

FREDERICK COUNTY
PARKS AND RECREATION
DEPARTMENT
TOURNAMENT PACKAGE

107 North Kent Street
Winchester, VA 22601
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fcprd.net

Dear Tournament Director,

Thank you for your interest in using the softball/baseball fields located in Clearbrook and Sherando Parks for your tournament. We look forward to providing you with a quality facility and customer service. Please read through this entire packet so you do not miss any important information.

In order to secure a date(s) for your tournament, please return the following immediately:

- **Payment in full for each field desired at least 5 business days prior to the tournament date or**
- **Field Deposit for Directors hosting 3 or more tournaments**
- **Acknowledgement Form**
- **Tournament Application**

In addition, the following documents will be due five business days before your tournament date:

- A copy of your certificate of insurance naming Frederick County, VA as additionally insured for no less than \$1,000,000 (One Million Dollars).
- A schedule of your tournament
- Approximate number of teams attending your tournament

Application Process and Fees:

1. Requests for use of the fields at Clearbrook or Sherando Parks are to be made on the Tournament Application Form by an adult 21 years of age or older who duly represents the group/organization.
2. The full amount for field rental is due at the time of application. Reservations will not be held without payment. Reservation requests must be made at least five business days in advance of your desired tournament date.
3. For Directors that are hosting three or more dates in our facilities, a \$25 non-refundable per field per date deposit may be made to secure a series of tournaments. The remaining balance for each tournament must be paid by 5 p.m. on the Monday prior to that weekend's tournament. Failure to comply will result in loss of field use.
4. All applicants must provide proof of insurance naming Frederick County, VA as the additionally insured for no less than \$1,000,000 (One Million Dollars).
5. Frederick County Parks and Recreation Department reserves the right, on a case-by-case basis, to add conditions or modifications to the reservation. FCPRD also reserves the right to cancel any event as deemed necessary for the safety of all participants and in the best interest of the facility.
6. No participants are allowed on the field until all field prep has been completed. At no time are participants allowed to provide any maintenance to the field unless authorized by park personnel. Failure to abide by this will result in loss of use of the field(s).
7. Requests for refunds or cancellations made five (5) business days prior to the scheduled reservation will be assessed a 20% administrative fee. ***There will be no refunds given after this time*** unless the event is rained out and cannot be rescheduled by the department at another time. In this case, a full refund will be given. Partial refunds will be given on a pro-rated basis if the tournament is unable to be completed due to inclement weather

Tournament Fees:

Frederick County, VA Resident: \$150 per field

Non-Frederick County, VA Resident: \$175 per field.

Any additional time for excessive trash removal and or maintenance of the fields following the tournament will be billed at an hourly rate of \$15 per hour.

Softball fields 5 and 8 at Sherando Park will be available for public rental from March 15th-November 15th on a first come, first served basis beginning January 2nd of the calendar year. Any request for FCPRD park fields other than these will be dependent upon FCPRD program and co-sponsored program use. Partial day field use will not be permitted for tournaments. Any requests for Frederick County Public School Fields will need to be requested through the appropriate school personnel. Overnight tournaments will only be allowed at Clearbrook Park and only one tournament per month will be allowed.

Field Complex Rules:

The following rules will need to be adhered to and enforced by the tournament director. If problems persist, it will result in the loss of your opportunity to conduct tournaments within our facilities. Additional park rules are attached and will need to be enforced as well:

1. Concession stands will be available and open during all hours of the tournament. Outside food vendors will not be permitted.
2. Any outside vendors (non-food items) will be subject to the County Vendor Policy and must display the appropriate permits at all times.
3. Alcohol will not be permitted.
4. Smoking will not be permitted within 50 feet of the athletic playing fields.
5. Dogs will not be permitted within 50 feet of the athletic playing fields. Any dog within the park must be on a leash.

6. For the safety of competitors and spectators during tournament play, skateboards, bikes, scooters, rollerblades will not be permitted at Fields 5 and 8.
7. Overnight RV parking is prohibited.
8. Parking will only be permitted in designated areas. No vehicles will be allowed in the ballfield areas.
9. Tournament play hours may begin at 9 a.m. and must conclude by 11 p.m. Overnight tournament play hours (Clearbrook Park only) may begin at 10 p.m. and must conclude by 8 a.m.
10. Overnight tournaments will be required to provide a security guard that will remain on site for the duration of the tournament. Security guards must be an off-duty County or City Sheriff Deputy or hired from a private security firm. Additional fees for lighting and park personnel will be applicable.
11. Additional park rules are attached and must be adhered to at all times.
12. At least one tournament representative must be present at all times and at each complex if multiple fields are used.

ACKNOWLEDGEMENT FORM

I have read and understand the attached rules and agree to abide by them.

I understand that Frederick County Parks and Recreation Department has the right to stop all tournament play should any violation of any of the listed rules occur. Tournament play can only resume after said violation is resolved to the satisfaction of park personnel.

I understand that as Tournament Director I am responsible for the actions of the participants and will assist FCPRD by providing names and addresses of any participant that is violating park rules.

By signing this agreement, the person(s) or organization(s) applying for use of the FCPRD softball/baseball fields shall agree to all FCPRD park rules.

I have received a copy of the FCPRD park rules and the field cancellation policy.

In addition, I have retained one copy of this packet for my reference.

Printed Name of Tournament Director

Date

Signature of Tournament Director

Name of Organization

Tournament Date

TOURNAMENT/RENTAL APPLICATION

Name of Applicant(s): _____

Name of Organization(s): _____

Address: _____

Phone (h) (w) (c): _____

Email Address: _____

Date(s) Requested: _____

Time Requested: _____

Field(s) Requested: _____

Vendors: _____

INSURANCE REQUIREMENT: A copy of your insurance naming Frederick County, VA as additionally insured for no less than \$1,000,000 (One Million Dollars) must be provided five business days in advance of your tournament.



Frederick County Parks & Recreation Rules and Regulations

Welcome to Frederick County Parks. Enjoy your visit and tell your friends about your parks. While visiting your parks please be courteous to other visitors and be aware of the following rules and regulations.

Accidents/Injuries

Any person witnessing or involved in an accident in a park should report it to the Park Ranger, Park Manager, or the Parks and Recreation Department, 665-5678.

Alcoholic Beverages

The possession of alcoholic beverages is prohibited on park property. No intoxicated person shall enter or remain in the parks. Frederick County Parks and Recreation reserves the right to inspect coolers and containers.

Tobacco Products

Tobacco products are prohibited within 50 feet of an athletic complexes or fields, playgrounds, and swimming pool areas.

Animals and Pets

Animals must be kept under control at all times. Pets must be on leash no longer than six feet. Owners are responsible for cleaning up after their pets. Pets are prohibited on or within 50 feet of athletic complexes, playgrounds, and swimming pool areas.

Camping

Persons shall not camp or lodge within any park.

Digging or Excavating

Digging or excavating on park property is prohibited unless written permission is granted by the Parks and Recreation Director or his designee.

Conduct of Park Visitors

1. No person shall damage, move or remove any park property, either man-made or natural.
2. No person shall buy, sell or solicit contributions nor distribute or post handbills, or advertisements.
3. Repairs to vehicles are not allowed in the parks, except in the case of emergency.
4. Public gatherings, concerts or public entertainment are prohibited.
5. Amplified/Power Assisted Music by Permit Only.
6. No Loitering.
7. Gambling or betting is not permitted on park property.

8. The carrying or discharging of any fireworks, or explosives is prohibited.

9. Boisterous, riotous, threatening, or indecent conduct or language shall not be allowed in the parks.

10. Fires are restricted to approved cooking and picnic grills and must be attended at all times. Fires must be completely extinguished. The use of a generator is prohibited unless approved in advance by the Parks and Recreation Department.

11. Park visitors shall not enter, cross, trespass or disturb adjacent land or property.

12. Motorized vehicles are restricted to designated roadways and parking areas. No private vehicles are permitted in maintenance areas, on maintenance access roads, or on trails.

13. All park roadways are considered public roadways and therefore are subject to all state and local laws. The speed limit in county parks is 15 MPH unless posted otherwise.

14. Parking in areas other than those officially designated for such purposes is prohibited unless directed by park personnel.

15. There shall be no feeding, hunting, molesting, trapping, harassing or destroying of animals or wildlife in parks.

16. No person shall deposit any litter in parks except in receptacles provided for such purpose, nor shall any person place any litter from any private or commercial properties on any park grounds or in any park receptacles.

17. Public is restricted from entering the maintenance facility.

Park Hours

1. Parks will open at 8:00 AM and close at the time posted at the entrance to the park or at the discretion of the Parks and Recreation Department.
2. Natural areas and adjacent parking areas shall close at dark.
3. The Parks and Recreation Department and/or the Park Manager may close a park when activities are canceled due to inclement weather.