible for any damages, which may occur to the County property and equipment for which this application is being made. I further agree to be responsible for the maintenance of good order and/or conduct on County property and will provide police protection or supervision when necessary at the expense of the user. The user will be completely responsible for liability in case of accident. A CERTIFICATE OF INSURANCE IS REQUIRED, prior to use of facility and on file at the Parks and Recreation office.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

# Outdoor Athletic Facility Use Fees & Field Application FAQ's

## Application Process Timeline

Applications submitted to Parks and Recreation by January 1<sup>st</sup> will be considered in the initial scheduling of fields. Please include your field requests for the ENTIRE year at this time. Applications received by January 1<sup>st</sup> will be notified by January 30<sup>th</sup> of application status. Applications received after January 30<sup>th</sup> will be notified of their status within 2 weeks.

## Filling out the Application

- Applications are available online, at Parks and Recreation offices, and via mail/email.
- Please include your requests for the entire year when submitting your application
- Game, Practice, and Tournament Requests should be separated on the application
- Include any special needs you may have (ie. Additional porta-johns, lights, field prep)
- Return complete applications to: Hanover Parks and Recreation Fax: 804-365-4696  
13017 Taylor Complex Lane Email: parksandrec@co.hanover.va.us  
Ashland, VA 23005

## Application Confirmations

Parks and Recreation will email you a detailed statement of all approved dates with their associated fees.

## Facility Use Fees

Hanover Based	Adult - Hanover Based (rectangle fields only)	Non-Hanover Based	Adult—Non-Hanover Based (rectangle fields only)
Weekdays: \$7 field/day	Weekdays: \$15 field/day	Weekdays: \$21 field/day	Weekdays: \$45 field/day
Weekends: \$12 field/day	Weekends: \$15 field/day	Weekends: \$36 field/day	Weekends: \$45 field/day

## Affiliation

Hanover Based- at least 50% of membership or rosters are comprised of Hanover County Residents. Must be open to all individuals, regardless of skill level and must allow any eligible player to participate. A completely open league or organization.

Non-Hanover Based- Your organization will be classified as Non-Hanover based if it does not meet both above requirements.

## Rosters/Schedules/Insurance

- Due to Parks and Recreation 2 weeks before first approved field use.
- As affiliation is partly based on Residency, rosters must include the following: Participant Name, Address, City, Zip
- Approved field usage will be adjusted based on practice/game schedule provided

## Cancellation of Field Use

Except in the incidence of inclement weather, Parks and Recreation must be notified of reservation cancellation 1 week prior to scheduled field usage. Failure to provide advance notice will result in a charge for the field.

## Payment of Fees

Parks and Recreation will send invoices for approved field usage on the following schedule:

Spring – April 15 & June 1

Summer – July 15 & August 30

Fall – September 15 & November 30

Payment of fees are due within 14 business days of invoice date.

## Tournaments

\$50 field/day Field Prep (softball only): \$25 field/day

- Parks and Recreation must be notified by Noon the Wednesday before scheduled tournament of exact field needs.
- Field prep is based on staff availability
- Payment is due no later than two (2) weeks following last approved usage date.

## Paint

Paint requests must be received at least 2 weeks prior to when you will need it. Parks and Recreation will provide paint in the form of 3 or 5 gallon buckets, depending on which type of sprayer your organization uses. We will no longer be providing spray aerosol cans.