

Hanover County VA

PARKS & RECREATION

Athletic Facility Permitting Process

Hanover County Park athletic facilities are available for booking from March 15 through November 30 annually. Please be advised that many athletic fields are closed during the summer months for maintenance. All park athletic fields are closed December 1 – March 14.

Dates of use	Deadline for application	Permit issued
March 15 – July 31	December 1	February 1
August 1 – November 30	April 15	May 15

Please allow two weeks for processing applications submitted outside of these deadlines. Applicants should not advertise events prior to receiving their permit.

The Outdoor Facility Use Application can be used to apply for the following areas:

Hanover County Parks Athletic Facilities				
	Cross Country	Diamonds/Rink with lights	Multipurpose fields	Multipurpose fields with lights
Courthouse Park		1 (Rink)	3, 7	1, 2, 4, 5, 6
Montpelier Park				1
Pole Green Park	Upper Course Woods Course	1, 2, 3, 4		1, 2, 3, 4, 5
Poor Farm Park		1, 2, 3, 4	3, 4, 5	1, 2 (half lighted only), 7, 8, 9
Taylor Park			1	
Hanover County Public Schools - Elementary School Fields				
Fields: Please note that the design and quality of these fields lend themselves primarily to practice use.				
Lights: The lock box code will be included on your permit once approved for field use at an elementary school. Lock boxes are normally located near a light pole circuit breaker.				
Access to restrooms: There will be access to port-o-johns at the school sites. No access is allowed inside the buildings.				
School use expectations: Permit holders are expected to be good stewards of the facility they are permitted to use, leaving athletic fields and parking areas free of trash and equipment. Excessive trash or damage can result in additional charges, and continued violations can result in revoking of current permit and/or denial of future applications.				
	Diamonds	Diamonds with lights	Multipurpose fields	Multipurpose fields with lights
Battlefield Park	1, 2			
Beaverdam		1		
Cold Harbor		1,2		
Henry Clay	2, 3			
Mechanicsville			1	
Pole Green			1	
Rural Point		1 outfield can be used as multipurpose field		1 infield can be used as diamond
Washington Henry				1

Application Requirements

Completed Outdoor Facility Use Application and required documentation can be mailed or delivered during business hours to Hanover County Parks & Recreation 7515 Library Drive Room 120, Hanover VA 23069 or emailed to athletics@hanovercounty.gov.

- Certificate of Insurance
 - Certificate holder must be listed as: Hanover County School Board and Hanover County P.O. Box 470, Hanover, VA 23069-0470
 - \$1,000,000 General Liability Coverage
- Certification that your organization has a concussion protocol or will adopt the HCPS policy: <http://hcps.us/cms/one.aspx?portalId=1251067&pageId=3612477>

Considerations for Approval

Hanover County Parks and Recreation reserves the right to deny any permit based on activity type, scope of event and safety of any rental. Priority for outdoor facility use is given to:

- Hanover County government
- Hanover County Public Schools
- Hanover based youth organizations
- Hanover based adult organizations
- Non-Hanover based youth organizations
- Non-Hanover based adult organizations

Large scale events may require additional county support staff (Hanover County Parks and Recreation, Hanover Fire & EMS, Hanover County Sheriff's Office) and/or require additional amenities for the operation of their event (port-a-johns, parking support, staging, tents, etc.) at the permit holder's expense.

Permit Holder Expectations

Permit holders are expected to be good stewards of the facility they are permitted to use, leaving athletic fields and parking areas free of trash and equipment. Excessive trash or damage can result in additional charges, and continued violations can result in revoking of current permit and/or denial of future applications.

After-hours texts and calls should be limited to issues related to lights, field conflicts, or critical incidents and directed to the After Hours Hotline at (804) 922-0270.

Communication of Permit Updates and Needs

Email athletics@hanovercounty.gov or call (804) 365-7150 during regular office hours, Monday - Friday, 8:30AM - 5PM for facility changes, inquiries and questions. All permit updates (cancellation, reschedule or requested additions) must be submitted in writing. This provides written record enabling us to make the proper corrections to your permit and communicate more effectively.

- Additional field space or changes to permit must be submitted at least one business day in advance for already approved permits.
- New requests will be considered with a completed Outdoor Facility Use Application and required documentation and can take up to two-weeks to process.

Emails received after-hours may not be responded to until the next business day.

Tournaments/Sporting Events:

- Changes (subtractions/additions/field prep/lights etc) to permits must be emailed to athletics@hanovercounty.gov by 9AM the Monday prior to the tournament/sporting event.

Hanover-based organizations on multipurpose fields:

- Field paint requests will be considered for games permits only. Paint is provided in limited quantity in 5 gallon buckets, to be mixed according to instructions and used in permitted user's sprayer.
 - Requests must be emailed to athletics@hanovercounty.gov with the following information:
 - League name and location for paint to be delivered
 - Number of buckets
 - Deadlines for field paint requests: Spring/summer – December 1 / Fall – April 15

Field Conditions and Closures

Field closure announcements are made by 3PM, Monday - Friday and by 7AM, Saturday and Sunday.

- Athletic Field Hotline (804) 365-4698
- Social media via [Facebook](#) and [Twitter](#) @hanoverparksrec

The department will not change a field closure determination once it has been announced. If inclement weather arrives and/or field conditions deteriorate, it is the permitted organization's responsibility to determine if practice/games need to be cancelled. Field damage resulting from using unplayable fields will result in additional charges and continued violations can result in revoking a current permit and/or denial of future applications.

If your organization chooses to cancel practice/games due to inclement weather or field conditions, please email athletics@hanovercounty.gov immediately.

- Field lighting schedule will be adjusted accordingly on park lighted fields.
- The booking will be removed from your permit, so that you will not be held financially responsible for the reservation on that date. This email notification must be made within 24 hours following the field booking to avoid being charged for field use.

Outdoor Facility Use Fees and Billing

Fees are based on a per day booking rate.

	Monday – Friday	Saturday & Sunday
Non-Lighted School Fields		
Hanover Based	\$10	\$15
Non-Hanover Based	\$20	\$30
Non-Lighted Park Fields		
Hanover Based	\$12	\$17
Non-Hanover Based	\$24	\$34
Lighted Fields & Roller Rink		
Hanover Based	\$15	\$20
Non-Hanover Based	\$30	\$40
Tournament	\$50	\$50
Add on: Diamond field prep, three (3) field minimum per site	\$30	\$30
Cross Country		
Hanover Based	\$200	\$200
Non-Hanover Based	\$400	\$400
Add on: Mulched road crossing (Upper Course)	\$50	\$50

Hanover Based: Athletic organizations that are open to and accept all individuals and at least 50% of participants are Hanover County residents. Roster with participant names and address may be requested at any time.

Non-Hanover Based: Athletic organizations or teams that either require tryouts or less than 50% of participants are Hanover County residents.

Hanover Based organizations with approved permits are required to pay for field use monthly in the case of games or practices, immediately following tournament/event.

- Department will send invoices out via email following rental dates.
- In some cases, pre-payment of rental fees is required.

Hanover County Park Rules

We hope you enjoy your time visiting Hanover County's parks. While in the parks please be courteous to others and aware of the following rules and regulations listed below.

- Park patrons agree to hold Hanover County harmless from any and all accidents and injuries occurring during the use of park facilities, Hanover County will not be held responsible for any loss or theft during the use of park facilities.
- Parks are supervised by the Parks and Recreation Department and patrolled by the Hanover County Sheriff's Office, as well as the Virginia State Police, who hold the responsibility of enforcing park rules along with local, state and federal laws.
- All areas are available to the public on a first come, first served basis at no charge, with the exception of shelters and athletic facilities, when reserved. Parks are open from dawn to dusk daily, with the exception of lighted facilities. Avoid any amenities designated as temporarily unavailable.
- Patrons are responsible for leaving the park in the condition it was found, free of trash. Any damage should be reported immediately to the Parks and Recreation Department.
- Closings for maintenance, safety or other reasons deemed appropriate for the management and protection of property shall be at the discretion of the Department.
- Vehicular access is limited to designated areas only.
- Portable grills less than 1,000 square-inches are permitted in designated grilling areas only. Fryers and ground fires are strictly prohibited.
- For the safety and overall experience of all park patrons, the following activities are prohibited:
 - possession or use of alcoholic beverages
 - hunting
 - profanity
 - glass containers
 - metal detecting
 - golfing
 - rocket launching
 - hot air ballooning or other manned flying equipment
 - posting and distributing promotional material
 - carnival-type activities (inflatable attractions, dunk tanks, etc)
 - utilizing park property for sale of goods or services or collection of fees
 - amplified sound through non-park approved systems
- The following are permitted only in designated areas of specific parks:
 - unmanned aircraft systems (radio controlled, drones, etc.)
 - horseback riding
 - animals allowed off-leash
 - fishing in accordance with the laws of the Commonwealth of Virginia.
 - Canopy tents, that must be 10 ft x 10 ft, or smaller and may not be staked into the ground.
- Any exceptions to these guidelines must be approved in advance, in writing by the Parks and Recreation Director.

Athletic Fields

The scheduling of athletic organizations and the issuance of permits to those groups is handled by application through Hanover County Parks and Recreation only.

- Restrooms are scheduled to be open daily mid-March through mid-November, based on athletic field schedules.
- Field maintenance, lining, and alterations are prohibited without prior approval, in writing from the Department.
- For patron safety, only players, coaches, umpires and referees are allowed on athletic fields. All spectators, pets and others are to remain on the boundary of the field, or outside a perimeter fence.
- All athletic field equipment is the property and responsibility of the athletic leagues. Athletic field equipment placement and scheduling must be approved, in advance, in writing by the Department and is the responsibility of the athletic league. Equipment must be secured and in proper working order to industry standards.
- If field conditions change after the field closure announcement (Monday – Friday at 3PM, Saturday and Sunday at 7AM), the athletic leagues have the responsibility to determine if field play is safe and reasonable. In the event of inclement weather where fields are utilized and damaged, leagues will be charged a damage fee.

Outdoor Athletic Facility Use Application

Organization Name _____ Website (if available) _____

Address _____ City _____ State _____ Zip _____

Applicant _____ Email _____ Phone _____

Secondary Contact (optional) _____ Email _____ Phone _____

Please select one: Hanover-Based (open to all individuals and at least 50% Hanover residents)
 Non-Hanover-Based (tryouts required or less than 50% are Hanover residents)

Please select one: For Profit Business Not for Profit Organization 501c Non-Profit Organization # _____

As an outdoor facility 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 and/or School 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 and/or School 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.

Applicant Signature _____ Date _____

I have read and agree to the Hanover County park rules and billing policies _____ (applicant initials)

Facility Use Request

Day(s) of week requested: Monday Tuesday Wednesday Thursday Friday Saturday Sunday Activity: _____

Start date: _____ End date: _____ Time requested: _____ AM/PM to _____ AM/PM

Planned use (select only one): Practices Games Tournament/Sport Event **NOTE: separate applications must be submitted for each use type**

Location: _____ Field(s): _____ Age group: _____

Tournament/Sport Event Details

Event type and name _____

Expected number of teams: _____ Expected number of participants: _____ Expected number of spectators: _____

Base distances: 60' 65' 70' 90' Pitching rubber distance: _____

Requested add-ons:

Baseball/Softball: Field prep - \$30 per field, per day **NOTE: three (3) field minimum, per site**

Cross Country: Mulched road crossing (Upper Course) - \$30

Notes: _____

Office Use Only

Date Received: _____

Certificate of Insurance Received

Concussion Protocol Agreement

Supervisor Review: _____ Comments/Changes: _____

Keyed by: _____ Date keyed: _____ Permit #: _____