



CHESTERFIELD COUNTY PARKS AND RECREATION

OUTDOOR ATHLETIC FACILITIES REGULATIONS & GUIDELINES



SEASONAL REQUEST TIMELINE

Season	Type of Field	Opening Dates	Closing Dates	Request Submittal Period	Permits Approved/ Denied By
FALL	Rectangle (grass/turf)	2nd week of August	Last day of November	1-Jun	1-Jul
	Diamond	first of September	Weekend before Thanksgiving	1-Jun	1-Jul
WINTER	Rectangle (grass)	closed December-February			
	Rectangle (turf)	1st week of December	last day of February	1-Oct	1-Nov
	Diamond	closed December-February			
SPRING	Rectangle (grass/turf)	1st week of March	1st weekend of June	1-Dec	1-Jan
	Diamond	last week of February	Last day of July	1-Dec	1-Jan
SUMMER	Rectangle (grass)	closed for maintenance 1st week of June	2nd week in August		
	Rectangle (turf)	1st week of June	1st week of August	1-Apr	1-May
	Diamond	1-Aug	31-Aug	1-Apr	1-May

APPLICANT PRIORITY

- Departmental Programs
- Tourism Events
- Co-sponsored Groups
- Schools Programs
- Public Rentals

GENERAL GUIDELINES

- Request Timelines
 - Seasonal/long term rental requests: timeline for request is listed above.
 - All other field/court requests: request must be submitted no less than 5 days prior to use.
- Request submissions are only accepted through the Athletic Field/Court Request Form. Submission of request does not guarantee approval.
- Fields cannot be booked more than four months prior to the event.
- Reservations are dependent on weather and/or Department needs.
- Payments schedules:
 - Co-sponsored league payments are due at end of that month’s permit date.
 - Long-term rental payments are due at the beginning of that month’s permit date.
 - Short-term rental payments are due at the time of the approved reservation.
- Any changes to field reservations, including cancellations (except due to weather), 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 by the Organization Main Contact.
- Weather cancellations must be tracked by the renting organization and submitted by the Organization Main Contact within 7 days of the end of the permit to athletics@chesterfield.gov. Fees are then transferred to future permit/use or refunded to original form of payment. If we are not notified within 7 days after the event, no refunds or transfers will be issued. If the Department does not receive notification within 7 days after the end of the permit, no refunds or transfers will be issued.
- No fields will be held due to the possibility of rainouts throughout the season. Hoarding of fields is prohibited. If it is determined you are not using your booked time frame, the field may be rented to another user.



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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.
- Non-tourism tournaments require a non-refundable deposit per requested field or court. Deposit will be applied to the final payment of the overall tournament. If the tournament organizer cancels any fields/courts from the original request, the organizer forfeits those field deposits. Tournament deposit is due at the time of reservation.
- Porta Potties are on-site at facilities with no permanent restrooms. If additional units are needed, they must be rented from the department for a fee.
- Use of facilities for monetary gain, such as exercise groups, nature classes, pickleball/tennis lessons, etc. will be charged a rental fee and require a certificate of insurance.
- The charging of admission for use of fields/courts is not permitted without advance written approval by the Department.
- Goals must remain anchored at all times and can only be moved by Department personnel.
- Some events require special event permits, insurance, and approval from other County 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 for these events must be submitted 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. Food trucks and food vendors are expected to abide by health department regulations and the Commissioner of Revenue's business license requirements. Additional fees may apply. The [Concession Permit Application](#) must be completed at least 10 days prior to the event.
- Please review concession guidelines [Concession-Guidelines-PDF \(chesterfield.gov\)](#) prior to start of rental.
- Drones:
 - All recreational launching and landing of drones on County or CCPS property must be approved by the Department and the location's representative.
 - Recreational drone users on County or CCPS property must abide by all rules and policies of the County or school facility. These rules may be communicated through County or CCPS websites, manuals, and signage at County and CCPS facilities. It is the responsibility of the renter to become familiar with and follow all applicable rules and policies.
 - No pictures or video may be taken as part of the drone use on County or CCPS property, without prior authorization from the County or CCPS and the subject(s) of the pictures or video.
- Shared fields may have batting cages or other amenities. These do not always belong to the Department. Please consult Department staff with questions before use.
- 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](#).
- For information on tourism events, please email athletics@chesterfield.gov

GENERAL REGULATIONS

- **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.



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- **GROUNDS AND PROPERTY:** County property shall not be moved or removed from the premises. No stakes may be driven into the field. Use of explosives, fireworks, and open fires are prohibited. Golfing is prohibited on athletic fields. Skating, roller blading, skateboards, bikes, scooters are prohibited on tennis, pickleball, and basketball courts. Tents and bounce houses are not permitted on athletic fields. The Department of Parks and Recreation reserves the right to inspect the premises at any time.
- **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 of trash and debris shall result in an additional clean up fee of \$50 per hour, per County Staff member.
- **MAINTENANCE/REPAIRS:** All field maintenance and repairs and field lining will be performed by designated Parks and Recreation staff only. Fees will apply for any additional painting or lining requests.
- **WEATHER/FIELD CLOSINGS: (March-November):** Decisions regarding weekday field closings due to weather conditions are not made until 4 p.m. each day. To find out the status of a field, you can call the Adverse Weather Hotline number at 804-748-1001 after 4 p.m. or visit the Parks and Recreation website: [Adverse Weather / Field Closings Status page](#). Field closing decisions made after 5 p.m. and on weekends will be the responsibility of League and Park officials. At the discretion of the Department, all fields may be closed during extreme conditions.
- **TRASH:** All trash, litter and debris must be collected and placed in the proper receptacles before leaving the field. Failure to properly clean the area of trash and debris shall result in an additional clean up fee of \$50 per hour, per County staff member required.
- **SIGNAGE:** All signage content and placement must be approved by the Parks and Recreation Department, 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.
- **GATES:** Gates shall not be unlocked without prior written approval of the Department. Service Roads can only be used for limited purposes such as dropping off equipment and/or for persons with ADA/mobility issues. Parking on service roads is prohibited.
- **LIGHTING OPERATIONS:**
 - A time controller box allows operation of the lights only during preset hours.
 - Push "on" buttons must be used to operate the lights during the preset periods of rental agreement. Time controllers will automatically turn off lights 15 minutes after rental period.
 - River City Sportsplex lights will come on and turn off automatically according to the preset periods of rental agreement.
 - a. In cases where assistance is needed, on duty park staff can be reached by calling the night facility supervisor at 804-748-1624.
- **THUNDERSTORMS/LIGHTNING:**
 - River City Sportsplex has a lightning warning system installed that will sound in the event of lightning, alerting participants to take shelter in their vehicles. System will sound differently when safe to resume play. Direct questions to staff onsite.
 - The following guidelines apply to all other facilities. Applicant's severe weather plan will take precedence over these guidelines:
 - Monitoring weather forecasts, watch for developing weather conditions, and time the flash-to-bang intervals at the first sound of thunder.
 - Determine how close the lightning is by practicing the flash-to-bang method for measuring of lightning distance as it approaches. Using this method, one counts the seconds from seeing the lightning flash to hearing the thunder. For each 5-second count, lightning is approximately 1 mile away. (Example: at 25 seconds, the strike is 5 miles away.) If lightning can be seen, there is a potential risk and shelter should be taken.



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- Patrons should be properly informed when a thunderstorm watch is in effect and what procedures will be followed during this time to include: play may be suspended, what the “clear the area” signal will be, where to seek shelter, and what routes to take as they evacuate the area.
- Upon detection of a storm, by crash of thunder or bolt of lightning, patrons will be expected to leave the fields and seek shelter for at least 30 minutes.
- Each occurrence of thunder and/or lightning will restart the 30-minute wait.
- **ALCOHOLIC BEVERAGES, ILLEGAL SUBSTANCES, AND FIREARMS:** Alcoholic beverages and illegal substances shall NOT be brought onto or consumed on park properties. No illegal possession of weapons is allowed on Chesterfield County Park 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 the playing fields, dugouts, bleachers, or surrounding areas. Tobacco use of any kind is not allowed on any CCPS property.
- **PETS:** Pets or other domesticated animals are not permitted on Park Property unless they are in cages, securely penned, or on a leash of not more than 10 feet in length. Horse riding is not permitted on Park Property except in areas designated and posted by the County for horseback riding.
- **AMPLIFIED SOUND SYSTEMS:** Amplified Sound Systems are restricted at Huguenot Park and R. Garland Dodd at Point of Rocks. All other parks must comply with County noise ordinances, including sound levels and appropriate/non-vulgar music choices.
- **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.

SYNTHETIC TURF FIELD REGULATIONS

- No pets are allowed on fields
- No food, drinks, gum, sunflower seeds, or glass bottles or containers of any type are allowed on fields (only water permitted)
- No spectators are permitted on fields (including chairs, lawn chairs, tents, etc.)
- No smoking (turf complexes are smoke free facilities)
- Moving of benches or goal cages on the fields is not permitted
- Metal cleats and spikes are prohibited (only formed rubber cleats are allowed)

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, 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 parks.
- 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.