



Pavilion/Field Rental Use Policy
Botetourt County Parks & Recreation

PO Box 587
Fincastle, VA 24090



Section 1: General Facility Use Policy

Use of facilities is “as is” with no on-site support. In an event of emergency users should call 911.

Botetourt County offers facilities for community, educational, recreational, cultural, civic, and charitable groups. Facilities are available on an equitable basis to local groups and organizations engaged in legal activities, regardless of the beliefs and affiliations of their members. In allocating the use of these facilities, County staff will not discriminate based on the political or religious beliefs of applicants, or on any other constitutionally prohibited basis. Permission to use the County's facilities does not constitute endorsement of the organization's mission, purpose, activities or beliefs by County staff or the Board of Supervisors, and publicity for the event should not imply County sponsorship or affiliation.

Permission to use facilities will be granted on a first-come basis. Reservations to use Botetourt County facilities are tentative until an application has been completed and accepted in writing by County staff. County government agencies and departments will be always given priority including the rescheduling of existing reservations by other users, if necessary. The County has the authority to accept or deny applications for the use of facilities. The County reserves the right to deny a reservation request if the anticipated use is likely to be unreasonably disruptive to regular County functions, too large for the applicable facility capacity per the fire code, disorderly, dangerous to persons or property, or in any other way inconsistent with the terms and conditions of this policy. Users of County facilities must make provisions to guard against public disturbances, unsafe practices, or excessive noise, and are fully responsible for all persons admitted to their activities. Botetourt County is not responsible for injuries during use of the facility and/or grounds. No animals are allowed within County buildings except for service animals. Botetourt County buildings are tobacco and vapor free facilities. All waste generated during facility usage must be placed in the provided trash cans.

An organization/group may have no more than 6 reservations scheduled at any one time. No group may consider the County's facilities its permanent meeting place. An authorized representative for a group must be 25 years of age or older, and must take responsibility for and be in attendance at the event to ensure that policies are being followed. Additionally, the group's authorized representative will be held liable for any damage and the condition of the facility after its use.

The County reserves the right to have a County Representative monitor all meetings and/or events held at its facilities to ensure no unlawful activities or activities contrary to this policy are occurring. Groups selling merchandise or tickets are responsible for having all required licenses, and for payment of any amusement or other taxes due. Botetourt County staff will not be responsible for taking registration fees, selling tickets, providing information or answering questions about non-County sponsored events.

The County, its Board of Supervisors, and employees assume no responsibility for the loss, theft, or damage of any property of any person and/or group using Botetourt County property.

Sports organizations renting athletic fields will ensure that all employees, coaches, volunteers, and team administrators have gone through a satisfactory background check, including the National Sex Offender registry, to help ensure the safety of all program participants. Leagues and organizations must submit a Certificate of Insurance with Botetourt County listed as an additional insured. General liability limits must be at least \$1,000,000.

Users will reimburse Botetourt County for any cost associated with loss or damage to County property, as well as any additional cleaning or late usage fees. Arrangements for catering and decorating are the responsibility of the sponsoring group. Renting party agrees to take down and properly dispose of all decorations. Use of tents, canopies, inflatable's, or

similar large temporary installations may require permits and inspection by the County for which users are responsible. No items may be stored in advance by users reserving County facilities without prior approval.

Selling, opening, possessing alcoholic beverages in any open container, or consuming any alcoholic beverage at a County sports location or in any County park is prohibited, other than in connection with an event or activity for which a permit has been issued.

Failure to follow the Facility Use Guidelines may result in cancellation of use without refund.

Section 2: COVID-19 Guidelines

Users will abide by and enforce the following COVID-19 guidelines while on Botetourt County property.

- All participants, spectators, coaches, volunteers, etc. will abide by all posted signage.
- All participants, spectators, coaches, volunteers, etc will maintain appropriate physical distance of at least six feet between persons not living in the same household.
- Ensure anyone who has symptoms of, has tested positive for, or has been exposed to COVID-19 follows appropriate guidelines for quarantine and isolation. Any individual who has been exposed to or tested positive for COVID-19 within the last 10 days is not permitted to attend events.
- Conduct daily screening of coaches, officials, staff and players for COVID-19 symptoms prior to admission to the facility.
 - Adults should be asked: Are you currently experiencing fever (100.0 degrees Fahrenheit or higher) or a sense of having a fever, cough, shortness of breath or chills. Are you currently experiencing loss or lack of taste or smell? Have you received a positive test for COVID-19 in the last 10 days or been in contact with anyone who has tested positive?
 - Parents should be asked: Is your child experiencing fever (100.0 degrees Fahrenheit or higher) or a sense of having a fever, cough, shortness of breath or chills? Is your child experiencing loss or lack of taste or smell? Has your child received a positive test for COVID-19 in the last 10 days or been in contact with anyone who has tested positive?
- All shared items must be disinfected between each use to the extent practicable.

Section 3: Fee Schedule for Use

Baseball & Softball Fields

BASE LENGTHS AND FIELD SET UP													
Field Name	Base Lengths (circle box)				Fence Distance	Pitching Distance (circle box)							
	60	65	70	90		35	40	43	46	53	54	60'6	
Blue Ridge Park #1	60	65	70	90	300	35	40	43	46	53	54	60'6	
Blue Ridge Park #2	60				200	35	40	43	46	53	54		
Breckinridge Elem. #1	60	65	70		200 300	35	40	43	46	53	54		
Breckinridge Elem. #2	60				200 300	35	40	43	46	53	54		
Buchanan Elem. #1	60	65	70	90	300	35	40	43	46	53	54	60'6	
Buchanan Elem. #3	60				300	35	40	43	46	53	54		
Buchanan Park #2	60				200	35	40	43	46	53	54		
Central Academy Mid.	60				200	35	40	43	46	53	54		
Cloverdale Elem. #1	60	65	70	90	200 300	35	40	43	46	53	54	60'6	
Cloverdale Elem. #2	60				200 300	35	40	43	46	53	54		
Cloverdale Elem. TB#1	60				100	35	40	43	46	53			
Cloverdale Elem. TB#2	60				100	35	40	43	46	53			
Eagle Rock Elem. #1	60				200 300	35	40	43	46	53			
Eagle Rock Elem. #2	60				200 300	35	40	43	46	53			
Greenfield Elem. #1	60	65	70		200	35	40	43	46	53			
Greenfield Elem. #2	60				200	35	40	43	46	53			
Greenfield Elem. #3	60				100	35	40	43	46	53			
Read Mountain Mid.	60				200 300	35	40	43	46	53			
Troutville Elem. #1	60	65	70	90	200 300	35	40	43	46	53			
Troutville Elem. #2	60				200 300	35	40	43	46	53			
Boxley #1	50				200 300	35	40	43	46	53			
Boxley #2	50				200 300	35	40	43	46	53			

Soccer Fields

Field	Size	Lights	Field	Size	Lights
Blue Ridge	55 x 100	Yes	Eagle Rock Elem # 1	40 x 60	No
Blue Ridge # 1	40x 60	Yes	Eagle Rock Elem # 2	35 x 50	No
Breckinridge Elem # 1	40 x 60	Yes	Greenfield Elem	35 x 50	Yes
Breckinridge Elem # 2	35 x 50	Yes	Greenfield Rec Park # 1	55 x 100	No
Buchanan	55 x 100	Yes	Greenfield Rec Park # 2	55 x 100	No
Buchanan Intermediate	40 x 60	Yes	Greenfield Rec Park # 3	40 x 60	No
Cloverdale Elem # 1	40 x 60	Yes	Greenfield Rec Park # 4	35 x 50	No
Cloverdale # 2	55 x 100	Yes	Troutville Elem # 1	55 x 100	Yes
Cloverdale Elem Soccer #1	35 x 50	No	Troutville Elem # 2	35 x 50	Yes
Cloverdale Elem Soccer #2	35 x 50	No	Boxley Field # 1	35 x 50	No
			Boxley Field # 2	35 x 50	No

Highlighted fields are only available August 1 – October 31

Athletic Fields Fee Rates

- Botetourt County Organizations*
 - Use of fields, two-hour time block - \$40
 - Use of fields, all day rental (*includes 1 field marking*) - \$145
- All other Organizations
 - Use of fields, two-hour time block - \$55
 - Use of field, all day rental (*includes 1 field marking*) - \$160
- Use of lights, per two-hour block - \$10
- Additional setup (i.e. set up fencing, field marking, etc) - Minimum 2 hours @ \$35 per hour (*Dependent upon staff availability*)

**Botetourt County Organizations will be required to provide proof of address in the form of 501c3 or incorporation registration or piece of mail.*

Refunds will only be issued with a 48-hour notice of cancellation unless use is not permitted due to inclement weather.

Fields will not be open for play until 8:00 a.m. Lights will be available between the hours of 5:00 p.m. and 10:00 p.m. Weather conditions may require lights to be turned on prior to the designated start time. In this event, the field supervisor will have final authority to do so and renting party will incur the cost.

Picnic Shelters

Picnic shelters are maintained and available for use from dawn to dusk for general public use on a first come, first serve basis, unless otherwise reserved as according to this rental usage policy or limited by Botetourt County School or Parks & Recreation Department activities.

Picnic shelters located on Botetourt County School property are restricted to use by school employees and students only, during regular school year and hours of 8 a.m. to 3:00 p.m., Mon-Fri.

No activity or rental will be permitted to extend past 10 p.m.

Reservation times are 8:00a-2:00p and 3:00p-9:00p for Half Day. 8:00a-8:00p for Full Day.

Location	Capacity	Saturday/Sunday	Monday-Friday	Electricity
Blue Ridge A	100	Half - \$40 Full - \$80	Half - \$25 Full - \$50	Yes
Blue Ridge B	40	Half - \$25 Full - \$40	Half - \$15 Full - \$25	Yes
Troutville Elem	100	Half - \$40 Full - \$80	Half - \$25 Full - \$50*	Yes
Cloverdale A	40	Half - \$25 Full - \$40	Half - \$15 Full - \$25*	Yes
Cloverdale B	40	Half - \$25 Full - \$40	Half - \$15 Full - \$25*	Yes
Buchanan Elem	40	Half - \$25 Full - \$40	Half - \$15 Full - \$25*	Yes
Greenfield Elem	40	Half - \$25 Full - \$40	Half - \$15 Full - \$25*	Yes

*Elementary school picnic shelters are only available for full day rentals during summer months.

Additional Picnic Shelter Policies

- Please use containers provided for trash or recyclables
- Please clean shelter area after use
- No alcoholic beverages are permitted on Botetourt County properties
- **Refunds will only be issued with a 48 hour notice of cancellation unless use is not permitted due to inclement weather.**

Section 4: Reservation Application

Payment is due at the time of reservation

Organization _____ Contact Name _____

Address _____ City _____ State _____ Zip _____

Day Phone _____ Evening Phone _____

Cell Phone _____ Email _____

Requested Facility _____

Comments/Requests _____

Estimated attendance? _____ Will you charge admission? _____

Date(s) of event _____ Time(s) of event _____

I, the undersigned, agree to act on behalf of the above organization and to be responsible for any damage sustained to Botetourt County property while being used by the above organization. Furthermore, I agree to all conditions as set forth in the attached Botetourt County Facility use policy. I hereby authorize Botetourt County to provide my name, phone number and related information, or that of a contact person, to any person inquiring about the above meeting.

I agree to the Botetourt County Recreation facility use policy and procedures and have received a copy of the policies.

Applicant's Printed Name

Applicant's Signature

Date

OFFICE USE ONLY

Approved By: _____ Approved Date: _____/_____/_____

Other Fees: _____ Check # _____

Reservation Fee \$ _____ Receipt # _____