

CAROLINE COUNTY PARKS OPERATING POLICY

1. Purpose

Public parks in Caroline County exist to provide a safe place for outdoor recreation and programs for the citizens of and visitors to Caroline County. The operating policies, rules and regulations are established by the Caroline County Board of Supervisors and may be amended as deemed necessary.

It is the intent of Caroline County to provide outdoor parks for the public good and to provide opportunities for the exclusive use of specific park amenities by citizens and groups under certain circumstances. Rental fees will be imposed to recover operating costs where practical and appropriate.

Hours of Use:

Groups or applicants can reserve park amenities no earlier than 8:00 am and must vacate the park by sundown unless pre-approved by the Parks and Recreation Director.

Use of Parks

Subsection 1

The following groups are eligible to schedule and program use of specific facilities at Caroline County parks for public outdoor recreation purposes in priority order:

- A. Groups under the sponsorship or direction of the Caroline County Department of Parks and Recreation except where pre-agreements have been made with private or public school's organizations.
- B. School organizations or programs as defined by the joint facility use agreement between the Caroline County Board of Supervisors and the Caroline County School Board.
- C. Other departments or agencies of the County Government as approved by the County Administrator.
- D. Citizens or groups of citizens of Caroline County.
- E. Visitors to Caroline County
- F. Facilities shall not be reserved for individuals or commercial groups for the sole purpose of financial gain unless otherwise pre-approved by the Director of Parks and Recreation.

- G. Director of Parks and Recreation approval is required for groups requesting a waiver of fees to use facilities for fund-raising events (fees charged to participants over and above the cost of conducting the event), community-wide events (programs which are open to the general public) and sports associations (sports leagues).
- H. Please submit a permit application with a letter of request at least 45 days prior to the event. The event should not be publicized until the permit is approved. The letter of request shall include a list of:
 - (A) The organization's name and representative(s);
 - (B) The event's purpose and benefits to the community;
 - (C) How the event's proceeds are to be used (to receive a waiver of fees, proceeds must be used exclusively within the community for charitable or non-profit activities involving youth or adult programs).

Subsection 2

Organizations or individuals desiring to use the parks may do so on a first come, first served basis, without fees or charges. Specific facilities may be reserved for the year after January 1 by completing an application for use and payment of appropriate fees. Applications will be approved, modified or disapproved by the Director of Parks and Recreation. Reserved uses take priority over walk-in use. A permit is required for groups with more than 15 persons. RESERVATIONS FOR EXCLUSIVE use of outdoor park facilities is not required for less than 15 persons if such facilities are not previously reserved.

Subsection 3

Reservation requests must be received at least 10 working days prior to the planned date of use. Reservations may be accepted with shorter notice, without guarantee of the availability or fulfillment of any special maintenance requirements. The Director of Parks and Recreation will grant use of the facility in the order in which applications are received, as long as the use does not interfere with previously scheduled programs or uses.

Minimum reservation time is five (5) business days. No park facility will be reserved for any person or group until all necessary paper work and fees are submitted to the Department of Parks and Recreation office. Reservations will not be taken over the phone. Fees and paperwork must be received by the Parks and Recreation Staff (10) days prior to the date of the event. An approved copy will be given to the applicant and is recommended to be in the applicant possession on the day of the event; in case verification of the renter is needed. Rental of a specific outdoor facility within the parks does not necessarily preclude

other residents from using non reserved facilities in the park on that day. It merely ensures that no other group will be scheduled by the Parks and Recreation Department to utilize the reserved facility at that time.

SPECIAL EVENTS RENTALS

A special event is defined as a non county sponsored event that uses county owned facilities to accommodate the expected number of participants/spectators. An event that requires additional accommodations, whether supplied by the county or not, such as tents, temporary buildings, etc. is considered a special event. Examples are dances, concerts, company parties, large church gatherings, circuses and similar events.

A special event is not a private social gathering (family reunion, etc.) that uses a public park, pavilion or other facility at or below its posted occupancy level. An event that anticipates attendance of 200 or more persons will generally be considered a special event. Special events have a different deposit and pricing structure, and require a special events application that is subject to approval by the Parks & Recreation Director upon the approval of the County Administration. Applications for special events should be submitted at least 45 days in advance.

Subsection 4

Every applicant or group receiving permission to use the parks will be responsible for preservation of law and order on the property for basic clean-up of the pavilion or other facilities rented and the immediate area around the facility.

Groups should remove all decorations, including tape or hanging material. Over filling of garbage cans should be avoided. Tables may not be moved from the pavilion. Caroline County Parks and Recreation staff will check facilities following rentals and report any problems with clean-up to the group leader.

Any individual or organization that abuses the property or fails to comply with all rules and regulations will be financially responsible for any damages and may be denied any further reserved use of county parks.

Subsection 5

The use of alcohol in Caroline County Parks is prohibited. However, alcohol (beer or wine) is permitted for groups or organizations that reserve park facilities and obtain a Virginia Alcohol Beverage Commission (ABC) permit. A copy of the permit must be submitted to the Department of Parks and Recreation office prior to use of Caroline County parks within (5) days of the event date. Applicants are advised to make advance contact with the ABC Board at the following address

prior to the use of Caroline County Parks. The sale of alcohol is strictly prohibited in all parks.

License Division
Virginia ABC Board
P.O. Box 27491
Richmond, Virginia 23261-7491
(804) 367-0489

Subsection 6

Equipment is available at the Recreation Department and may be requested on the application. If approved, use of such equipment may require additional deposit and/or rental charge.

Subsection 7

A refundable security deposit is required where indicated for reservation of the following facilities:

Facilities and Rental Fees

Caroline Recreation Park

Pavilion - \$20 rental fee per event max 5 hours, (8)-6'tables) 10.00 refundable cleanup fee this way the county makes twenty dollars instead of 10.00.

Tennis Courts - \$25 rental fee, (8 a.m.–12 p.m. only)

*Summer only to avoid conflict with schools

Only two (2) of the four (4) courts may be reserved for use at Caroline High School

Softball Field - \$20 per 4 hours, \$25 deposit per day or event

Baseball Field - \$20 per 4 hours, \$15 additional for lights, \$25 deposit per day or event

Concession Stand - Non-profit use only (with tax identification #)--\$25 rental fee per 4 hours others \$50 rental fee per 4 hours, \$25 refundable clean up fee per day or even No fee for school use

Basketball Court - Not for profit group or county residents \$15 (9 a.m. – 2 p.m. only) non-residents \$25 (9 a.m.–2 p.m. only)

Playground Equipment - \$10 per hour resident only (except during time of group rentals - 9:00 a.m. -11:00 a.m.)

Skateboard Park - \$25 hourly (9 a.m. -11 a.m.) residents only---Instructional Clinics Only)

Lowe-Massey Park

Pavilion - \$20 rental fee per event max 5 hours (8)-6' tables) 10.00 refundable cleanup fee this way the county makes twenty dollars instead of 10.00

Softball Field - \$20 per 4 hours, \$25 deposit per day or event

Basketball Court - Not for profit group or county residents \$15 (9 a.m. – 2 p.m. only); others \$25 (9 a.m. – 2 p.m. only)

Playground Equipment - \$10 per hour resident only (except during time of group rentals—9 00-11:00 a.m.)

Robert Farmer's Park

Pavilion - \$20 rental fee per event max 5 hours, 10.00 refundable cleanup fee this way the county makes twenty dollars instead of 10.00.

Basketball Courts - Not for profit group or county residents \$15 (9 a.m. – 2 p.m. only); others \$25 (9 a.m. – 2 p.m. only)

Softball Field - \$20 per 4 hours, \$25 deposit per day or event

Multi-Purpose Field - \$20 per 4 hours, \$25 deposit per day or event

Playground Equipment - \$10 per hour resident only (except during time of group rentals---9:00-11:00 a.m.)

Tournament/ Non-County Softball/Baseball Field \$30 per 4 hours includes dragging and lining of field once per day, \$20 additional for lights per 3 hours, \$25 refundable deposit per day or event

Softball/Baseball Field

Tournament

Residents Non-profit

\$20 per 4 hours includes dragging and lining of field once per day,

\$10 additional for lights per 3 hours, \$25 refundable deposit per day or event

Softball Field - \$20 per day; \$25 deposit per day or event

Baseball Field - \$20 per day, \$15 additional for lights, \$25 deposit per day or event

Softball/Baseball Field - \$50 per day includes dragging and lining of field

Tournament/Non County Residents- \$20 additional for lights, \$25 deposit per day or event

The Director of Parks and Recreation has the authority to increase the required deposit based on the size of the group using the facility, their reliability and past experience with the group.

Rental and deposit fees will be waived for the following groups or organizations:

- Department of Parks and Recreation sponsored events or activities
- Senior citizens group activities
- County government agencies
- County School structure programs
- Citizens or groups of citizens of Caroline County who are providing an outdoor recreational opportunity free to the general public on a non-discriminatory basis.
- Non-profit civic or charitable tax exempt organizations that serve Caroline County with the funds generated.

Approval is granted by the Board of Supervisors on a case-by-case basis, unless such authority is deferred to the County Administrator.

Subsection 8

Applicant will receive a facility maintenance list outlining the user's responsibilities. A Recreation Department employee will inspect the facility to determine if the applicant has fulfilled the agreement. Failure to fulfill this agreement may result in loss of some or all of the deposit. If applicants arrive at the site and find a mess left behind or the facility vandalized or any other problem with the site, please call and leave a message at 804-633-7277 and disclose time of observance and problem.

Subsection 9

Applicant will comply with all fire and other regulations.

Subsection 10

Open fires are not allowed on the premises. Barbecue grills may be used in the picnic area.

Subsection 11

Permission for groups comprised of persons less than 21 years of age to use the facility will be granted only if adults over the age of 21 accept responsibility for supervision throughout the activity. For school age children over the age of five (5), one (1) staff member (adult)for every 20 children; for children from ages two (2) to four (4), one (1) (adult) per 10 children. Groups comprised of ages under two should have at least one (1) staff (adult) to every five (5) children.

Subsection 12

Applicants may obtain recreational equipment from the Department of Parks and Recreation with a refundable deposit. If equipment is returned in good condition, the deposit fee will be returned to applicant.

Equipment Deposit Charge

The following items are available for \$20 per day, per item:

- Volleyball
- Volleyball nets
- Softball bats and balls
- T-ball sets
- Basketballs
- Soccer balls
- Kick balls
- Footballs
- Horseshoes (set of 4)

All items must be returned within 36 hours of rental date or forfeiture of deposit will result.

Subsection 12

Approved security may be required for certain events as determined by the Director of Parks and Recreation.

Subsection 13

The use of golf clubs in the park is prohibited. NO FIREWORKS allowed or hunting on the property.

Subsection 14

Animals must be under leash control while inside the park. Park users must clean up after their pets. No pets are allowed at the athletic playing facilities unless for the purpose of a physical handicap (sight dog).

Subsection 15

The use of electrical appliances which require use of County electrical services must be approved in advance by the Director of Parks and Recreation. Loud music or noises that disturb the peace or quiet of the neighborhood are prohibited.

Subsection 16

The County will not provide storage facilities for users of county parks. Equipment or supplies used by groups or individuals are solely their responsibility.

Subsection 17

The Director of Parks and Recreation has the authority to negotiate special maintenance and custodial services with any group reserving County park facilities. These services may include the lining of athletic fields, special set up needs or clean up after the event or activity. Rates will be negotiated based on the direct cost to the County, including salaries and wages, fringe benefits, supplies, materials and equipment used. Additional charges may be included as deemed necessary and appropriate.

Subsection 18

Under no circumstances are park users authorized to drive or park in any off road area at the County Parks, unless approved by the Director of Parks and Recreation.

Subsection 19

Decorations used by applicants at the park must be pre-approved by the Director of Parks and Recreation or his or her designee. All decorations approved by the Director of Parks and Recreation must be removed from the reserved facility by the renting party.

Subsection 20

Any requested use not covered in this policy will be negotiated by the Director of Parks and Recreation with the approval of the Board of supervisors.

Note: All groups or organizations desiring to use athletic fields at Caroline County parks, even on a "walk in" basis, must first inform the Caroline County Department of Parks and Recreation by mail or by telephone. This policy will

ensure that the athletic fields are not used when conditions are not favorable. Any group or organization using the facility without first notifying Parks & Rec will be liable for damages to the facility. The performance of maintenance functions by anyone other than County or School authorized personnel is strictly prohibited.