



CHESTERFIELD COUNTY PARKS AND RECREATION

INDOOR SCHOOL FACILITIES REGULATIONS & GUIDELINES



SEASONAL REQUEST TIMELINE

- Rough draft of what is needed for indoor school facilities for upcoming school year is due by April 1st for upcoming school year (fourth week of August through third week of May)
- Final practice/game schedules use chart below

Season	Group	Opening Dates	Closing dates	Practice Request Submittal Period	Game Request Submittal Period
FALL	Cheerleading	3rd week of Sept.	1st week of Nov.	1-Jun	
WINTER	Basketball	3rd week of Nov.	3rd week of March	1-Sep	month prior to start
	Wrestling	2nd week of Nov.	2nd week of March	1-Sep	month prior to start
	Cheerleading	2nd week of Nov.	end of February	1-Sep	
SPRING	Wrestling	2nd week of March	2nd week of May	1-Dec	

APPLICANT PRIORITY

- School Programs
- Departmental Programs
- Co-sponsored Groups
- Public Rentals – Go directly through school rental process [Using & Renting Facilities – Chesterfield County Public Schools \(oneccps.org\)](#)

GENERAL GUIDELINES

- Seasonal/long term requests: timeline for request is listed above.
- All other school requests must be submitted no less than 2 weeks prior to use. Submissions are only excepted through the Indoor School Facilities Reservation Form. Submission of request does not guarantee approval.
- All dates are dependent on school programs/needs.
- Payments schedules: Parks and Recreation will book and pay schools for all invoices. Parks and Recreation will then invoice renter to be reimbursed. Invoices are sent out at the end of each month. Payments must be paid by check.
- Any changes to reservations, including cancellations (except due to weather and/or school closeout), must be made at least 3 days in advance of the proposed change. All requests for changes must be communicated via email to athletics@chesterfield.gov.
 - If Chesterfield County Public Schools close early or all day, all indoor programs held in county schools are canceled, and the buildings are closed.
 - If Chesterfield County Public Schools open late, all indoor programs held in county schools will continue as scheduled.
 - If adverse weather conditions occur after the normal school day ends, cancellation decisions will be made by appropriate staff and information will be place on the Adverse Weather Hot Line and Departmental Website at www.chesterfield.gov/160/closings.
 - Schools often have events and programs which closeout our facilities for parks and recreation programs. These closeouts are reported to the league/renter. Please confirm with your league or renter how closeouts will be reported to all groups/teams.
- Outside groups may not join your practice/game/event unless pre-approved by Parks and Recreation and school facilities. Only the approved group is allowed to be in the gym/room for the function it was booked for because of agreements and insurance purposes.



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- Special requests such as tournaments, camps, or special events that are not considered part of an organization's regular season or post season use will be considered separately. These requests may require payment of additional fees and charges.
- Use of facilities for monetary gain, such as exercise groups, nature classes, etc. is not permitted without school approval.
- The charging of admission is not permitted without department and school approval.
- Some events require special event permits, insurances, and approval from other departments. This includes any event open to the public that has any or all of the following: food vendors, merchandise vendors, inflatables, races, parades. Please see our website for more information. [Special Events | Chesterfield County, VA](#). Applications are due at least 30 days prior to the event.
- Concessions/food vendors: any food sold or served to the public by food truck, caterer, or by event organizer or sports league requires a concession form and a certificate of insurance from the food vendor. Food trucks and food vendors are expected to abide by health department and business license requirements with the commissioner of revenues office, these departments may require more fees for event licenses. Complete the [Concession Permit Application](#) at least 10 days prior to the event.
- Please review concussion guidelines [Concussion-Guidelines-PDF \(chesterfield.gov\)](#)
- For more information on co-sponsorships and background checks required for all co-sponsored coaches, board members, etc., please see our website or Sports Manual: [Co-Sponsored Groups | Chesterfield County, VA](#).

GENERAL REGULATIONS

- School Policies can be found here [Using & Renting Facilities – Chesterfield County Public Schools \(oneccps.org\)](#)
- **WAIVER:** Applicant accepts responsibility for any damages that might occur during the period of use. Applicant agrees to ensure that all applicable federal, state, and local health and safety guidelines currently in effect are followed. The county will not be held responsible for any loss, theft, or any injury to persons or property while using park facilities.
- **ATTENDANCE:** Total attendance shall not exceed authorized capacity of any facility.
- **PERMITS:** If any of the listed requirements are not completed or submitted on time, permits will be denied or delayed. Permits are non-transferrable.
- **INSURANCE:** All groups using indoor school facilities are required to have up to date general liability insurance naming Chesterfield County as additionally insured.
- **SCHOOL ENTRY:** A representative must report to door 1 (front door of school) each night at the start of rental time. A school custodian will let you into the door.
 - The coach/representative will then walk to the gym and let players into a door closest to the gym.
 - You must arrive with 15 minutes of assigned time. If you are late, there is no guarantee of entrance.
 - If you arrive to a school and cannot access the school, please call 804-748-1624 and we will make the necessary calls to get you into the school.
- **SCHOOL DOORS:** School doors must always remain locked. Doors cannot be propped open for any reason per school policy. [Using & Renting Facilities – Chesterfield County Public Schools \(oneccps.org\)](#) A representative from your group may be needed to man the door for parents/coaches/teams to enter for games, practices, etc.
- **SCHOOL EQUIPMENT:** School equipment cannot be used for any reason. This includes mats, cones, balls, access to offices, closets, and use of school bulletin boards. If you arrive to a school and the school has left equipment out or school is not clean, call 748-1624 immediately to see if these items can be moved or not. Damage caused to any equipment could result in loss of future use and responsible parties will be billed appropriately.
- **SCHOOL RENTAL AGREEMENT:** Your approved permit is intended for that rental space only. Use of other rooms, spaces, hallways is prohibited. Do not allow participants to wander throughout the school.



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- **BLEACHERS:** Use of school bleachers is not guaranteed. If access to bleachers is needed, please list on Request Form. Moving of or pulling out school bleachers is prohibited and can only be done by approved personnel.
- **SCORE CLOCKS:** Use of school score clocks is not guaranteed. If access to clocks is needed, please list on Request Form.
- **SETUP/CLEANUP:** The Applicant shall ensure their rented facilities are cleaned of all loose trash and debris at the conclusion of the rental. Failure to properly clean the area could result in loss of future use.
- **SIGNAGE:** All signage content and placement must be approved by School Facilities, which reserves the right to deny signage.
- **PARKING:** Parking of vehicles shall be confined to parking lots only and users shall adhere to all traffic regulations in effect. Parking in front of/on maintenance roads or trails is prohibited. Illegally parked vehicles may be ticketed or towed.
- **ALCOHOLIC BEVERAGES, ILLEGAL SUBSTANCES, AND FIREARMS:** Alcoholic beverages and illegal substances shall NOT be brought onto or consumed on school properties. No illegal possession of weapons is allowed on Chesterfield County Property. Any person believed to be intoxicated, under the influence of illegal substances, or illegally possessing a weapon shall be excluded from the property.
- **SMOKING, VAPING/E-CIGARETTE, AND TOBACCO PRODUCTS:** Smoking, vaping/e-cigarette, or use of tobacco products is prohibited on any school property.
- **PETS:** Pets or other domesticated animals inside of school facilities.
- **SERVICE ANIMALS:** must be under the control of its handler and harnessed, leashed or tethered unless the individual's disability prevents using these devices.
- **POLICE:** Any reported misconduct or violations of applicable laws and regulations by the applicant or their guest may be referred to the appropriate authorities. Violations may be prosecuted to the fullest extent of the law.

SCHOOL GYM REGULATIONS

- No food or drinks, including water, are allowed in the school gyms. Drinks or water may be placed in the hallway.
- No running, playing or loitering in the hallways.
- Proper footwear must be worn. Black-soled shoes, turf shoes, and heeled shoes are prohibited.
- Dunking, hanging on the rim and nets are not allowed during practices. If there is misuse of equipment, the responsible party will be billed.
- Do not bounce balls in the hallways or throw ball off walls.
- All non-participating children/parents/spectators should remain off the gym floor and/or seated in a safe area.
- Moving of benches is prohibited

DISCLAIMERS

- The Parks and Recreation Department reserves the right to deny applicants, cancel approved reservation dates due to unforeseen circumstances such as inclement weather or electrical outages, school events and request police security by the Chesterfield County Police Department.
- The Parks and Recreation Department is not responsible for property placed or left in or on the premises. Items cannot be shipped to or stored at schools.
- The Parks and Recreation Department reserves the right to remove from the premises any person or persons failing to abide by facility rules, including disorderly conduct and inappropriate behavior.
- Applicants failing to abide by facility rules can be prohibited from applying for future use.
- The Parks and Recreation Department will not be liable for accidents, injury, or damages of users of the facilities.
- Federal and state laws protect individuals from discrimination or harassment based on sex, race, age, disability, color, creed, national origin, sexual orientation, gender identity, religion, pregnancy, childbirth or related medical conditions, marital status, status as a veteran and genetic information.