

Athletic Facility Rental Information

Rentable Facilities

Memorial Park

- Tennis Courts
- Pickleball Courts

Snowden Park

- Baseball/Softball Field

Dixon Park

- Rectangular Field
- Hockey Rink

Old Mill Park

- Rectangular Field

For information on Sunshine Ballpark, please go to www.sunshineballpark.org, or call (540) 408-4952.

Hours of Operation

- Open year around from dawn to dusk.
- Hours are subject to change without notice.
- Some facilities may have blackout dates due to holidays, City events, or Parks, Recreation and Events (PRE) programs/events.

General Rules and Regulations

- Violators of the following rules and regulations will be subject to applicable penalties and the possibility of suspension from the park for a designated period of time. Please respect our rules; they are provided for the protection of park users as well as the natural beauty and historic values of the park.
- The City of Fredericksburg, Virginia, and/or any of its officers or employees shall not be responsible for any personal injury or property damage. Permitted users of the park may be required to provide separate General Liability Insurance, at the discretion of the PRE Staff, depending on the date, time, and nature of their permitted park usage.
- The person signing the Park Rental Contract assumes the responsibility of those persons in attendance during the rental period, to include underage drinking and other inappropriate behavior.
- Available parking to the public is in designated areas only and is based on a first come, first serve basis. **NO vehicles permitted on the park grass without specific written permission by PRE.**

- No parking fees will be charged unless by PRE.
- Parking in unauthorized spaces will be subject to parking tickets.
- Handicapped parking spaces are not to be occupied by unauthorized vehicles.
- Any person littering the area shall be denied the privilege of area use and shall be guilty of a misdemeanor.
- No person will deposit, dump, drop or place any refuse of any kind in or on park property, except into the receptacles provided for trash disposal.
- Excessive radio volume is prohibited. City noise ordinance is enforced.
- There is **No Trespassing** within the park after dark.
- The hockey rink is used for roller/street hockey only. No other sports are authorized to utilize the rink.

General Rental Policies

- Contract must be filled out in its entirety and approved by an authorized representative of the PRE. Proper insurance verification must be presented when deemed necessary according to the event or function type.
- Any rentals of the entire park will require proof of liability insurance of \$1,000,000.00 for the period covering the event. This insurance can be purchased at <http://www.specialeventinsurance.com>
- Payment of rental fees and deposit is required within five (5) business days of approval; requested facilities will not be placed on hold. Deposits will be refunded if the facility is returned to its original condition (i.e. no damage, trash is removed, etc.).
- Deposit refunds will require **four (4) weeks** for processing unless paid by credit card. Credit card refunds will take **five (5) business days** to process.
- Cancellation requests must be received at least **two (2) weeks** in advance of the rental date in order to qualify for a full refund of rental fee and deposit, less a 15% administration fee. Cancellation requests received less than **two (2) weeks** in advance will qualify for a refund of the deposit only. Cancellation due to weather or other reasons not under the control of the City are not subject to refund unless directed to cancel/close by PRE.
- Facility rentals require a two (2) hour minimum rental. No refunds will be issued for unused time from a rented block.
- All reservations must end no later than the time listed in the rental permit. Groups must be cleaned up and off of the rented facility at this time. The group or organization is responsible for the cleanliness of the rented facility upon completion of the reservation.
- Rental of the facility entitles the user group the use of the facility **ONLY**. Use of any additional facilities or available space without a prior rental agreement is strictly prohibited. **In addition, no unauthorized vehicles or equipment are allowed next to or near the facility unless prior written permission is granted by an authorized representative of the PRE. Deposits may be forfeited if unauthorized vehicles or equipment are in grass areas and not in authorized parking spaces.**

- The undersigned shall be responsible for cleanup and care of equipment and the facilities used. Failure to do so will result in the loss of privileges and possible penalty assessment.
- Alcohol IS NOT permitted at the following park locations under any circumstances: Memorial Park, Snowden Park, and Dixon Park.
- **Please report all park deficiencies, vandalism, etc. to any park personnel on property or call 540-372-1086 or email fredprpf@fredericksburgva.gov. If immediate attention is needed call the afterhours number at 1-866-915-9916 or non-emergency police at 540-373-3122.**
- **Please sign up for Fredericksburg Alerts at www.Fredericksburgalert.com. This is how you will be notified of any park closures or delays.**
- Any changes to the rental contract must be done in writing and turned into or emailed (fredprpf@fredericksburgva.gov) to the Dorothy Hart Community Center two (2) weeks prior to the date of your rental.
- Reservation requests will be granted based on the availability of the facility and City staff to supervise the event if deemed necessary.
- The City reserves the right to deny an applicant's rental request if the applicant does not fit the criteria provided in this Policy, or the applicant or anyone in the applicant's group has previously violated any rule in this Policy.
- Reservations for City-sponsored activities will take priority at all times. The City reserves the right to cancel a reservation for a non-City sponsored event for any reason. If the City cancels such a reservation, the applicant's fees will be refunded to the applicant.
- Rentals are subject to all applicable City of Fredericksburg ordinances.

Rental Rates

- For the purposes of the Policy, a "resident" is defined as any individual living in the City of Fredericksburg, owning property, or a physical business with a 22401 zip code. Proof of residency will be based on the following in order: 1) insurance policy holder (if applicable); 2) person providing payment; 3) person/organization on the contract; and/or 4) event organizer.
- Deposits will be refunded within thirty (30) days of the reservation date, provided that rental facilities do not require additional cleaning, maintenance, or repair to be deducted from deposit. Whether additional cleaning, maintenance, or repair is needed shall be in the City's sole and absolute discretion.
- Fee Adjustment Request can be submitted in writing and will be reviewed by staff. Fee waivers will be considered based on the impact to the local community and provided to non-profit organizations and events only. A maximum discount of 20% off the rental fee can be approved via staff. Additional discounts must be presented and approved via City Manager and City Counsel.
- All City of Fredericksburg initiated, conducted, or co-sponsored activities and agencies with a reciprocal use agreement and governmental agencies servicing City of Fredericksburg residents and other City Departments conducting official City business

will not be charged.

- Parks, Recreation and Events Department reserves the right to increase deposits and rental rates for users who have previously had deposits held. Rental rates are hourly with a two (2) hour minimum. There are no partial hour payments. Groups that leave early will not receive a pro-rated refund on unused portion of rental time.

Athletic Facility Rental Fees				
Per Court/Field/Rink Per Hour Minimum of 2 hours	Deposit	Group 1	Group 2	Group 3
Tennis Courts	Equal to rate	\$15	\$23	\$30
Pickle ball Courts	Equal to rate	\$15	\$23	\$30
Baseball/Softball Field	Equal to rate	\$15	\$23	\$30
Rectangle Fields (supervisor required for 2 or more fields rented)	Equal to rate	\$50	\$75	\$100
Hockey Rink	Equal to rate	\$50	\$75	\$100
General Use Rates				
Site Supervisor	\$25 per hour			
Field Lining- New	\$150 per field			
Field Lining- Touch Up Existing	\$75 per field			
Scoreboard (rink only) (supervisor required)	\$50 per day			
Overview of User Groups				
<p>Group 1: Resident Private/Non-Profit Organization. Residents requesting use for a private party. Resident non-profit organizations conducting social, cultural, educational, or recreational activities are considered in this group.</p>				
<p>Group 2: Non-Resident Private/Non-Profit Organization. Non-Residents requesting use for a private party. Non-resident non-profit organizations conducting social, cultural, educational, or recreational activities are considered in this group.</p>				
<p>Group 3: Commercial entities or organizations or For-Profit events.</p>				

Athletic Facility Rental Form

For faster processing we encourage you to submit an online request

RENTAL REPRESENTATIVE

Name: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Organization (if applicable): _____

Email: _____

FACILITY REQUESTED

Memorial Park

of tennis courts requested: _____ # of pickle ball courts requested: _____

Snowden Park

Baseball/Softball field requested: Yes or No

Base length requested: _____

Pitching Mound Length Requested: _____

Field dragging/lining requested: Yes or No

Dixon Park

of fields requested: _____

Field Dimensions requested: _____

Goal size requested: _____

Field lining requested: Yes or No New lining or Touch Up Existing

Hockey Rink Requested: Yes or No Use of Scoreboard Requested: Yes or No

Old Mill Park

of fields requested: _____

Field Dimensions requested: _____

Goal size requested: _____

Field lining requested: Yes or No New lining or Touch Up Existing

Date of Rental(s): _____

Time including set-up and cleanup (i.e., 9am-1pm): _____

Type of Activity/Event: _____

Contact Person the Day of the Rental: _____

Contact Phone Number the Day of the Rental: _____

Number of People Attending: _____ Number of Cars: _____

**Are you renting equipment from PRE? Yes or No

**Separate rental information and form available at FXBGpark.com

Equipment being brought/used: _____

In consideration for the use of City of Fredericksburg, VA property for myself and all my legal representatives, I do hereby agree and undertake to save and hold harmless, release and forever discharge the City of Fredericksburg, its officers, agents, employees and any and all other persons, firms and corporations, acting on behalf of the City from any and all actions, demands or claims for damages to persons or property, that may arise out of the use of said City property specified here, without regard to a negligent act or omission of the applicant, the City of Fredericksburg, or any other person, organization, firm, or corporation acting on behalf of the City.

By my signature below, I certify that I have received a copy of, read, and fully understand my rental contract, the general rental policies, and the prescribed responsibilities for park lessees. I further understand that my failure to meet any of these responsibilities or comply with any policy may result in the immediate termination of the rental agreement by the onsite facility supervisor. I also agree that, if termination of the rental agreement is deemed necessary by the supervisor, I will ask that my guests exit the park in a quick and orderly fashion and personally oversee the clean-up of the rental space. Finally, I understand and

agree that, should early termination of my rental contract become necessary, I will receive no refund of rental fees and my deposit may be withheld.

Applicant has read and will abide by attached Athletic Facility Rental Policy.

Print Name (First & Last): _____

Lessee's Signature: _____ Date: _____