

## **Park Rental Information**

### **Rentable Parks**

#### Large Parks

- Alum Spring Park
- Dixon Park (No full park rentals- Fields, Pool and Rink available to rent)
- Motts Run Reservoir
- Old Mill Park
- Riverfront Park

#### Medium Parks

- Hurkamp Park
- Memorial Park
- Snowden Park
- W. L. Harris Park

#### Small Parks

- Cossey Park
- Maury Park
- Powhatan Park

Other Parks can be rented under special circumstances and must be approved by the Director and/or local residents.

### **Hours of Operation**

- Open year around from dawn to dusk.
- Hours are subject to change without notice.
- Some parks 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.
- Picnicking is confined to designated areas only.
- The park shelter may be reserved in advance at the Dorothy Hart Community Center by

a person, age 21 or older, completing the Park Rental Contract or online at [www.FXBGparks.com](http://www.FXBGparks.com). 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 off a first come, first serve basis. **NO vehicles permitted on the park grass without specific written permission by PRE.**
  - Parking fees will only be charged by PRE.
  - Parking in unauthorized spaces will be subject to parking tickets.
  - Handicapped parking spaces are not to be occupied by unauthorized vehicles.
- No person shall kindle, build, maintain or use a fire other than in the grills provided for such purpose. Any fire shall be continuously under the care of a competent person eighteen (18) years of age or older. No person in the confines of the area owned by the City shall discard any lighted match, cigar, or other burning object. No open fires or gas grills are permitted in the park.
- 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.
- No person shall willingly mark, cut, deface, injure, tamper with, displace, or remove any man-made or natural item in the park. The discharge of vehicular fluids in the park is prohibited; the action of such is subject to prosecution.
- Unleashed animals are not permitted in the park, and are subject to a \$25.00 fine. Owners must pick up after their dogs or be subjected to a fine of \$25 per offense. More info here: <https://ecode360.com/28966950>
- Excessive radio volume is prohibited. City noise ordinance is enforced.
- Use of any natural body of water within the Park or its tributaries for drinking, dumping or any other purpose is prohibited.
- Camping is allowed in certain parks by permit ONLY. A separate Camping Permit application, along with corresponding fees, deposits, insurance, and a list of campers is required.
- There is **No Trespassing** within the park after dark.
- The gate to the park will be locked when river conditions are approaching flood stage within the park. Any vehicle remaining within the park enclosure will have information placed under its windshield wiper regarding vehicle removal.

### **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 shelters will not be placed on hold. Deposits will be refunded if the shelter 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.
- Shelter rentals occur in four (4) or ten (10) hour blocks. 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 out of the shelter/space/park at this time. The group or organization is responsible for the cleanliness of the shelter/space/park upon completion of the reservation.
- Rental of the facility entitles the user group the use of the shelter/space/park **ONLY**. Use of any additional shelter 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 shelter 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.
- With appropriate permit, alcoholic beverages are permitted at the following parks: Alum Spring Park, Hurkamp Park, Maury Park, Old Mill Park, Riverfront Park, and W.L. Harris Park (if authorized by the Mayfield Civic Association). Alcohol IS NOT permitted at the following park locations under any circumstances: Motts Run Reservoir Park, Memorial Park, Snowden Park, and Dixon Park.
- A Virginia ABC License is required for alcohol consumption within a rented shelter/open space and/or park. There is NO alcohol permitted outside of a rented area/park. The applicant is responsible for securing an ABC license, if applicable.  
(<http://www.abc.virginia.gov/licensing/obtainlicense.html>)
- Dangerous currents are always present within the boundaries of Old Mill Park. As such, for your own personal safety, swimming and/or wading in the river **is strongly discouraged!** Should a water related emergency occur during your visit, dial 911 and report the incident and your location to the authorities. Your location is shown on the river warning signs on or near the river shoreline.
- If using the Canal Path/Heritage Trail, the event planner must rent space at a park to

start and end the event. The event planner may submit 4 (four) copies of their 8.5" wide x 11" tall laminated event flier to Fredericksburg Parks, Recreation and Events Department for display in the City Trailside Kiosks (4 locations along the trail). Fliers must be portrait and laminated and are to be submitted to the Fredericksburg Parks, Recreation and Events office no less than one month prior to the event for display in the kiosks.

- **Please report all park deficiencies, vandalism, etc. to any park personnel on property or call 540-372-1086 or email [fredprpf@fredericksburgva.gov](mailto: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](http://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](mailto: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 City staff to supervise the event.
- 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.
- All entities other than PRE are limited to a maximum of twelve (12) one-day reservations per year.
- 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.
- Businesses shall not use City properties for commercial purposes, such as selling or vending goods or services of any kind during a rental reservation, charging a fee or tuition, or accepting any consideration from attendees during a rental reservation, if the profits, fees, or other consideration accepted generate funds for the business.
- 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.
- The alcohol fees are the renter's responsibility and in addition to the VA ABC License,

deposit and rental fees for the shelter, open spaces and/or park rentals. Alcohol usage fees are NOT refundable even if all other fees are refundable (i.e. cancellation).

- Fee Adjustment Request can be submitted in writing and will be reviewed by staff. Fee adjustments 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 PRE 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 by half/full day blocks. There are no partial hour payments. Groups that leave early will not receive a pro-rated refund on unused portion of rental time.

<b>Park Rental Fees</b>				
	<b>Deposit</b>	<b>Group 1</b>	<b>Group 2</b>	<b>Group 3</b>
Shelter/*Open Space Half Day (9am-1pm or 3pm-7pm)	Equal to rate	\$75	\$110	\$150
Shelter/*Open Space Full Day (9am-7pm)	Equal to rate	\$120	\$180	\$240
*Open space areas cannot be used for organized activities/games				
Large Park Entire Park Full Day	Equal to rate	\$1,000	\$1,200	\$1,500
Large Park Entire Park Half Day (Morning only 9am-1pm)	Equal to rate	\$500	\$600	\$750
Medium Park Entire Park Full Day	Equal to rate	\$100	\$200	\$300
Small Park Entire Park Full Day	Equal to rate	\$50	\$100	\$150
<b>General Use Rates</b>				

Bounce House Use	\$50 per (plus general liability insurance)	
Alcohol Use	Equal to rate	\$100 per shelter/ \$500 entire park
Utilities (electricity and/or water) (if available)	N/A	\$10 per hour (max charge two hours)

**Overview of User Groups**

**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.

**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.

**Group 3: Commercial entities or organizations or For-Profit events.**



**Park Rental Form**

**\*For faster processing we encourage you to submit an online request\***

**RENTAL REPRESENTATIVE**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

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

**RENTAL INFORMATION**

Park Requested (Circle One):

- |                  |                                    |                     |                     |
|------------------|------------------------------------|---------------------|---------------------|
| Alum Spring Park | Cossey Park                        | Dixon Park Field(s) | Hurkamp Park        |
| Maury Park       | Memorial Park                      | Motts Run Reservoir | Old Mill Park       |
| Powhatan Park    | Riverfront Park                    | Snowden Park        | Washington Ave Mall |
| W.L. Harris Park | Canal/Heritage Trail w/Park Rental |                     |                     |

Area Requested (Circle One): Please note not all parks have the same amenities. Visit FXBGparks.com for a list of amenities at each park.

- |           |                                |             |            |
|-----------|--------------------------------|-------------|------------|
| Shelter 1 | Shelter 2 (Old Mill Park only) | Entire Park | Open Space |
|-----------|--------------------------------|-------------|------------|

Contact Person the Day of the Rental: \_\_\_\_\_

Contact Phone Number the Day of the Rental: \_\_\_\_\_

Date of Rental: \_\_\_\_\_ Type of Rental/Event: \_\_\_\_\_

\*Number of People Attending: \_\_\_\_\_ Number of Cars: \_\_\_\_\_

Time usage including set-up and cleanup (Circle One):

- |            |         |         |
|------------|---------|---------|
| 9am to 1pm | 3pm-7pm | 9am-7pm |
|------------|---------|---------|

\*Open to the Public? Yes or No    Electricity (not available at all parks)? Yes or No

Water (not available at all parks)? Yes or No

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

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

Equipment being brought/used: \_\_\_\_\_

*\*All events that are open to the public, have an attendance over 100 and are held within a city park will also require a special event application. More information and application at <https://www.fredericksburgva.gov/1469/Plan-An-Event>.*

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 Park Rental Policy.**

Print Name (First & Last): \_\_\_\_\_

Lessee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## ALCOHOL POLICY AND CONTRACT

- A. **Lessee** is responsible to obtain all necessary banquet special event or mixed beverage special event licensing from the Virginia ABC Board:  
(<http://www.abc.virginia.gov/licensing/obtainlicense.html>)
- B. **Lessee** of the shelter/open space/entire park with alcohol permit is required to be covered by additional comprehensive liability special event policy in the amount of \$1,000,000.00 in effect the dates of facility use, listing the City of Fredericksburg as the named insured or secondary, which is to be submitted to the office two (2) weeks prior to rental. Insurance can be purchased here: <http://www.specialeventinsurance.com>
- C. **Lessee** is required to pay an alcohol deposit in addition to the current rental deposit fees. These deposits are refundable provided there is no damage and the area is returned clean.
- D. **Lessee** will pay an alcohol usage fee. This will cover any additional administrative time required to track permitting and scheduling, which is to be submitted to the office no later than two (2) weeks prior to rental.
- E. Alcohol **will only** be consumed in the rental area (shelter, open space or entire park) that is covered by the ABC permit. **No** alcohol will be permitted outside the rental area.
- F. Alcohol usages fees are **NOT** refundable even if all other fees are refundable (i.e. cancellation).
- G. **Lessee** assumes responsibility for all guests that consume alcohol during their event.

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 the alcohol policy and contract for park rentals. I further understand that my failure to meet any of these responsibilities or comply with the 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 alcohol fees and my deposit may be withheld.**

Print Name (First & Last): \_\_\_\_\_

Lessee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_