



STAFFORD

Parks, Recreation & Community Facilities

FACILITY USE



Stafford County Parks, Recreation, & Community Facilities
PO Box 339
Stafford, VA 22555-0339
540/658-5019

Revised 1/25/21

STAFFORD
Virginia

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Stafford County Department of Parks, Recreation, and Community Facilities

FACILITY USE PROCEDURE

I. Purpose

This document establishes the policies and procedures that govern the use of public facilities. Use of public facilities shall be encouraged for wholesome youth and civic activities contributing to the development of the democratic process and a free society. County-owned and maintained community centers, gymnasiums, amphitheater, and athletic fields will generally be made available for worthwhile community, educational, recreational, civic, and cultural activities.

Use of facilities by commercial organizations or by private individuals for selling, advertising, or exhibiting commercial products or services is prohibited, except as specifically authorized.

Use of facilities by any organization shall comply with federal, state, and county laws and regulations, including licensing requirements.

II. Definitions

A. Acronyms

1. PRCF – Stafford County Department of Parks, Recreation and Community Facilities
2. SCPS – Stafford County Public Schools
3. BOS – Stafford County Board of Supervisors
4. MOU – Memorandum of Understanding
5. HOA – Home Owners' Association
6. POC – Point of Contact

B. Affiliated League: The following requirements must be met for a league to be approved by PRCF: Before facility use will be considered for approval, leagues must:

1. Operate to provide Stafford County youth an opportunity to participate in a sports league.
2. Be non-profit and submit a 501(c)(3) certificate to PRCF as proof of non-profit status.
3. Adhere to established rules and regulations regarding facility use as stated in the facility use contract.
4. Offer Stafford County youth the opportunity to participate in some capacity with the league within their organizational boundaries, as long as said individual has registered by the registration deadline.
5. Have a current signed Memorandum of Understanding with PRCF.
6. Submit current bylaws to PRCF.
7. Be comprised of a minimum of five teams.
8. Submit the following documents to PRCF at the pre-season meeting(s):
 - a. Organization's bylaws
 - b. Roster of organization's board members

- c. Organization's written code of conduct for athletes, spectators, and coaches that stresses good sportsmanship
- d. Organization's policy regarding behavioral problems
- e. Organization's emergency communication plan
- f. Current general liability insurance (must be provided annually)

PRCF reserves the right to deny facility use to groups that have demonstrated unfair or inequitable policies.

All organizations must carry general liability insurance with Stafford County named as the "additionally insured" and certificate holder. The insurance is required for use of park, school, and leased properties.

- C. Allocation Process:** The process of allocating public athletic field space or swimming pool space to users.
- D. Artificial Turf Field:** An athletic field with synthetic turf.
- E. Athletic Field Sports:** Any sport that is played on a field configured for the requirements of the particular sport.
- F. Caterer:** Someone who is hired by a facility user to provide food service at an event or rental.
- G. Commercial:** A person, group, or business/organization that charges admission, makes sales, or conducts commercial business in our facilities.
- H. Competition:** An organized activity requiring the use of athletic field space for competitive play beyond a league, team, or individual's allocation.
- I. Co-Sponsored Organization:** An organization that has signed an agreement with the BOS to administer and operate a youth sports program for the County of Stafford.
- J. Designated Team Point of Contact:** The designated person from the league, group, or team who communicates between the league, group, or team and PRCF. An alternate POC may also be specified.
- L. Director:** The Director of PRCF or designee.
- M. For Profit:** Any organization not classified as non-profit that makes a profit for personal gain by charging fees for services such as training, concessions, or admissions.
- N. Good Standing:** Any team, league, or individual who is paid in full for services and is free from any disciplinary action against them in relation to issues with any Stafford County Code of Conduct or applicable rules & regulations.
- O. Groups:** Individuals who are not an affiliated adult league or youth league that have joined together to participate in an activity.
- P. Multi-Sport Field:** Any field with a configuration that might support a variety of sports.

- Q. Natural Turf Field:** An athletic field with naturally growing grass.
- R. New League:** Any youth league or adult league that has been established for competitive play and has not been previously given any allocation of public athletic space.
- S. Non-Affiliated League:** A league that is not categorized in Section B. above (Affiliated League)
- T. Non-Resident:** Any participant whose primary residence is outside of Stafford County or whose guardian's primary residence is outside of Stafford County
- U. Non-Stafford:** A resident or business/organization that is not physically located in Stafford County.
- V. Resident:** Any participant, youth or adult, whose primary residence is in Stafford County.
- W. Site Plan:** An event layout for location of activities, vendors, tents, and all other features of an event at a facility.
- X. Special Event:** A special event is a non-routine or social activity bringing a large number of people together in a defined area on County facilities which hinders or may hinder the general public in the ordinary and usual use of County facilities. Special events include, but are not limited to, activities such as festivals, concerts, sporting events, parades, walks, runs, and bike events.
- Y. Sport Specific Field:** Any field with a permanent configuration designed specifically for one sport.
- Z. Stafford:** A Stafford County resident or business/organization that is physically located in Stafford County.
- AA. Swimming Pool Space:** Swimming pool lanes or area that is configured for a particular activity and meets the requirements of that activity.
- BB. Tournament:** Competitive play that requires fields beyond an organization's allocation and/or is not part of the regular season.
- CC. Vendor:** Anyone who supplies goods or services for any special event or activity.

III. General Rules for All Facility Rentals

- A. Alcoholic Beverages**
 - 1. Alcoholic beverages may only be served with the proper permits from the Alcoholic Beverage Control Board. If alcohol is to be served, the user will be required to pay an additional non-refundable fee of \$50 that is to be included with the rental payment.
 - 2. Alcohol will only be allowed in designated areas for outdoor events.
 - 3. Glass containers are prohibited.
 - 4. Alcohol is prohibited at all school sites.

NOTE: Alcohol is not allowed if reserving a pavilion online.

B. Animals

Pets are not allowed in indoor facilities; however, service animals and police/rescue dogs are allowed. All animals must be kept on a leash at outdoor facilities, and the caretaker is responsible for clean-up.

C. Changes to a Rental/Cancellation

1. Changes must be made at least 48 hours in advance during our office hours of Monday-Friday, 8 AM-4:30 PM. Failure to contact PRCF regarding time changes or cancellations will result in loss of fees.
2. The Recreation Facility Coordinator or designee shall review fields, and if conditions warrant, cancel practices and games and notify the facility applicant of cancellations.
3. For large tournaments and events, a representative from the athletic association shall meet with a PRCF representative to determine playing conditions and field use.
4. All activities held at Stafford County public schools shall be canceled if schools are closed due to inclement weather or unforeseen conditions.

D. Conduct

1. Groups using County facilities shall conduct activities that are orderly and lawful, not of a nature to incite others to disorder; and not restricted by reason of race, religion, sex, creed, or national origin.
2. Inappropriate conduct/language toward staff and others will not be tolerated. Failure to maintain good conduct may include eviction from the premises.

E. Denial of Use

The County reserves the right to deny use of facilities at any time.

F. Disagreements

Disagreements concerning the interpretation of these procedures and policies shall be referred to the Director for resolution.

G. Display of Signs

Display of temporary identification signs, no larger than 4' x 8', are permitted during the rental period with prior approval by the Recreation Facility Coordinator or designee.

1. Method of attachment must be approved in advance by the Recreation Facility Coordinator or designee.
2. User must remove all signs at the end of the activity.

H. Facility Use Application

1. A Facility Use Application (Appendix A) is required for using PRCF facilities (except pavilion) and must be submitted at least two weeks prior to the rental date. The size of the area requested shall be consistent with expected attendance. All information must be completed, including an insurance policy number and current copy of the policy that are required for active field use. Other rentals may also require insurance. (See Liability below.)
2. All requesters must be at least 18 years of age to submit/sign a Facility Use Application.
3. A confirmation or denial of facility use will be sent to the user as notification of facility use. If application is denied, the activity will not be allowed.

I. Fees

1. All Facility Use Applications require full payment at time of booking. All checks should be made payable to the County of Stafford. (Payments should be made payable by credit card or check written to the County of Stafford and mailed to:

Facility Use
Stafford County Parks, Recreation, and Community Facilities
PO Box 339
Stafford, VA 22555-0339

2. Payments must be made in advance on a monthly basis for prolonged contractual agreements.

J. Hours of Use/Time Limits

Rental hours for PRCF facilities vary depending on the facility. A two-hour minimum use time is required. Set-up, clean up, and take-down time must be included in the total hours rented on the Facility Use Application. Facilities are not available to user groups until the scheduled time. Extra fees shall apply to users who exceed their agreed rental period.

K. Liability

1. Groups requesting the use of indoor or outdoor facilities may be required to have liability insurance. Groups will not be allowed to use facilities without the Certificate of Liability Insurance if it is required. If insurance is required, the Certificate of Liability Insurance shall name the Stafford County Board of Supervisors, its officers, employees, agents, and volunteers as additional insured to applicant's policy prior to approval of use
2. With the exception of internal Stafford County Government organizations (normally covered by the County's liability policy), applicants agree to assume full responsibility and hold PRCF, the County of Stafford, and its agents, servants, and employees harmless from any legal liability, injury, or damage to the person or property of others in connection with the use of County facilities or property.
3. Each applicant is required to carry a minimum of \$1,000,000 per occurrence in comprehensive general liability insurance and \$2,000,000 general aggregate coverage for all active field use, fund-raising activities, and all other types of activities where participation shall exceed 150 persons or when required at the discretion of the County

of Stafford. DJs, vendors/promoters will also be required to carry a minimum of \$1,000,000 in comprehensive general liability insurance and \$2,000,000 general aggregate coverage.

4. Additional insurance requirements

Event Type	# People	Minimum Liability Requirements (Aggregate)	Comments
PRCF Instructor Class	1 or more	\$1M	Private insurance or TULIP*
Parking Lot Use	1 or more	\$1M + Auto Liability	TULIP* (does not provide auto liability)
Food Trucks (event)	1 or more	\$1M	TULIP*
Special Events	varies	\$2M	Amusements, festivals, or events w/1000+ people
Mobile Concessions (ongoing)	1 or more	\$1M	

*TULIP is one-time-event insurance

Users may purchase Tenant Users Liability Insurance Program (TULIP) insurance at www.VACORP.org for a one-time meeting/event involving 30 or more people. TULIP is located under the Coverages tab on the main menu; login is not required. Users will click “GET TULIP” and enter “Stafford County” for a list of locations to select) and answer questions to obtain a quote. The cost begins around \$100 and is subject to change, depending on the length and type of event. Users can pay with a credit card when ready to purchase the insurance.

5. All Certificates of Liability Insurance shall name the Stafford County Board of Supervisors, County Administrator, its officers, employees, agents, and volunteers as additional insured to applicant’s policy prior to approval of use.

L. Noise

See Ordinance No. 094-12(R), Chapter 16. (Appendix B)

M. Parking

Parking on facility grounds shall be confined to approved parking areas only.

N. Permissible Activities

1. Approved community activities may include, but not be limited to: classes, concerts, dramas, book festivals, art festivals, dances, parties, organizational meetings, athletic/recreational games, contests, sports, and activities.
2. Activities that do not fall into the above categories and appear to be of questionable nature or games of chance shall be referred to the Director for approval.

O. Personal Gain

Facilities/equipment may not be used for personal gain by PRCF employees or any other departments of Stafford County Government.

P. Reservation Priority/Schedule

1. Stafford County events and activities shall have first priority of use for planned programs and activities on all property maintained by PRCF.
2. Non-Stafford groups are not allowed to use outdoor athletic facilities, except for synthetic turf fields, which are also available to non-Stafford residents. (See Field Allocation Process (pp. 14-15).
3. PRCF shall maintain the master schedule of each facility and shall not schedule directly conflicting programs at the same facility.
4. Rental space will not be granted to league, team, organization, or individual with an outstanding balance.

Q. Responsibility

1. PRCF is responsible for assuring proper use and scheduling all PRCF owned and maintained facilities. Building and field use shall be administered through the use of an approved Facility Use Application.
2. PRCF staff shall maintain a master schedule for use of facilities and provide an equitable, fair distribution of facilities to users. PRCF reserves the right to refuse the use of any facilities.

R. Sponsorship

No organization may sponsor any other organization to change the classification or fee schedule.

S. Tobacco Use

The use of all tobacco products is prohibited in all indoor facilities; smoking is only permitted in designated outdoor areas.

T. Vendors/Services

1. Vendors may be allowed with approval from PRCF.
2. A \$100 vendor fee, per vendor, is required if the services of food, amusement, entertainment, or any other type of commercial vendor is used during the rental period. This amount must be included with your rental payment.
3. Vendor/applicant is responsible for obtaining all necessary permits.
4. Vendors must provide their own power & water.
5. Vendors must be located in a staff designated area and have an approved turf protection plan if located on a grass area.
6. Vendors are required to provide additional trash receptacles as needed and to remove their trash and grease from the site.

FACILITY AMENITIES LIST

All Sports/Athletic Fields closed November 1 through March 31, except synthetic fields.
Hours of Operation are listed in Appendix C.

- **Aquia Landing – 2846 Brooke Road, Stafford 22554**
Beach, picnic pavilions, volleyball (by request); park is open year-round
- **Autumn Ridge Park – 900 Eustace Road, Stafford 22554**
Baseball & soccer field (both irrigated), picnic pavilion, playground; park is open year-round
- **Belmont Ferry Farm Trail**
Walking trail through Brooks Park, John Lee Pratt Memorial Park; Historic Port of Falmouth; trail is open year-round
- **Carl Lewis Community Center – 154 Telegraph Road, Stafford 22554**
Multi-use building and grass field
- **Chichester Park – 125 Ralph Williams Drive, Fredericksburg 22406**
Picnic pavilion, diamond fields, concessions
- **Courthouse Community Center – 29 Stafford Avenue, Stafford 22554**
Meeting & activity rooms, gymnasium, sports fields
- **Curtis Memorial Park – 58 Jesse Curtis Lane, Fredericksburg 22406**
Olympic-size swimming pool with diving well and children's pool (Mark Lenzi Pool, a seasonal facility), nature trail, amphitheater, ball field, concessions, horseshoe pits, picnic pavilions, playground, skateboard park, tennis courts, 18-hole golf course, sand volleyball; park is open year-round
- **Duff McDuff Green Memorial Park – 75 James Ashby Pkwy, Fredericksburg 22405**
Picnic pavilions, playground, concessions, overlook of the Rappahannock River, two lighted soccer/football fields, three lighted baseball/softball fields, dog park; park is open year-round
- **Embrey Mill Park – 1600 Mine Road, Stafford 22554**
Six lighted synthetic turf multi-use fields (including two with football uprights), five Bermuda multi-use fields with lights, three restroom facilities, concession building; park is open year-round.
- **Government Island – 191 Coal Landing Road, Stafford 22554**
1.5 mile trail; elevated boardwalk through wetlands and woods; park is open year-round
- **Historic Port of Falmouth – 401 River Road, Falmouth 22405**
Multi-Use soccer/football/rugby field; park open year-round

- **John Lee Pratt Memorial Park – 120 River Road, Falmouth 22405**
Multi-use fields, 60' baseball/softball field, picnic pavilions, Celebration Stage, basketball and tennis courts, Frisbee Golf Course, paved and gravel trails; park is open year-round
- **Patawomeck Park – 25 Chopawamsic Parkway, Stafford 22554**
Lighted softball fields (one youth, one adult), two lighted multi-use fields, playground, picnic pavilion; park is open year-around
- **Rowser Building – 1739 Jefferson Davis Highway, Stafford 22554**
Meeting/activity rooms, commercial kitchen, 70' lighted baseball field
- **Saint Clair Brooks Memorial Park – 80 Butler Road, Falmouth 22405**
Two lighted baseball fields (70' & 90'), one lighted multi-use field, sand volleyball, skateboard park, basketball courts, hiking trails, picnic pavilion; park is open year-round
- **Smith Lake Park – 370 Doc Stone Road, Stafford, 22556**
Three baseball fields, two lighted synthetic turf multi-use fields, picnic pavilions, playground, paved trails; park is open year-round
- **Stafford Civil War Park - 400 Mt. Hope Church Road, Stafford 22554**
Picnic pavilion, restroom, walking trail; this historic site hosted winter encampment, following the December 1862 Battle of Fredericksburg; park is open year-round
- **Stafford Gymnastics & Recreation Center – 500 Nelms Circle, Falmouth 22406**
Meeting/activity rooms
- **Willowmere Park – 21 Willowmere Pond Road, Stafford, 22554**
Three lighted baseball fields, one unlighted baseball field, three soccer fields, picnic pavilions, playground, concession stand, walking trail; park is open year-round
- **Woodlands Pool – 2 Northampton Boulevard, Stafford, 22554**
Seasonal pool; 25 yard x 25 meter instructional pool with zero-depth entry; contact Aquatics at (540) 658-4241 for pool rentals
- **Stafford County Public School Facilities (Elementary/Middle Schools)**
Athletic fields, ball fields, and gymnasiums

AQUATICS

I. Facilities & Locations

- A. Mark Lenzi Pool at Curtis Memorial Park
58 Jesse Curtis Lane, Fredericksburg, VA 22406
(540) 658-5114 x 1182
- B. Woodlands Pool
2 Northampton Blvd, Stafford, VA 22554
(540) 658-4241

II. Woodlands Pool and Mark Lenzi Pool Party Rentals

	Occupancy	Resident	Non-Resident	Commercial
After-hours Parties 2-hour minimum required	Up to 100 101-200 201-300 301-400	\$125 \$180 \$240 \$330	\$245 \$360 \$480 \$660	\$360/hr. first 2 hrs. then \$170/hr. \$540/hr. first 2 hrs. then \$230/hr. \$720/hr. first 2 hrs. then \$290 \$990/hr. first 2 hrs. then \$380
Afternoon Rentals Saturday 12:30-2:30 PM 3:00-5:00 PM	Up to 20	\$90		

III. Group Visits

Groups/organizations with more than 10 guests that plan to visit Woodlands Pool or Mark Lenzi Pool must submit a Group Visit Request form (Appendix F).

IV. Inclement Weather Policy

- A. If Stafford County **Government is closed**, PRCF facilities will be closed, and all recreation programs will be cancelled.
- B. If Stafford County **Government closes during the day**, facilities will close and parents are requested to pick up their children from all programs immediately. An Aquatics staff person will remain onsite until all patrons have been picked up.
- C. In the event of thunder or lightening, the pool and deck areas will be cleared immediately, and patrons will be asked to take shelter in their vehicles. If time permits, the pool will reopen 30 minutes after the last sight of lightening or sound of thunder.
- D. If PRCF facilities close due to inclement weather, the rental group may reschedule (depending on availability) or submit a refund request. If PRCF facilities remain open during inclement weather, rental groups have the option of cancelling their rental times and receiving a credit. Notification of the cancellation must be received by the Recreation Manager before the rental period begins.

POOL RULES & REGULATIONS

1. All patrons entering the facility must pay admission fees.
2. Children ages 5 and under must be within arm's reach of a supervising patron 16 years or older while in the pool. Children ages 10 and under must be accompanied by a supervising patron 16 years or older while using the facility.
3. All flotation devices must be U.S. Coast Guard approved. Patrons wearing personal flotation devices must stay in shallow water and be within arm's reach of a responsible party.
4. Any patron with an infectious disease, nasal or ear discharge, exposed sub-skin tissue, or wearing a bandage may not enter the pool.
5. Appropriate swimming attire is required; no t-shirts or cutoffs allowed.
6. All swimmers must shower before entering the pool.
7. Unnecessary roughness, pushing, backwards jumping or diving, horseplay, sitting or standing on the shoulders, and running are prohibited.
8. Food, drink, gum, glass bottles, and all tobacco products are not allowed on the pool deck. Food and (non-alcoholic) drinks are permitted in grassy areas. Use of tobacco products is permitted in designated smoking areas outside of facility gates.
9. Enter and exit the facility through the building; gates are for emergency use only.
10. Diving is permitted in designated areas of the pool (9 feet or deeper).
11. The appropriate use of water toys and soft sporting equipment during recreational swim is allowed but may be revoked if their use is deemed unsafe to other patrons.
12. Kick boards, snorkels, and fins are designated for PRCF Aquatic Programs and Adult Lap Swim only. Scuba gear and other self-contained breathing devices are not permitted unless approved in advance.
13. Lanes may be designated for "lap swim only" during recreational swim. To avoid injury, do not swim across, under, or over the lane lines.
14. Prolonged underwater swimming or breath-holding is discouraged.
15. PRCF is not responsible for lost or stolen articles.
16. Adult Swim occurs the last 15 minutes of every hour when more than 20 patrons are at the facility. Patrons 16 years and older are allowed to stay in the pool during this time. Children ages 3 and under may also stay in the pool when accompanied by an adult within arm's reach.
17. Please report all injuries or incidents to staff members.
18. Please follow all instructions given by lifeguards and other staff members. Our staff is here for your safety and to ensure a pleasant environment for all patrons.

FIELD RENTALS

I. Application Process

- A. Facility Use Applications must be submitted in writing to Recreation Facility Coordinator according to the following schedule. ***Submission of a field request does not constitute approval. Field allocation is not transferable; all users will ensure that no unauthorized third party use occurs on allocated field space.***

Season	If Field Use Request falls within below dates.	Application Due	Field Availability Confirmed
Spring Season	April 1– July 15	Nov 1	January 15
Summer/Fall Season	July 16 – November 15	May 1	June 15

NOTE: To provide the best possible turf and overall conditions for all users, game fields are ***CLOSED*** for use November 1 through March 31, except for synthetic turf fields, which are open year-round.

- B. Applications will be considered according to the reservation priority/schedule.
1. PRCF, SCPS, and co-sponsored events and activities shall have first priority of use for planned programs and activities on all property maintained by PRCF.
 2. All others on a first-come/first-served basis.
 3. Non-Stafford groups are not permitted to rent outdoor athletic facilities, with the exception of synthetic turf fields.
- C. Leagues/Organization must submit Certificate of Insurance with Stafford County listed as an additional insured, certificate holder. General liability limits must be at least \$2,000,000.
- D. Completed facility use applications will be reviewed by Recreation Facility Coordinator and forwarded to appropriate personnel and schools for approval or denial. Allow 2-3 weeks for application to be reviewed and approved/denied by all parties.
- E. Confirmation of approved field use will be sent to group/organization/individual via e-mail, U.S. mail, and/or telephone.
- F. Once field(s) has been assigned, user is required to submit payment in full. In addition, user must provide a complete practice and game schedule to Recreation Facility Coordinator no later than 1 week prior to the start of field use.
- G. Fields shall not be scheduled for contracted youth sports leagues on Sundays (except at the discretion of the Director); fields may be scheduled for other groups or left open for general public use (2-hour minimum time limit).

II. Allocation Process

- A. The primary determining factor in the amount of space allocated to a particular league is the amount of space available. A list of sites that will be unavailable will be developed by the Maintenance Division and Recreation Facility Coordinators' Office.

- B. PRCF programs and co-sponsored organizations will have first priority of use and be allocated fields before all other organizations. Fields will be allocated to PRCF and co-sponsored organizations based on the previous year's field usage and participants.
- C. Other organizations will then receive allocation of field hours. Allocations will be made after submission of a completed Facility Use Application on a first-come, first-served basis. If there is insufficient space for more than one organization, the allocation will be based upon the total percentage of resident participants and/or teams as shown on the rosters of the previous year. For example, Organization A requests the same amount as Organization B. Total resident participants in Organization A and Organization B equal 100%. Organization A has 35 participants and Organization B has 65 participants. Therefore, Organization A will be allocated 35% of the available field space per week and Organization B will be allocated 65% of the available field space per week.
- D. Allocation of field space does not guarantee exclusive use of that space. Athletic field space may be shared with multiple organizations.

III. Implementation and Authority

- A. PRCF shall make decisions on allocations in concert with this policy. It will be the responsibility of PRCF to allocate field space based on this policy to ensure citizens are given equal access to space according to the adopted policy and procedures.
- B. This policy may be evaluated every year.
- C. The Director has the authority to modify the policy outside of the one-year review schedule. This shall include, but not be limited to, space allocations, season dates, closures, primary seasons, practice/game allocations, and space size formulas. The Director also has the authority to terminate any space allocated due to lack of use, damage to the fields, under use of space, or any other reason when it is determined to be in the best interest of Stafford County.

IV. General Athletic Field Use Rules and Regulations

These Rules include, but are not limited to, the following:

- A. All general rules and procedures (pp. 4-8).
- B. All users must submit a Facility Use Application; users must have approved Facility Use Application to use fields. Submission of a field request or a Facility Use Application does not constitute approval.
- C. Stafford County is not responsible for any personal property loss, damage to vehicles, etc.
- D. Any unused allocated field space must be returned to PRCF by the second week of your season so that fields may be reallocated or otherwise used. User groups with fee waivers may be billed for fields they have reserved and have not used. Non-use of a field may result in revocation of the allocated field.
- E. Use of fields is subject to all Stafford County Ordinances.
- F. Parking is allowed only in designated areas. No vehicles are allowed on County or SCPS fields or property other than parking lots, unless specifically directed by PRCF staff. User groups must inform participants and spectators to park in facility parking lots or public

parking areas. When traffic or parking are an issue or during post season tournament play, user groups or organizations must provide personnel to direct participants or spectators to designated parking areas. **It is the user's responsibility to alleviate traffic and parking issues.** If additional park staff is called due to parking or traffic issues, user groups or organizations will be charged for their time according to the fee schedule. Parking in undesignated areas, fire lanes, removing or driving around barriers may result in vehicle being ticketed and/or towed.

- G. At the conclusion of games or practices, each user group is responsible for picking up trash and debris and depositing it into a proper trash receptacle.
- H. Users, groups, and patrons must leave school and park areas immediately after games or practices safely and quietly, especially after late games. For the benefit of the community, please practice being good neighbors in residential neighborhoods.
- I. User groups may not play on fields closed due to inclement weather or unplayable field conditions.
- J. User groups are not allowed on fields prior to the start time and are required to have the fields cleaned, litter picked up, and be off the fields at the ending time. Participant warm-up is allowed within the parameters of field use hours.
- K. SCPS have priority use of all school sites, and use is governed by school policy. SCPS may cancel or postpone any field allocation granted at a school site when such use is in conflict with a school event. The Recreation Facility Coordinator will notify user groups or organizations as soon as the cancellation information is received.
- L. Failure to follow Athletic Field Rules and Regulations may result in cancellation of use and forfeiture of all fees/deposits. Use is revocable at any time for violation of rules and regulations, ordinances, or state laws.
- M. Liability insurance is required for field rentals.
- N. Goals and other equipment are authorized to be moved by PRCF staff only.
- O. Climbing on netting or goals is not permitted.
- P. Fields and parking lots must be vacated 20 minutes after the end of the game or practice.
- Q. Children must be supervised at all times.

V. **Synthetic Turf Fields: Rules & Regulations**

- A. All general rules, regulations, and procedures as specified in Field Use Rules and Regulations (see above) are applicable as well as all Facility Use General Rules (pp. 4-8). Additional rules and regulations for synthetic turf field use are stated in this section.
- B. Footwear on synthetic turf fields must be molded rubber cleats, turf, or running shoes. Metal cleats or screw-in rubber cleats are not permitted.
- C. Picking or pulling grass fibers or infill material on synthetic fields is not allowed

- D. Only players, coaches, and officials are permitted on the synthetic field; all spectators are to remain outside the synthetic turf area.
- E. The following are prohibited:
- gum and/or candy
 - smoking and/or tobacco products
 - nuts with shells or sunflower seeds (they sprout in the rubber and take hours to remove)
 - glass bottles or glass containers of any type
 - beverages other than water in plastic bottles
 - food
 - pets
 - bicycles, rollerblades, skateboards, or other wheeled equipment other than maintenance vehicles
 - hitting of golf balls
 - candles or open flames
 - toys, devices, or any item containing flammable liquids or battery acid
 - muddy footwear

VI. Maintenance

- A. During season: Report all maintenance issues by leaving a message at (540) 658-7110.
- B. Rest and Renovation
1. An annual rest and renovation program is scheduled at all sites to maintain field sustainability.
 2. This may require the closure of fields or facilities, denial of use of a field, and/or alternate sites for athletic use.
 3. Ultimately, the health and safety of the user and the condition and playability of the fields take priority.
- C. Field Closures
1. Fields may be closed at the discretion of the Director or his/her designee.
 2. Field closures are kept to a minimum when fields remain in playable condition. Priority is given to maintenance needs and rest and renovation periods for all fields. The County may close fields for any reason, including, but not limited to:
 - a) Work engaged at any field
 - b) When the health and safety of participants or spectators is threatened due to impending conditions
 - c) Inclement weather or field conditions

VII. Inclement Weather Policy and Procedures

- A. Weather events affecting field during the week
 - 1. Options
 - a.) Fields are OPEN for play
 - b.) Fields are CLOSED for play
 - 2. Who makes decision?
 - a.) Park Maintenance Staff
 - b.) Facility Maintenance Attendants or game time decisions
 - 3. Deadline for decision
 - 1:00 PM – Rectangular Fields
 - 2:00 PM – Diamond Fields
 - Inclement weather may force a game-time decision
 - 4. Who announces decision?
 - Recreation Facilities Coordinator/Park Supervisor II
 - 5. Who is notified of decision?
 - a.) Stafford Alert System
 - b.) Appropriate user groups
- B. Weather events affecting fields during the weekend (Both Saturday & Sunday)
 - 1. Options
 - a.) Fields are OPEN for play
 - b.) Fields are CLOSED for play
 - c.) Fields are CLOSED for play in the morning BUT may be playable in the afternoon and WILL BE RE-EVALUATED at mid-morning
 - 2. Who makes decision?
 - a.) Park Maintenance Staff
 - b.) Facility Maintenance Attendants
 - 3. Deadline for Decision
 - a.) 7:00 AM
 - b.) 10:00 AM for re-evaluation if afternoon games are a possibility
 - 4. Who Announces Decision
 - Park Supervisor II or Recreation Facilities Coordinator
 - 5. Who is notified of decision?
 - a.) Stafford Alert System
 - b.) Appropriate User Groups
- C. Field Preparation
 - 1. After weather activity occurs and where the possibility exists for fields to become playable with work, reasonable manpower and materials will be used to prepare fields for play. Park maintenance staff will work on fields based upon classification priority. Fields with the highest priority will receive the first or most effort to get the fields ready for play and the lower priority fields will receive effort as time permits.

2. Preparing fields for weeknight play will occur during normal working hours Monday through Friday. Preparing fields for weekend play will occur during normal weekday working hours. Minimal staff is on duty during the weekend and may be able to provide field preparation in addition to other duties they are obligated to perform.
3. Only PRCF staff will be permitted to work on fields. Sports league personnel may assist in preparing fields but only under direct supervision of PRCF staff, if staff is available. Fields may be worked on by sports league personnel as long as PRCF staff is apprised of the activity.
4. As a further effort to notify field users that fields are closed, staff may post “FIELD CLOSED” signs in obvious locations. In addition, gates of fenced fields may be locked to discourage unauthorized use.

VIII. Cancellation

Field use may be cancelled and/or rescheduled. Field use cancelled by PRCF due to inclement weather may be rescheduled as availability allows or refunded. Refunds will not be issued if use is cancelled with fewer than 10 days’ notice.

IX. Tournament Procedures

- A. All general rules and regulations as specified in Field Use Rules and Regulations are applicable during tournaments. Additional provisions for tournaments are stated in this section.
- B. Tournament use will be determined by field availability.
- C. All organizations conducting tournaments on PRCF or SCPS fields must meet with staff at least 90 days prior to the tournament date and complete a Special Events Packet.
- D. If attendance is expected to exceed the capacity of on-site trash containment units, the user must provide portable temporary dumpsters with sufficient capacity to accommodate anticipated attendance. User must also arrange for delivery and pick-up of additional trash containment units or dumpster.
- E. If attendance is expected to exceed the capacity of on-site comfort facilities, the user must provide portable temporary toilets with sufficient capacity to accommodate anticipated attendance. User must also arrange for delivery and pick-up of portable temporary toilets to the site.
- F. See Special Event Policies and Procedures (pp. 28-31).

X. Payment

- A. Single event or use: payment in full must be made at the time of booking.
- B. Leagues/Multiple uses – payment may be made on a monthly basis for prolonged contractual events provided account is in good standing. Otherwise, payment in full must be received in advance of use.
- C. Camps/Clinics/Special uses - payment in full must be made at the time of booking.

XI. Fees

- A. Fields are available to Stafford based groups only. Non-Stafford groups are not allowed to use outdoor athletic facilities, except for synthetic turf fields.
- B. Liability Insurance is required for field rentals.
- C. Use of school property is governed by school policy.
- D. Maximum of 4 teams per field.
- E. Two-hour minimum required for any field rentals.
- F. Other fees may apply.

	Stafford	Non-Stafford	Commercial
Field Lights	\$40/night	\$80	\$120/night
Football Field	\$35/hr.	N/A	\$105/hr.
Baseball Field	\$35/hr.	N/A	\$105/hr.
Soccer Field	\$35/hr.	N/A	\$105/hr.
Open Field/Grassy Area	\$25/hr.	N/A	\$75/hr.
Synthetic Turf Field	\$85/hr.	\$170/hr.	\$255/hr.
Synthetic Turf Half Field	\$42.50/ hr.	\$85/hr.	\$127.50/hr.
Synthetic Turf Field Winter (Nov-Feb)	\$50/hr.	\$100/hr.	\$150/hr.
Synthetic Turf Half Field Winter (Nov-Feb)	\$25.00/hr.	\$50/hr.	\$75/hr.
Goal removal, reconfiguration or set-up **	\$50/field	N/A	\$150/field
Field Lining**	\$50/field	N/A	\$150/field
Basketball Scoreboard	\$15/day	N/A	\$45/day

**** Applies when PRCF staff is needed/used.**

XII. Field Description & Locations

	TURF TYPE	BASE LENGTH	PITCHING RUBBER	OUTFIELD LENGTH	MAXIMUM FIELD SIZE	LIGHTS
Autumn Ridge Park (900 Eustace Road, Stafford VA 22554)						
Multi-Use Field						
	Grass				75 x 50 yds.	No
Ball Field						
	Skinned	60'		200'		No
Carl Lewis Community Center (154 Telegraph Road, Stafford VA 22554)						
Multi-Use Field						
	Grass				75 x 50 yds.	No
Chichester Park – 125 Ralph Williams Drive, Fredericksburg VA 22406						
Ball Field						
Field 1	Grass	90'	60'6"	360		Yes
Field 2	Skinned	60', 70'	Portable	250		Yes
Field 3	Skinned	60', 70'	Portable	250		Yes
Field 4	Skinned	60', 70'	Portable	225		Yes
Field 5	Skinned	60', 70'	Portable	225		Yes
Courthouse Community Center (29 Stafford Ave., Stafford VA 22554)						
Multi-Use Field						
	Grass				75 x 50 yds.	No
Curtis Memorial Park (58 Jesse Curtis Lane, Fredericksburg VA 22406)						
Multi-Use Field						
	Grass				75 x 50 yds.	No
Ball Field						
	Grass	60'	N/A	No Fence		No
Duff McDuff Green Park (75 James Ashby Parkway, Fredericksburg VA 22405)						
Multi-Use Field						
Field 1	Grass				120 x 70 yds.	Yes
Field 2	Grass				120 x 70 yds.	Yes
Ball Field						
Field 1	Grass	90'	60'6"	340		Yes
Field 2	Skinned	60', 65'	35', 40', 50'	290		Yes
Field 3	Grass	60	46'	260		Yes
Embrey Mill Park (1600 Mine Road, Stafford VA 22554)						
Multi-Use Field						
Field 1	Synthetic				75 x 120 yds	Yes
Field 2	Synthetic				75 x 120 yds	Yes
Field 3	Synthetic				112 x 75 yds	Yes
Field 4	Synthetic				112 x 75 yds	Yes
Field 5	Grass				75 x 55 yds	Yes
Field 6	Grass				75 x 55 yds	Yes
Field 7	Synthetic				112 x 75 yds	Yes
Field 8	Synthetic				112 x 75 yds	Yes
Field 9	Grass				30 x 20 yds	Yes
Field 10	Grass				30 x 20 yds	Yes
Field 11	Grass				30 x 20 yds	Yes
Historic Port of Falmouth Park (401 River Road, Fredericksburg VA 22405)						
Multi-Use Field						
	Grass				100 x 50 yds.	No
John Lee Pratt Memorial Park (120 River Road, Fredericksburg VA 22405)						
Multi-Use Field Area						
	Grass				Varies	No
Ball Field						
Field 1	Grass	60'	40'	250		No

	TURF TYPE	BASE LENGTH	PITCHING RUBBER	OUTFIELD LENGTH	MAXIMUM FIELD SIZE	LIGHTS
Patawomeck Park (25 Chopawamsic Parkway, Stafford VA 22555)						
Multi-Use Field						
Field 1	Grass				120 x 70 yds.	Yes
Field 2	Grass				120 x 70 yds.	Yes
Ball Field						
Field 1	Skinned	60'	46'	300		Yes
Field 2	Skinned	60'	40'	200		Yes
Rowser Complex (1739 Jefferson Davis Highway, Stafford VA 22554)						
Ball Field						
	Skinned	70'				Yes
St. Clair Brooks Park (80 Butler Road, Fredericksburg VA 22405)						
Multi-Use Field						
Field 1	Grass				80 x 50 yds.	Yes
Ball Field						
Field 1	Skinned	90'	60'6"	320		Yes
Field 2	Skinned	70'	Portable	200		Yes

Smith Lake Park (370 Doc Stone Road, Stafford VA 22556)						
Multi-Use Field						
Field 1	Synthetic				110 x 70 yds.	Yes
Field 2	Synthetic				110 x 70 yds.	Yes
Ball Field						
Field 1	Grass	90'	60'6"	320'		Yes
Field 2	Skinned	60'	46'	200'		Yes
Field 3	Skinned	60' & 70'	46', 50'	200'		Yes
Willowmere Park (21 Willowmere Pond Road, Stafford VA 22554)						
Multi-Use Field						
Field 1	Grass				110 x 70 yds.	No
Field 2	Grass				110 x 70 yds.	No
Field 3	Grass				75 x 50 yds.	No
Field 4	Grass				50 x 30 yds.	No
Field 5	Grass				50 x 30 yds.	No
Ball Field						
Field 1	Skinned	90'	60'6"	319'		Yes
Field 2	Skinned	70'	Portable	200'		Yes
Field 3	Skinned	60'	Portable	200'		Yes
Field 4	Skinned	60'	Portable	198'		No

INDOOR FACILITIES

All general rules & procedures apply

I. Building Environment

Heating and air-conditioning controls shall not be altered from normal operating temperatures. Only authorized personnel shall make adjustments to heating and air-conditioning controls.

II. Damage Deposit

- A. A \$100 damage deposit is required for indoor facility use for all events except meetings. The damage deposit will be returned to user by crediting the credit card or mailing a check, as long as the facility is found to be in good condition after use. Special events for both indoor and outdoor facilities will require a \$500 damage deposit.
- B. Before and after facility use, the facility must be inspected by the user and the Facility Attendant on duty, and a check list shall be completed and signed by both parties. Damages occurring during use must be listed in writing with user acknowledging by signature.
- C. Damage to County property caused by the applicant or his/her group is the responsibility of the applicant. Damages include, but are not limited to, phones, fire alarms, vending machines, water coolers, restrooms, carpets, etc.
- D. Claims for damage shall be presented to the user by PRCF staff for restitution within five (5) working days. If the cost to repair the damage exceeds the \$100 damage deposit, user will be notified and charged the balance of the repair costs. (Damage costs will either be retrieved using the \$100 deposit or billed separately.)

III. Decorations

User may decorate the facility with the following guidelines:

- A. The use of staples, nails, and thumb tacks on walls/ceilings is NOT allowed.
- B. Method of attachment must be approved in advance by the Recreation Facility Coordinator or designee.
- C. All decorations must be removed before user leaves the facility.

IV. Food/Beverages

- A. Food and beverages are restricted to areas designated for that purpose.
- B. Any food or drink spilled must be cleaned prior to departure.
- C. Beverages served in carpeted areas MUST be clear liquids.
- D. The refrigerator, if available, may only be used to store items during your rental period. All items should be removed prior to departure; any items left in the refrigerator will be discarded.
- E. **Personal cooking appliances are prohibited, including** hot plates, electric skillets, etc. Outdoor cooking may be performed in designated areas with prior approval. User is responsible for proper use of all equipment.

V. Gym Use

All gymnasium rules shall be enforced and obeyed, including no food, drink, wheeled or hard-soled shoes in the gym.

VI. Supervision

All building and room rentals must have a Facility Attendant who is employed and assigned by PRCF. No program shall operate unless a Facility Attendant is present. The Facility Attendant will:

- Lock and unlock doors
- Operate ceiling lights
- Ensure that requested tables and chairs are available
- Provide group with cleaning materials for clean-up
- Supervise facility while activity is in progress*

* ***Children must be supervised at all times by user and guests.*** Facility Attendants are not responsible for supervising children during the rental period.

VII. Use of Tables & Chairs/Equipment

- A. Any tables and chairs required for rental period must be listed on the Facility Use Application at the time of submission.
- B. Room capacity does not necessarily match the number of tables or chairs that are available for use.
- C. When the rental period is over, all room furniture must be returned to the original set-up, decorations must be removed, and trash must be removed from the facility and placed in the proper receptacles.
- D. User is responsible for setting up and taking down equipment, decorations, etc., for event; time must be included in the rental period.

VIII. Gymnastics Birthday Parties

Parties are available Saturday from 12:30-6:00 PM & all day on Sunday. Contact the Stafford Gymnastics & Recreation Center at (540) 658-5115 for details and fees.

FEES FOR ROOM/BUILDING RENTALS

Per Hour fees; 2-hour minimum required

\$100 Deposit may be required

Tables/chairs may be available for use for indoor facilities

FACILITY & HOURS OF AVAILABILITY		OCCUPANCY	STAFFORD Per Hour	NON- STAFFORD Per Hour	COMMERCIAL Per Hour
Carl Lewis Community Center Mon-Sun, 8am-10pm		100	\$60	\$120	\$180
Courthouse Community Center Mon-Sun, 8am-10pm	Room A	150	\$60	\$120	\$180
	Room B	49	\$40	\$80	\$120
	Room C	50	\$30	\$60	\$90
	Gym (Sports Event) (Room Rental)	336	\$50 \$90	\$100 \$180	\$150 \$270
Rowser Building Mon-Fri, 4-10pm Sat/Sun, 8am-10pm	Room A	160	\$85	\$170	\$255
	Room B	65	\$60	\$120	\$180
	Commercial Kitchen*	For rental	\$35	\$70	\$105
	Galley Kitchen*	For rental	\$15	\$30	\$45
	Front Lawn*		\$15	\$30	\$45
	Garden*		\$15	\$30	\$45
	* must be used in conjunction with another room rental. Kitchen rate is a flat fee.				

Additional fees:

Alcohol, \$50 + ABC Permit

Vendor/Amusement/Special Activity, \$100/vendor who must obtain a permit from Code Administration (when applicable)

PAVILION RENTALS

All general rules & procedures apply

I. Reservation Process

- A. Pavilion rentals may be made with Visa/MasterCard by calling the Recreation Facility Coordinator at (540) 658-5019 or by reserving online at www.staffordparks.com when available. Online pavilion rentals available for some pavilions. Pavilion rentals may also be made in person at 29 Stafford Avenue, Stafford, VA 22554. Cash, check, money order, and credit/debit cards are acceptable forms of payment when rental is made in person.
- B. A Facility Use Application will be required for pavilion reservations if event includes amusements, inflatables, alcohol, etc., that is outside the scope of a simple picnic.
- C. Pavilion rental and other associated fees (alcohol, vendor) are to be paid in full when the reservation is made. (See pages 4-8 for information about alcohol and vendors.)

II. Outdoor Cooking (includes grilling burgers/hotdogs)

Outdoor cooking may be performed in designated areas with prior approval. User is responsible for proper use of all equipment. Grills are NOT permitted inside of pavilions.

III. Cancellations/Refunds.

- A. Cancellations must be made fourteen (14) days prior to reservation date to receive a credit or refund.
- B. Refund/credit will be given in case of rained out events; however, to be given a refund/credit, user must contact the Recreation Facility Coordinator within 7 days of event at (540) 658-5019 if the event was not held due to rain.
- C. Refund will be given if event is canceled by PRCF.

With the above exceptions, all other aspects of the Facility Use Procedure shall also apply to pavilion rentals.

IV. Pavilion rentals at Curtis Memorial Park do not include admission to the Mark Lenzi Pool. All pool patrons must pay the daily admission. Punch passes are available for large groups.

PAVILION FEES

*Pavilions are available Monday-Sunday from
10 AM-8 PM, April 1-October 31
10 AM-5:30 PM, November 1-March 31*

RENTAL FEES

AUTUMN RIDGE *(no electricity)*

<i>Size</i>	<i>Pavilion #</i>	<i>Capacity</i>	<i>Tables</i>	<i>Grills</i>	<i>Stafford</i>	<i>Non-Stafford</i>
X-Small	1	16	2	1	\$35	\$70

CHICHESTER PARK

<i>Size</i>	<i>Pavilion #</i>	<i>Capacity</i>	<i>Tables</i>	<i>Grills</i>	<i>Stafford</i>	<i>Non-Stafford</i>
Large	1	100	14	1 (3')	\$150	\$300

CURTIS MEMORIAL PARK *(electricity available, except Pavilion #8)*

<i>Size</i>	<i>Pavilion #</i>	<i>Capacity</i>	<i>Tables</i>	<i>Grills</i>	<i>Stafford</i>	<i>Non-Stafford</i>
X-Small	1, 3, 5, 8	16	2	1	\$35	\$70
Medium	2, 4	50	6	2	\$85	\$170
Large	6	150	14	4	\$150	\$300
X-Large	7	250	26	2 (3')	\$350	\$700

DUFF MCDUFF GREEN MEMORIAL PARK *(no electricity)*

<i>Size</i>	<i>Pavilion #</i>	<i>Capacity</i>	<i>Tables</i>	<i>Grills</i>	<i>Stafford</i>	<i>Non-Stafford</i>
Small	1, 2, 3	25	4	1	\$60	\$120

JOHN LEE PRATT MEMORIAL PARK *(electricity available)*

<i>Size</i>	<i>Pavilion #</i>	<i>Capacity</i>	<i>Tables</i>	<i>Grills</i>	<i>Stafford</i>	<i>Non-Stafford</i>
X-Large	G	200	24	3	\$350	\$700
Large	H	100	12	1	\$150	\$300
Celebration Stage					\$325	\$650

PATAWOMECK PARK

<i>Size</i>	<i>Pavilion #</i>	<i>Capacity</i>	<i>Tables</i>	<i>Grills</i>	<i>Stafford</i>	<i>Non-Stafford</i>
Large	1	100	12	2	\$150	\$300

SMITH LAKE PARK *(electricity available)*

<i>Size</i>	<i>Pavilion #</i>	<i>Capacity</i>	<i>Tables</i>	<i>Grills</i>	<i>Stafford</i>	<i>Non-Stafford</i>
Large	1	150	14	2	\$150	\$300
X-Small	2	16	2	1	\$35	\$70

ST. CLAIR BROOKS MEMORIAL PARK *(electricity available)*

<i>Size</i>	<i>Pavilion #</i>	<i>Capacity</i>	<i>Tables</i>	<i>Grills</i>	<i>Stafford</i>	<i>Non-Stafford</i>
Large	B	100	12	2	\$150	\$300

STAFFORD CIVIL WAR PARK *(no electricity)*

<i>Size</i>	<i>Pavilion #</i>	<i>Capacity</i>	<i>Tables</i>	<i>Grills</i>	<i>Stafford</i>	<i>Non-Stafford</i>
Medium	1	50	6	2	\$85	\$170

WILLOWMERE PARK *(no electricity)*

<i>Size</i>	<i>Pavilion #</i>	<i>Capacity</i>	<i>Tables</i>	<i>Grills</i>	<i>Stafford</i>	<i>Non-Stafford</i>
Small	1, 2	25	4	1	\$60	\$120

PAVILION FEES, CONTINUED

ADDITIONAL FEES

- **Alcohol, \$50 + ABC Permit**
- **Vendor/Amusement/Special Activity, \$100/vendor who must obtain a permit from Code Administration (when applicable)**
 - **PAYMENT must be made in full at the time of the reservation.**
 - **CANCELLATIONS must be made 14 days prior to reservation date.**
 - **CREDIT or REFUND will be given in case of rained out events.** User must contact the Recreation Facility Coordinator within 7 days of event @ (540) 658-5019 if event was not held due to rain (see pg. 25)

SPECIAL EVENTS

All general rules & procedures apply

Note: Park and amenities will remain open to the public unless otherwise specified.

I. Definition

A special event is a non-routine or social activity bringing a large number of people together in a defined area on County facilities that hinders or may hinder the general public in the ordinary and usual use of County facilities. Special events include, but are not limited to, festivals, concerts, sporting events, parades, walks, runs, and bike events.

II. Application Procedures

- A. A completed Facility Use Application and Special Event Informational Packet must be submitted to the Recreation Facility Coordinator at least 180 days prior to the activity date (Appendix F). Information should include:
 1. Type of activity (theme, purpose, beneficiary, etc.)
 2. Number and detailed description of attractions
 3. Approximate attendance
 4. Target audience
 5. Information about the sponsoring agency, organization, or individual (list prior events and outcomes)
 6. Proposed set-up and layout of event
 7. Event's operating hours and inclement weather plans

- B. Ticket Sales

If the event involves ticket sales in advance, contracted user will be charged at the Commercial rate.

 1. Must pay PRCF 15 percent of all ticket sales (in addition to other fees specified in the contract), due five days following the event, along with a financial statement of the event.
 2. Tickets are not to be sold at the event.

- C. Security
 1. PRCF staff will notify the Stafford County Sheriff's Department for coverage; additional fees may apply for security coverage.
 2. Contract approval is contingent upon approval by the Stafford County Sheriff's Department.
 3. User will be charged for additional attendant(s), if necessary.
 4. Participants must stay inside the rented area.
 5. The event must end by the approved time.

- E. Minors (guests under 18 years of age)
 1. User must provide adult chaperones, 18 years of age or above, at a ratio of 1 parent/guardian per 10 minors.
 2. Chaperones must be stationed throughout the rental rooms, exit doors.
 3. User must have 1-2 chaperones monitoring front door entrance.

- F. Advertising
All rentals must be by invitation only. All advertising must be submitted and approved by the PRCF marketing group 180 days prior to the event.
- G. Live music (i.e. bands) & DJs may be allowed with pre-approval from the PRCF Director
 - 1. PRCF reserves the right to control volume of music.
 - 2. Smoke machines inside buildings are not allowed.
 - 3. User must submit a Special Event Informational Packet and Amplified Sound Permit to the Recreation Facilities Coordinator.
- H. Liability
 - 1. With the exception of internal Stafford County Government organizations (covered by the County's liability policy), applicants agree to assume full responsibility and hold PRCF, the County of Stafford, and its agents, servants, and employees harmless from any legal liability, injury, or damage to the person or property of others in connection with the use of County facilities or property.
 - 2. Each applicant is required to carry a minimum of \$2,000,000 in liability insurance coverage. A Certificate of Liability shall be required naming the Stafford County as an additionally insured and certificate holder to this policy prior to approval of use.
- I. Facility user is responsible for completing a Facility Use Application and Special Event Packet. Once received, the Recreation Facility Coordinator will forward to:
 - 1. Stafford County Sheriff's Office
 - 2. Fire & Rescue
 - 3. VDOT-any road closures or public road use
 - 4. Code Administration-permits for inflatable amusements
- J. Special Event Informational Packet must include
 - 1. A Site Plan/Event Layout
 - 2. Crowd Management Plan for events with 1000+ attendees
 - 3. Emergency Action Plan
 - 4. Weather Plan

Packet must be submitted to the Recreation Facility Coordinator and approved by the Director or designee at the time of application. Any changes to the plan must be submitted to Recreation Facility Coordinator at least one (1) week prior to event.

III. General Rules & Regulations

- A. All users must submit a Facility Use Application and follow application procedures. Submission of an application does not constitute approval.
- B. Stafford County is not responsible for any personal property loss, damage to vehicles or equipment, etc.
- C. Use of fields and facilities are subject to all Stafford County Ordinances.
- D. Fires are permitted in designated areas only. NO open air or pit fires are permitted.
- E. Parking is allowed only in designated areas. No vehicles are allowed on County or SCPS fields or property other than parking lots, unless specifically directed by PRCF staff. User will

be responsible for the repair of any damaged ground. User groups must inform participants and spectators to park in facility parking lots or public parking areas. When traffic or parking is an issue or during post season tournament play, user groups or organizations must provide personnel to direct participants or spectators to designated parking areas. **It is the user's responsibility to alleviate traffic and parking issues.** If additional park staff is called in due to parking or traffic issues, user groups or organizations will be charged for staff time according to the fee schedule. Parking in undesignated areas, fire lanes, or removing or driving around barriers may result in vehicle being ticketed and/or towed, event cancellation, and future use requests being jeopardized.

- F. At the conclusion of event, each user group is responsible for picking up trash and debris and depositing it into the proper trash bin.
- G. All set up and take down are the responsibility of the user unless previously specified and agreed to by Stafford County. A set-up or take down fee will be assessed for, but not limited to, goals, tents, tables, chairs.
- H. If equipment is stored/left on County property, the applicant will provide the required security. The County is not responsible for any equipment, tents, etc., left onsite.
- I. All employees/volunteers of applicant shall adhere to any direction given by County representatives. Failure to do so may result in event cancellation.

IV. Payment Policies

Payment must be made in full at the time of booking.

V. Fees

A. Rental Fees

Customer set up and cleanup will be included as billable time at all sites.

1. Embrey Mill Park: regular rental fees apply
2. All other parks: \$2,000 per day

B. \$500 Damage Deposit

C. Staff - \$20/hour per staff person

One staff person will be required for any special event. Additional staff will be assigned based on the chart below.

Number of people	151-250	251-500	501-750	751-1000
Additional staff needed	1	2	3	4
Total staff at event	2	3	4	5

D. Dumpsters

The user must provide (at user's expense) portable temporary dumpsters with sufficient capacity to accommodate anticipated attendance. User must also arrange for delivery and pick-up of additional trash containment units or dumpsters. Container requirements may increase based on the type of event and potential for waste generation. Dumpsters may only be stationed in areas designated by PRCF staff.

Number of People	Container Size
900	3 cubic yard (CY)
1200	4 CY
1800	6 CY
2400	8 CY

E. **Portable Temporary Toilets**

If attendance is expected to exceed the capacity of on-site comfort facilities, the user must provide (at user's expense) portable temporary toilets with sufficient capacity to accommodate anticipated attendance. It is suggested that a minimum of one (1) portable toilet be handicap accessible. Portable Temporary Toilets may only be stationed in areas designated by PRCF staff. User must also arrange for delivery and pick-up of temporary toilets to the site based on the chart below:

Anticipated attendance	150-250	251-500	501-1000	1000-2000
1-4 hours	2	4	6	8-12
5-7 hours	4	6	8	12-14
8+ hours	6	8	10	15+

F. **Access outside of normal operating hours**

Any access required outside of the normal operating hours of the facility must be approved in advance; facility user will be charged for the additional staff time at \$20 per hour for each staff person required.

G. **Additional Fees may apply if attendance is higher than indicated on Facility Use Application.**

H. **Holding a Special Event does not guarantee a date or facility in the future for the same event or group.**

I. **All parks & facility fees shall be consistent for all citizens, groups, and organizations.**



Stafford County Parks, Recreation and Community Facilities

FACILITY USE APPLICATION

Full payment due at time of booking; \$20 cancellation fee; \$100 refundable damage deposit may apply. Set-up and clean-up must be performed by user and included in rental time.

1. Name of Facility Requested _____
2. Activity date(s) _____ from _____ AM/PM to _____ AM/PM
3. Individual/Organization requesting use of facility _____

Street Address

City/State/Zip

Phone: (Home) _____ (Office) _____

E-mail address _____

4. Type of Activity _____
5. Will you attend? Yes ___ No ___ If no, who will be in charge? _____
Name Phone
6. Is organization/activity sponsored/co-sponsored by Stafford County Parks, Recreation and Community Facilities? Yes ___ No ___
7. Group/organization liability insurance coverage (required) Per person \$ _____ Total Coverage \$ _____
Copy of Insurance Certificate must be attached.

Insurer

Policy No.

8. Anticipated attendance _____ Number of cars _____

9. Requirements—**check all that apply.**

School Site <input type="checkbox"/> Auditorium <input type="checkbox"/> Gymnasium <input type="checkbox"/> Diamond Field <input type="checkbox"/> Rectangular Field <input type="checkbox"/> Synthetic Field Field Size _____ <input type="checkbox"/> Field Lights Aquia Landing Park <input type="checkbox"/> Picnic Pavilion <input type="checkbox"/> Beach Civil War Park <input type="checkbox"/> Open Field Area Government Island <input type="checkbox"/> Trail Gym/Rec Center <input type="checkbox"/> Room D <input type="checkbox"/> Room UB	<input type="checkbox"/> Autumn Ridge Park <input type="checkbox"/> Chichester Park <input type="checkbox"/> Curtis Park <input type="checkbox"/> Duff Green Park <input type="checkbox"/> Embrey Mill Park <input type="checkbox"/> Historic Port of Falmouth <input type="checkbox"/> John Lee Pratt Park <input type="checkbox"/> Patawomeck Park <input type="checkbox"/> Smith Lake Park <input type="checkbox"/> St. Clair Brooks Park <input type="checkbox"/> Willowmere Park <input type="checkbox"/> Celebration Stage (<i>Pratt only</i>) <input type="checkbox"/> Dog Park (<i>Duff only</i>) <input type="checkbox"/> Pool/Bathhouse (<i>Curtis only</i>) <input type="checkbox"/> Skate Park (<i>Brooks & Curtis</i>) <input type="checkbox"/> Picnic Pavilion <input type="checkbox"/> Scouting Area (<i>Curtis only</i>) <input type="checkbox"/> Tennis Court (<i>Pratt & Curtis</i>) <input type="checkbox"/> Track/Trail <input type="checkbox"/> Open Field Area <input type="checkbox"/> Diamond Field <input type="checkbox"/> Rectangular Field <input type="checkbox"/> Synthetic Field Field Size _____	Carl Lewis Community Center <input type="checkbox"/> Building <input type="checkbox"/> Open Field Area Courthouse Community Center <input type="checkbox"/> Gymnasium <input type="checkbox"/> Room A <input type="checkbox"/> Room B <input type="checkbox"/> Room C <input type="checkbox"/> Track <input type="checkbox"/> Rectangular Field Field Size _____ Rowser Complex <input type="checkbox"/> Room A, Multipurpose <input type="checkbox"/> Room B, Mtg/Dining Area <input type="checkbox"/> Diamond Field <input type="checkbox"/> Commercial Kitchen* <input type="checkbox"/> Front Lawn* <input type="checkbox"/> Galley Kitchen* <input type="checkbox"/> Garden* *additional room rental required	Woodlands Pool & Splashpad <input type="checkbox"/> Pool <input type="checkbox"/> Splashpad Other <input type="checkbox"/> Field Lights <input type="checkbox"/> Basketball Scoreboard <input type="checkbox"/> Parking Lot <input type="checkbox"/> Trash Receptacles <input type="checkbox"/> Clean-up <input type="checkbox"/> Field Set-up <input type="checkbox"/> Tables How many? _____ <input type="checkbox"/> Chairs How many? _____ <input type="checkbox"/> Goals Goal Size _____
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10. Will alcohol be served? _____ (Alcohol is prohibited at Pools, Gym/Rec Center, and Schools.) Additional fee applies.
Alcoholic beverages may only be served in designated areas with proper permits from the Alcoholic Beverage Control Board.
11. Will there be any games, amusements, or inflatables? Yes ___ No ___ Provided by: Vendor ___ Individual ___
 If yes, please specify: _____
Requires an additional fee and may require a permit and inspection. Please contact the Community Development Services Center at 658-8650 or staffordcountyva.gov/DocumentCenter/View/1179
12. Will you be decorating the facility? Yes ___ No ___ If yes, please specify: _____
13. Will this reservation require using a caterer? Yes ___ (additional fee required) No ___ If yes, caterer's name _____
14. Comments: _____

PLEASE NOTE: If your request for a park or facility meets one or more of the following criteria, you will be required to submit a Special Event Informational Packet.

- Any event which is considered a parade, carnival, festival, block party (not for private or residential use), running, walking, or bicycling event
- Any event which is held at a County facility with a projected attendance of 1000 or more
- Any event which requires the use of County resources for security, crowd control, traffic control, fire, or EMS
- Any event which requires closure of any street or public right-of-way to vehicular or pedestrian traffic
- Any event which requires interagency coordination that may change or restrict the normal levels of public service provided in Stafford County

Additional permits may be required even if your request does not meet one of these criteria.

I certify that I have read and will abide by current Stafford County Parks, Recreation and Community Facilities' Facility Use policies and procedures (if using PRCF facilities), the Stafford County Public Schools' Community Use Policy (if using school facilities), and the requirements for users as they pertain to this rental. I understand I will be held liable for any and all damages to County-owned property and for the prompt and proper settlement of claims for such damages and agree to pay applicable fees. Unless agreed upon in writing by the Director of Parks, Recreation and Community Facilities, I will be responsible for cleanup and care of equipment and facilities used, including school facilities. Failure to do so will result in forfeiture of deposit, paying a penalty, and denial of future use.

 Signature

 Position

 Date

 Printed Name

OFFICE USE

Principal's Signature (for school sites)	Approved	Disapproved	Date
Parks, Recreation and Community Facilities' Signatures	Available	Unavailable	Date
Division Supervisor			
Facilities Superintendent			

COMMENTS/FEES

STAFFORD COUNTY, VA CODE: NOISE ORDINANCEChapter 16 - NOISE^[1]

Footnotes:

--- (1) ---

Editor's note— Ord. No. 094-12(R), adopted May 24, 1994, amended ch. 16 to read as herein set out. Formerly, ch. 16 consisted of arts I and II, §§ 16-1—16-4, 16-6—16-9, 16-11, 16-12, and 16-14—16-21, which pertained to noise and noise control and derived from Code 1979 §§ 18-1—18-4; Ord. No. 089-115, adopted Oct. 17, 1989; and Ord. No. 090-68, adopted June 19, 1990.

Cross reference— Limitation on noise emanating from outdoor musical or entertainment festivals, § 4-38(a)(10); excessive noise from public dance halls, § 4-71; fireworks, § 12-43 et seq.; noise-control standards for industrial uses in industrial zoning districts, §§ 28-201, 28-202.

Sec. 16-1. - Declaration of policy.

It is hereby declared to be the public policy of Stafford County to protect its citizens against excessive noise which is detrimental to life, health and enjoyment of property. In order to promote the public health, safety, welfare and the peace and quiet of the inhabitants of the county, the following measurements and standards relating to noise are hereby adopted.

(Ord. No. 094-12(R), 5-24-94)

State Law reference— Code of Virginia, §§ 15.2-900, 15.2-917, 15.2-1200 and 15.2-2288.3.

Sec. 16-2. - Violations of chapter.

Unless otherwise specified in this chapter, any person violating any provision of this chapter shall be guilty of a class 2 misdemeanor.

(Ord. No. 094-12(R), 5-24-94; Ord. No. 002-35, 12-18-02; Ord. No. 002-35, 12-18-02)

Cross reference— Classification of and penalties for violations, § 1-11.

State Law reference— Code of Virginia, §§ 15.2-900, 15.2-917, 15.2-1200, 15.2-1429 and 15.2-2288.3.

Sec. 16-3. - Definitions.

For the purposes of this chapter, the following words and phrases shall have the meanings respectively ascribed to them by this section:

A-weighted decibel means the sound level, in decibels, measured with a sound level meter using the A-weighting network or scale as specified in the ANSI S1.4-1983 (specification for sound level meters). The level so read shall be postscripted dB(A) or dBA.

ANSI means the American National Standards Institute, Inc., New York, New York.

Commercial zoning district classification includes B-1 and B-2 zoning districts.

Daytime means the local time of day between the hours of 7:00 a.m. and 10:00 p.m. weekdays and from 9:00 a.m. to 10:00 p.m. on Saturdays, Sundays, and legal holidays observed by the county government unless otherwise specified.

Decibel means a unit that describes the sound pressure level or intensity of sound. The sound pressure level in decibels is twenty (20) times the logarithm to the base ten (10) of the ratio of the pressure of the sound in microbars to a reference pressure of two ten thousandths (0.0002) microbar; abbreviated dB.

Director means the director of the department of planning and zoning or his authorized agent.

Industrial zoning district classification includes M-1 and M-2 zoning districts.

Nighttime means the local time between the hours of 10:00 p.m. and 7:00 a.m. weekdays and from 10:00 p.m. to 9:00 a.m. on Saturdays, Sundays, and legal holidays observed by the county government, unless otherwise specified.

Office zoning district classification means B-3 zoning district.

Property boundary is an imaginary line along the ground surface and its vertical extension which separates the real property owned, leased or otherwise legally controlled by one person from that owned, leased or otherwise legally controlled by another person, including intrabuilding real property divisions.

Residential zoning district classification includes A-1, A-2, R-1, R-2, R-3, R-4, and PD-1 zoning districts.

Sheriff means the Sheriff of Stafford County or his authorized agents.

Sound level is the weighted sound pressure level obtained by the use of a sound level meter and the A-frequency weighting network, as specified in American National Standards Institute specifications for sound level meters.

Sound level meter means an instrument to measure sound pressure levels that meets or exceeds performance standards for a Type S2A meter as specified by the ANSI.

Sound pressure level means the intensity in decibels (dB) of a sound.

(Ord. No. 094-12(R), 5-24-94; Ord. No. 002-35, 12-18-02; Ord. No. O10-44, 10-5-10)

Sec. 16-4. - Maximum permissible sound levels generally.

- (a) Except as otherwise provided, any noise which emanates from any operation, activity or source and which exceeds the maximum permissible sound levels established in this section is prohibited. Such levels shall be measured at the property boundary of the sound source or at any point within any other property affected by the noise. When a noise source can be identified and its noise measured in more than one zoning district classification, the limits of the most restrictive classification shall apply.

Maximum Permissible Sound Pressure Levels

	Maximum dBA	
Zoning District Classification	Daytime	Nighttime
Residential	60	55
Commercial	65	60
Office	65	60
Industrial	79	72

- (b) *Measurement procedures.* The measurement of sound or noise pursuant to this section shall be as follows:
- (1) The measurement of sound or noise shall be made with type 2 sound level meters which meet the standards prescribed by the ANSI. The instruments shall be maintained in calibration and good working order. The sheriff shall develop and promulgate standards and procedures for testing and validating sound level meters according to the specifications and regulations of the manufacturer and used in the enforcement of this chapter. A minimum of three (3) sound level readings shall be taken. The average of these readings will be used as the average sound level. If the background noise is equal to the levels set forth in this section, three (3) dB shall be subtracted out of the average sound level.
 - (2) The slow meter response of the sound level meter shall be used to determine that the average amplitude has not exceeded the dBA readings or the limiting noise spectra set forth in this section.
 - (3) Unless otherwise specified, the measurement shall be made at the property boundary on which such noise is generated, or at any point within the receiving property affected by the noise.
- (c) Heating and cooling systems, including, but not limited to, air conditioners and heat pumps, shall not be subject to the night levels enumerated in this section.
- (d) Any person, with lawfully obtained permits, who between the hours of 7:00 a.m. to 10:00 p.m. weekdays and 9:00 a.m. to 10:00 p.m. on Saturdays, Sundays, and legal holidays observed by the county government, operates or causes to be operated any equipment used in construction, repair, alteration, or demolition work on buildings, structures, alleys, or appurtenances thereto in the outdoors in any residential zoning district within one hundred (100) yards of a lawfully occupied dwelling shall not be subject to the levels enumerated in this section.

(Ord. No. 094-12(R), 5-24-94; Ord. No. 002-35, 12-18-02; Ord. No. O10-44, 10-5-10; Ord. No. O15-12, 6-2-15)

State Law reference— Code of Virginia, §§ 15.2-900, 15.2-917, 15.2-1200 and 15.2-2288.3.

Sec. 16-5. - Exemptions.

- (a) Any person responsible for any noise source may apply to the county administrator, or his designee, for an exemption from the provisions of this chapter. The county administrator, or his designee, may grant such exemption if he finds that:
 - (1) The noise does not endanger the public health, safety or welfare; and
 - (2) Compliance with the provisions of this chapter from which an exemption is sought would produce serious hardship without producing equal or greater benefit to the public.
- (b) In determining whether to grant such an exemption, the county administrator, or his designee, shall consider the following:
 - (1) The time of day the noise will occur;
 - (2) The duration of the noise;
 - (3) The loudness of the noise in relation to the maximum permissible sound levels set forth in this chapter;
 - (4) Whether the noise is intermittent or continuous; and
 - (5) Any other factor that is reasonably related to the impact of the noise on the health, safety and welfare of the community and the degree of hardship that may result from the enforcement of the provisions of this chapter.
- (c) Exemptions issued pursuant to this section shall be granted for such period of time as the county administrator, or his designee, deems reasonable. Exemptions shall be revoked upon violation of the terms of the exemption granted.
- (d) No provisions of this chapter shall apply to the emission of sound for the purpose of alerting persons to the existence of an emergency or the emission of sound in the performance of emergency work.

(Ord. No. O94-12(R), 5-24-94; Ord. No. O12-26, 10-2-12)

Sec. 16-6. - Loud noises prohibited.

- (a) The following acts are violations of this chapter:
 - (1) Operating, loading, or unloading any vehicle, including, but not limited to, trucks, or the opening and destruction of bales, boxes, crates, and containers in the outdoors in zones other than industrial zoning districts within one hundred (100) yards of a lawfully occupied dwelling between the hours of 10:00 p.m. and 7:00 a.m.
 - (2) Operating or causing to be operated between the hours of 10:00 p.m. and 7:00 a.m. any equipment used in construction, repair, alteration, or demolition work on buildings, structures, alleys, or appurtenances thereto in the outdoors in any residential zoning district within one hundred (100) yards of a lawfully occupied dwelling.
 - (3) Using, operating, or causing to be operated mechanical loudspeakers or other sound amplification devices or machines on trucks or other moving vehicles or in commercial establishments for the purpose of commercial advertising or attracting the attention of the public during the nighttime. In addition to the other provisions of this chapter, the use of such devices or machines shall be subject to the following conditions:
 - a. The only sounds permitted are music or human speech.
 - b. Shall not be used within one hundred (100) yards of hospitals at any time, schools during the school day, churches during religious services or religious events, or courthouses while court is in session.
 - c. The human speech and music amplified shall not be obscene.

APPENDIX B

Revised 10/22/20

- (4) Operating or permitting to be operated any powered model aircraft in the outdoors during the nighttime. Any person desiring to use county parks or facilities to operate such aircraft at any time must first obtain permission from the department of parks and recreation.
- (5) Playing, using, operating or permitting to be played, used, or operated any radio, phonograph, television, tape or compact disc player, digital or electronic music player, musical instrument or drums, sound amplifier, loudspeakers, or other machine or device which produces, reproduces or amplifies sound in a manner or at a volume or duration that is plainly audible inside the confines of the dwelling unit, house, or apartment of another person or at a distance of fifty (50) feet from the device between the hours of 10:00 p.m. and 7:00 a.m., except for devices permitted to be used at public parks or recreation fields, sporting events, school-sponsored activities on school grounds, or authorized parades, public functions, or commemorative events.
- (6) Playing, using, operating, or permitting the playing, using, or operating of any radio, television, tape or compact disc player, digital or electronic music player, musical instrument or drums, phonograph, loudspeaker, sound amplifier, or other machine or device which produces, reproduces, or amplifies sound which is located within, or attached to, a motor vehicle or truck or upon the public streets or parking lots, and is plainly audible at a distance of fifty (50) feet or more from the motor vehicle or truck or other source. This provision shall not apply to sirens, loud speakers, and emergency communications radios in public safety vehicles, nor shall it apply to motor vehicle alarms or other security devices.
- (7) Allowing any animal or bird to create noise that it is plainly audible at least once a minute for ten (10) consecutive minutes:
 - a. Inside the confines of the dwelling unit, house, or apartment of another person; or
 - b. At a distance of fifty (50) feet or more from the animal or bird.

This subsection shall not apply to any animal or bird that is part of an active agricultural operation.
- (8) Creating or permitting plainly audible noise in residential zoning districts between 10:00 p.m. and 7:00 a.m. in connection with lawn care, leaf removal, gardening, tree maintenance or removal, and other landscaping, lawn or timbering activities.
- (9) Creating or permitting plainly audible noise in residential zoning districts or within five hundred (500) feet of a dwelling unit, house, or apartment between 10:00 p.m. and 5:30 a.m. in connection with the loading or unloading of refuse, waste, or recycling collection vehicles.
- (10) Operating, installing, having, or permitting on the outside of any store, shop, business establishment, warehouse, or commercial building, any loudspeaker or other sound-producing or -reproducing device capable of emitting music, noise, sounds, or voice in such manner that it is plainly audible on any public sidewalk or street; unless it:
 - a. Is used only intermittently for announcing or paging an individual;
 - b. Signals the ringing of a telephone;
 - c. Signals danger from smoke or a fire;
 - d. Signals a burglary;
 - e. Signals the beginning or stopping of work or school; or
 - f. Is operated in accordance with all applicable provisions of chapter 28 of the County Code.
- (11) Creating or permitting noise between the hours of 10:00 p.m. and 7:00 a.m. that is plainly audible either inside the confines of the dwelling unit, house, or apartment of another person or at fifty (50) feet or more when the noise is generated from a gathering of ten (10) or more people.

- (12) Using, igniting or exploding fireworks between the hours of 10:00 p.m. and 7:00 a.m. on private or public property, unless permitted in writing by the board of supervisors, federal government, state government or their agent. Nothing in this subsection shall affect or waive any other federal, state or local law, ordinance or regulation related to the use, ignition or explosion of fireworks.
- (b) This section shall not apply to the following:
- (1) Fire, rescue, sheriff, police, ambulance, or other emergency vehicles or aircraft or to any noise or sound created thereby.
 - (2) Any noise or sound created by any person to sound a warning or call attention to a bona fide emergency.
 - (3) Noise or sound which customarily accompanies bona fide parades, sporting events, public or private school-sponsored activities on school grounds, or public functions, commemorative events or ceremonies.
 - (4) Noise or sound which customarily accompanies activities of churches, synagogues, or other places of religious worship.
 - (5) Activities conducted in any gymnasium, arena, theater, amphitheater, swimming pool, stadium, rifle range, or any similar sporting facility, whether the activity occurs indoors or outdoors; except that any such parade, function, event, or activity shall be prohibited or limited, either expressly or by necessary implication, by the terms or conditions of any required use permit issued in connection therewith, provided however, any parade, function, event, or activity conducted without a use permit when a permit is required by any provision of chapter 28 of this Code shall comply with all provisions of this chapter.
 - (6) Religious or political activities to the extent that those activities are protected by the United States Constitution, the Virginia Constitution, or federal or state law.
 - (7) Bona fide agricultural operations.

(Ord. No. 094-12(R), 5-24-94; Ord. No. 002-35, 12-18-0; Ord. No. O10-44, 10-5-10)

Cross reference— Hours and manner of refuse removal, § 21-7.

State Law reference— Code of Virginia, §§ 3.2-302; 15.2-900, 15.2-917, 15.2-919, 15.2-1200 and 15.2-2288.3.

Sec. 16-7. - Use of loudspeakers or sound amplifiers.

- (a) It shall be unlawful for any person to use any loudspeaker, sound amplifier, or similar machine or device in the county, unless a [permit](#) for such use is obtained from the sheriff's office. The fee for each such permit shall be one dollar (\$1.00) for each hour of use authorized thereby.
- (b) The use and volume of any loudspeaker, sound amplifier, or similar machine or device shall comply with all provisions of this chapter and chapter 28 of the County Code, and all conditions or requirements of any county-issued permit or approval.
- (c) Loudspeakers or amplifiers shall not be used within one hundred (100) yards of any hospital at any time, school during the school day, church during religious services or religious events, or courthouse while court is in session.

(Ord. No. 094-12(R), 5-24-94; Ord. No. O10-44, 10-5-10)

State Law reference— Code of Virginia, §§ 15.2-900, 15.2-917, 15.2-1200 and 15.2-2288.3.

Sec. 16-8. - Shooting ranges.

- (a) The provisions of this chapter shall not subject a shooting range to noise control standards more stringent than those in effect at the time the construction or operations of the range initially was approved. The operation or use of a shooting range shall not be enjoined on the basis of noise, nor shall any person be subject to action for nuisance or criminal prosecution in any manner relating to noise resulting from the operation of the range, if the range is in compliance with all ordinances relating to noise in effect at the time construction or operation of the range was approved, or at the time any application was submitted for the construction or operation of the range.
- (b) For purposes of this section, "shooting range" means any area or structure designed for the use of rifles, shotguns, pistols, silhouettes, skeet, trap, black powder, or any other similar sport shooting.

(Ord. No. 094-12(R), 5-24-94; Ord. No. O10-44, 10-5-10)

Editor's note— Ord. No. O10-44, adopted Oct. 5, 2010, deleted § 16-8, which pertained to measurement procedures and derived from Ord. No. O94-12(R), adopted May 24, 1994, further renumbering § 16-9 as § 16-8.

State Law reference— Code of Virginia, § 15.2-917.

Sec. 16-9. - Reserved.

Sec. 16-10. - Reserved.

Editor's note— Ord. No. O10-44, adopted Oct. 5, 2010, deleted § 16-10, which pertained to exemptions and derived from Ord. No. O94-12(R), adopted May 24, 1994.



Sheriff David P. Decatur, Jr.
Stafford County Sheriff's Office
 A State Accredited Law Enforcement Agency



LOUDSPEAKER OR SOUND AMPLIFIER PERMIT APPLICATION

NAME OF APPLICANT: _____ PHONE: _____

ADDRESS OF APPLICANT: _____

LOCATION WHERE LOUDSPEAKER/AMPLIFIER IS TO BE USED: _____

PURPOSE: _____

DATE OF USE: _____

TIMES TO BE USED FROM: _____ A.M./P.M. TO: _____ A.M./P.M.

SIGNED BY: _____

TOTAL HOURS IN USE: _____

**(A FEE OF \$1.00 FOR EACH HOUR OF USE IS REQUIRED TO BE PAID TO THE
 STAFFORD COUNTY SHERIFF'S OFFICE PRIOR TO ISSUANCE OF THIS PERMIT.)**

Note: This permit does not give the right to exceed maximum dba sound levels

I hereby acknowledge I have received, read and understand the sound and use requirements of
 loudspeaker or sound amplifiers as described in Stafford County Code Sections 16-4 and 16-7.
 It is a Class 2 Misdemeanor to violate any provisions of Stafford County Code Chapter 16
 relating to excessive noise levels.

 APPLICANT

HOURS OF OPERATION*Hours are subject to change***AQUIA LANDING**Park Hours

Mid-March – October 31

Monday – Sunday.....8 AM – 8 PM

November 1 – Mid-March

Monday – Sunday.....8 AM – 5:30 PM

Pavilion Hours

April 1 – October 31

Monday – Sunday.....10 AM – 8 PM

November 1 – March 31

Monday – Sunday.....10 AM – 5:30 PM

AUTUMN RIDGE PARKPark Hours

Mid-March – October 31

Monday – Sunday.....8 AM – 8 PM

November 1 – Mid-March

Monday – Sunday.....8 AM – 5:30 PM

Pavilion Hours

April 1 – October 31

Monday – Sunday.....10 AM – 8 PM

November 1 – March 31

Monday – Sunday.....10 AM – 5:30 PM

Athletic Fields (grass)

Open Mid-March – October 31

Closed November 1 – Mid-March

CARL LEWIS COMMUNITY CENTERMeeting & Activity Room Hours

Monday – Sunday8 AM – 10PM

Grass Area

Open Mid-March – October 31

Closed November 1 – Mid-March

CHICHESTER PARKPark Hours

Mid-March – October 31

Monday – Sunday8 AM – 8 PM

November 1 – Mid-March (*fields closed*)

Monday – Sunday8 AM – 5:30 PM

Pavilion Hours

April 1 – October 31

Monday – Sunday.....10 AM – 8 PM

November 1 – March 31

Monday – Sunday.....10 AM – 5:30 PM

Athletic Fields (grass)

Open Mid-March – October 31

Closed November 1 – Mid-March

CIVIL WAR PARKPark Hours

Mid-March – October 31

Monday – Sunday8 AM – 8 PM

November 1 – Mid-March

Monday – Sunday8 AM – 5:30 PM

Pavilion Hours

April 1 – October 31

Monday – Sunday.....10 AM – 8 PM

November 1 – March 31

Monday – Sunday.....10 AM – 5:30 PM

COURTHOUSE COMMUNITY CENTERMeeting & Activity Rooms Hours

Monday – Sunday8 AM – 10 PM

Athletic Field Hours (grass)

Open Mid-March – October 31

CURTIS MEMORIAL PARKPark Field Hours

Mid-March – October 31

Monday – Sunday8 AM – 8 PM

November 1 – Mid-March

Monday – Sunday8 AM – 5:30 PM

Athletic Fields (grass)

Open Mid-March – October 31

Closed November 1 – Mid-March

Closed November 1 – Mid-March

Pool Hours

Memorial Day – Labor Day

Monday – Thursday12 PM – 6 PM

Friday12 PM – 8 PM

Saturday & Sunday.....12 PM – 6 PM

Pavilion Hours

April 1 – October 31

Monday – Sunday.....10 AM – 8 PM

November 1 – Mid-March

Monday – Sunday.....10 AM – 5:30 PM

DUFF MCDUFF GREEN MEMORIAL PARKPark Hours

Mid-March – October 31

Monday – Sunday8 AM – 8 PM

November 1 – Mid-March

Monday – Sunday8 AM – 5:30 PM

Athletic Fields (grass)

Open Mid-March – October 31

Closed November 1 – Mid-March

Pavilion Hours

April 1 – October 31

Monday – Sunday.....10 AM – 8 PM

November 1 – March 31

Monday – Sunday.....10 AM – 5:30 PM

EMBREY MILL PARKPark Hours

Mid-March – October 31

Monday – Sunday8 AM – 8 PM

November 1 – Mid-March

Monday – Sunday8 AM – 5:30 PM

Athletic Fields (grass)

Open Mid-March – October 31

Closed November 1 – Mid-March

Athletic Fields (synthetic)

Open year-round

GOVERNMENT ISLANDPark Hours

Mid-March – October 31

Monday – Sunday8 AM – 8 PM

November 1 – Mid-March

Monday – Sunday8 AM – 5:30 PM

HISTORIC PORT OF FALMOUTH PARKPark Hours

Mid-March – October 31

Monday – Sunday8 AM – 8 PM

November 1 – Mid-March

Monday – Sunday8 AM – 5:30 PM

Athletic Fields (grass)

Open Mid-March – October 31

Closed November 1 – Mid-March

JOHN LEE PRATT MEMORIAL PARK

Park Field Hours

Mid-March – October 31

Monday – Sunday8 AM – 8 PM

November 1 – Mid-March

Monday – Sunday8 AM – 5:30 PM

Athletic Fields (grass)

Open Mid-March – October 31

Closed November 1 – Mid-March

Pavilion Hours

April 1 – October 31

Monday – Sunday.....10 AM – 8 PM

November 1 – March 31

Monday – Sunday.....10 AM – 5:30 PM

PATAWOMECK PARK

Park Hours

April 1 – October 31

Monday – Sunday8 AM – 8 PM

November 1 – March 31

Monday – Sunday8 AM – 5:30 PM

Athletic Fields (grass)

Open Mid-March – October 31

Closed November 1 – Mid-March

Pavilion Hours

April 1 – October 31

Monday – Sunday.....10 AM – 8 PM

November 1 – March 31

Monday – Sunday.....10 AM – 5:30 PM

ROWSER BUILDING

Office Hours

Monday – Friday8 AM – 4:30 PM

Meeting & Activity Rooms Hours

Monday – Friday4 PM – 10 PM

Saturday/Sunday.....8 AM – 10 PM

Senior Citizens' Center Hours

Monday – Friday8 AM – 4:30 PM

Athletic Field Hours (grass)

Open Mid-March – October 31

ST. CLAIR BROOKS MEMORIAL PARK

Park Hours

April 1 – October 31

Monday – Sunday8 AM – 8 PM

November 1 – March 31

Monday – Sunday8 AM – 5:30 PM

Athletic Fields (grass)

Open Mid-March – October 31

Closed November 1 – Mid-March

Pavilion Hours

April 1 – October 31

Monday – Sunday.....10 AM – 8 PM

November 1 – March 31

Monday – Sunday.....10 AM – 5:30 PM

SMITH LAKE PARK

Park Hours

Mid-March – October 31

Monday – Sunday8 AM – 8 PM

November 1 – Mid-March

Monday – Sunday8 AM – 5:30 PM

Athletic Fields (grass)

Open Mid-March – October 31

Closed November 1 – Mid-March

Pavilion Hours

April 1 – October 31

Monday – Sunday.....10 AM – 8 PM

November 1 – March 31

Monday – Sunday.....10 AM – 5:30 PM

Athletic Fields (synthetic)

Open Year-round

STAFFORD GYMNASTICS & RECREATION CENTER

Meeting & Activity Room Hours

Monday – Friday8 AM – 10 PM

Saturday 8 AM – 12 PM

WILLOWMERE PARK

Park Hours

April 1 – October 31

Monday – Sunday8 AM – 8 PM

November 1 – March 31

Monday – Sunday8 AM – 5:30 PM

Pavilion Hours

April 1 – October 31

Monday – Sunday.....10 AM – 8 PM

November 1 – March 31

Monday – Sunday.....10 AM – 5:30 PM

Athletic Fields (grass)

Open Mid-March – October 31

Closed November 1 – Mid-March

WOODLANDS POOL

Pool Hours

Memorial Day – Labor Day

Monday – Thursday12 PM – 6 PM

Friday12 PM – 8 PM

Saturday & Sunday.....12 PM – 6 PM

PARK RULES AND REGULATIONS

Applicable to all parks and recreation property owned and operated by Stafford County.

Definitions

1. Park Property - any property, real or personal, owned or operated by the Stafford County Department of Parks, Recreation and Community Facilities (Department).
2. Director – Department of Parks, Recreation and Community Facilities and Recreation director or designee
3. County - Stafford County

Alcohol

Alcohol shall not be consumed on park property without an ABC license from the State. Doing so will result in removal from the property and possible arrest.

Animal Protection

No person shall attempt to capture, pursue, injure, or kill any animal in any park. This includes snakes!

Animals

No person shall have within a park, any animal that is not controlled by a cage or leash. No person shall ride a horse in any park.

Automobile Repairs

No person shall service automobiles on park property, except in a case deemed an emergency.

Dangerous devices

No person, except a law enforcement officer, fire fighter, or County security guard, shall have in his/her possession in any park: any slingshot, bow and arrow, crossbow, dart device, or boomerang, except in areas designated and posted by the County for the use of these devices.

Fires

No person shall build or use a fire other than in grills, in places provided and/or designated by the County for such purposes, except by written permission from the Director. Gas grills are allowed in designated areas with prior approval.

Hours of Operation

No one, except those with facility use contracts or prior written approval from the Department, shall enter or remain in any park facility outside of normal operating hours.

Littering and Dumping

No person shall litter on park property or deposit refuse from private premises in park receptacles.

Parking

All motorized vehicles shall park in designated parking areas only. Exceptions may be made when overflow parking situations exist.

Pollution

No person shall deposit any substance, liquid or solid, which may result in the pollution of land or water.

Restricted Areas

No person shall enter any area which is designated as restricted and posted by the Department.

Roadway Use

Motorized vehicles must be licensed and are allowed only on designated roadways. All state and county laws shall be observed and enforced. ATVs and dirt bikes are not allowed anywhere in any park.

Sale of Goods and Services

No person may sell or advertise for the sale of goods or services on park property without written permission from the Department.

Swimming

No person shall swim, wade, or bathe in any park, except at such time and at such place as the Department designates.



Stafford County, Virginia

Special Event Information Package and Application

2017





Stafford County

Special Event Informational Package and Application

WHAT DEFINES A SPECIAL EVENT?

A Special Event is any event that meets one or more of the following criteria:

- Any event that is a parade, carnival, festival, block party (not for private or residential use), or running, walking or bicycling event.
- Any event to be held at a County facility with a projected attendance of 1000 or more.
- Any event that will require the use of County resources for security, crowd control, traffic control, fire or EMS.
- Any event that requires the closure of any street or public right of way to vehicular or pedestrian traffic.
- Any event requiring interagency coordination that may change or restrict the normal levels of public service provided in Stafford County

*Please note, some events such as private, residential block parties or park rentals, may not require the Special Event process; however, the event may still require a permit. Please refer to the Permit Section for details

INSTRUCTIONS FOR COMPLETING THE SPECIAL EVENT PERMIT APPLICATION

Careful completion of this application will assist in reducing any delays in the approval process. It is important that you follow the instructions and provide clear and accurate information. Submit all necessary documents as directed. Please contact the Stafford County Office Emergency Management Coordinator for more detailed information if required.

The following sections **MUST** be completed by the event coordinator for ALL events:

- General Event Information
- Security Plan
- Site Plan

If applicable, you must provide a clear route map and written description of the route and a copy of your road use permit submitted to the Virginia Department of Transportation.

Other than those sections indicated above which must be completed for ALL events, only complete those sections that pertain to your individual event.

After submitting all necessary forms, your application will be sent to all departments involved in providing services or permits. Do not assume that all aspects of the event will be approved; you may be asked to make changes to your plan based on the availability of services and scheduling of other events. You will then be notified if the event has been approved.





Stafford County

Special Event Informational Package and Application

SPECIAL EVENT PERMIT APPLICATION

Name of Event First Time Event?

Exact Street Address of Event

County Facility Utilized

Date of Event Hours of Event Step off Time (sporting event)

Type of Event

Estimated Attendance Last Year's Attendance Estimated Attendance per Day

Name of Sponsoring Organization

Contact Person from Sponsoring Organization

Contact Person's Phone Number Organizations Web Site

Name of Organizer/Coordinator E-mail:

Organizer/Coordinator's Address

Phone Number Cell Phone Number

Name of On-Site Emergency Contact Cell Phone Number

Event Description

APPENDIX E

Is the requested facility normally used for events as described above?

The Site Is: Permanent ☐ Temporary ☐ Indoors ☐ Outside ☐

Structure Description

Facility Description

The Facility Has: Water ☐ Toilets ☐ Showers ☐ Food Prep Area ☐ Waste Removal Area ☐

Will you require assistance from Public Safety? ☐

If yes, you will be contacted by a representative from the appropriate agency.

☐ Emergency Medical Services

☐ Fire

☐ Law Enforcement

If yes to the following questions, you must contact the Stafford County Fire and Rescue Department Office of the Fire Marshal for a permit;

Will there be fireworks, explosives or lasers? ☐

Will you be erecting a structure over 900 sq.ft? ☐

If YES, how many ?

If yes to the following question, you must contact the Sheriff's Office for a permit:

Will you be utilizing a loud speaker? ☐

If yes to the following questions, you must contact the Stafford County Code Compliance Office for a permit;

Will you be erecting a stage 30" above grade? ☐

Will you be providing amusement rides? ☐

Will you be utilizing a generators ☐

If YES, how many ?

If yes to the following question you must obtain and submit a VDOT Road Use Permit;

Will you be closing a street for your event? ☐

If yes to the following question, you must contact the Virginia Department of Health for a permit;

Are you serving food? ☐

If YES, how many vendors?

If yes to the following question, you must contact the Virginia Department of Alcohol and Beverage Control for a permit;

Will you be serving alcoholic beverages? ☐

If YES, how many vendors?

Will the street closure be on a FRED bus route? ☐

If yes, include a map/plan for the routing of buses.

Have you determined how area residents and businesses will be notified of street closures and/or parking restrictions? ☐

If yes, include a description of community outreach plan.

Has the event already been publicized? ☐

If yes, include a copy of flyer/mailing or description of efforts.

The Organizer is responsible for providing a safe and secure event. This includes the event venue, event parking areas, and adjacent areas affected by the event.

Will you be utilizing a private security company? ☐

If yes, you will be contacted by the Sheriff's Office

In accordance with Section 403.11.3 of the Statewide Fire Prevention Code, trained crowd managers shall be provided for facilities or events where more than 1,000 persons congregate. The minimum number of crowd managers shall be established at a ratio of one (1) crowd manager to every 250 persons. Each crowd manager shall complete a course and submit their certificate with this application. *A link for this training can be located on the Permit List page.*

Provide a crowd management plan that addresses emergencies specific to your event, it shall include a plan for weather-related emergencies and cancellations. (Attach to document if additional space is required)



SITE PLAN/ROUTE MAP:

The event site plan/route map should depict the physical layout of the event. It should be drawn legibly to visually address the elements of your event. Please utilize the following table when developing a site plan or route map.

(Attach site plan to document if additional space is required)



- ☐ Location of food vendors (fv)
- ☐ Location of beverage vendors; Alcoholic Beverages (bv), Non-Alcoholic (nbv) and serving stations
- ☐ Location of toilets (t)
- ☐ Location of hand washing stations (hws)
- ☐ Location of retail merchants (rm)
- ☐ Location of garbage receptacles (g) and recycling receptacles (r)
- ☐ Show: walk, run and bike routes
- ☐ Location and number of Type-III barricades (III)
- ☐ Location of Fire Lane(s) - (fl)
- ☐ Location of Fire Extinguishers (fe)
- ☐ Location of First Aid Stations (+)
- ☐ Public entrances () and Exits ()
- ☐ Location of sound stage and amplified sound
- ☐ Location of residential streets surrounding event
- ☐ Location of Parking (p)
- ☐ Location of "Free-Admission" and/or "Donations Accepted" signs

Comments or Special Instructions

Stafford County Fire and Rescue Department

- Explosives
- Fire Works
- Propane
- Special Amusement
- Tents, Canopies, Membrane Structures

<http://www.staffordfirerescue.com/166/Fire-Permit-Application>

Stafford County Parks, Recreation and Community Facilities

- Facility Use Application

<http://va-staffordcountyparksandrec.civicplus.com/DocumentCenter/View/82>

Stafford County Sheriffs Office

- Loud Speaker Permit

<http://www.staffordsheriff.com/content/resources/Sound%20Permit%20Application%20and%20Instructions.pdf>

Virginia Department of Alcohol Beverage Control

<https://www.abc.virginia.gov/licenses/get-a-license>

Virginia Department of Health

- Temporary Food Permit

<http://www.vdh.virginia.gov/rappahannock/services/food-services/>

Virginia Department of Transportation

- Road Use Permit

http://www.virginiadot.org/business/resources/land_use_regs/newPermitPackages/LUP-SE.pdf

- Bike Race Permit

http://www.virginiadot.org/business/resources/land_use_regs/newPermitPackages/LUP-BR.pdf

Crowd Management Training

http://www.ncdoi.com/osfm/Fire_Safety_Programs/Default.aspx?field1=Crowd_Manager_Training&user=Crowd_Manager_Training



The Organizer shall be responsible for obtaining all necessary permits and will work directly with each Agency to obtain and fulfill the permit requirements prior to the event.

The Organizer shall submit all of the required permits prior to the event.

The Organizer shall obtain and fulfill any insurance requirements.

The Organizer shall inform the Stafford County Office Emergency Management Coordinator of any changes to this application at least 20 days prior to the date of the event.

The undersigned certifies that they shall abide all Stafford County policies and procedures and the requirements for users at County facilities. The undersigned shall be held liable for any and all damages to County-owned property and for the prompt and proper settlement of claims for such damages, and agrees to pay applicable fees. Unless agreed upon in writing, the undersigned shall be responsible for clean-up and care of equipment and facilities used, including school facilities. Failure to do so will result in forfeiture of deposit, paying a penalty and denial of future use.

- ☐ By checking this box, I agree that the information in this application is true and correct to the best of my knowledge.

I also agree to the terms and conditions listed above.

Signature of the Organizer

Date

Printed Name of the Organizer

**Please return this completed application and supporting documents to the
Agency/Department to which you received it.**



STAFFORD

Parks, Recreation & Community Facilities

GROUP VISIT REQUEST

Group visits must be approved and scheduled in advance. Please call (540) 658-5129.

This form does not guarantee admission into the pool. Woodlands Pool opens to the public at 11am; groups are encouraged to arrive by 12pm. The Mark Lenzi Pool at Curtis Memorial Park opens at 12pm; groups are encouraged to arrive by 1pm.

Organization Name: _____ Representative: _____

Phone Number: _____ Additional Contact Number: _____

Fax Number: _____ Email Address: _____

Mailing Address: _____

Please list the dates and times of visit(s): _____

Number of youth (ages 15 and under): _____ Number of Adult Chaperones (16+): _____

Fees*

Discounted rates are available only to organizations/groups located in Stafford County. Organizations/groups located outside of Stafford County must pay non-resident general admission fees.

24 Admission Punch Card

Youth/Sr. Citizen (ages 3-15 & 55+): \$72

Adult (ages 16-54): \$96

Non-resident General Admission

Youth/Sr. Citizen (ages 3-15 and 55+): \$5.50

Adult (Ages 16-54): \$7

**There is no charge for youth ages 2 and under.*

REGULATIONS AND POLICIES FOR GROUP VISITS

Please review the list of regulations and policies prior to submitting your request. Please contact the facility if you have questions. Additional rules are available at each aquatic site.

- Upon arriving at the facility, it is the responsibility of the group leader to notify the manager on duty (MOD) of the group's arrival. During each visit to the facility, the group leader must provide information regarding the group's size, age, ability, and number of chaperones present.
- A swim test will be conducted by a lifeguard on duty prior to guests entering the water.

Safety Ratios and Chaperone Requirements

- The following safety and supervision ratios must be maintained at all times:
 - Ages 5 and under: **1 adult to 5 children**
 - Ages 6 and over: **1 adult to 10 children**
- Adult chaperones must remain in the water or at the pool's edge while swimmers are in the water.
- Chaperones must accompany swimmers under the age of 6 at all times.

Swim Attire

- Appropriate swim attire is required.
- Jeans and cutoffs are not considered appropriate swim attire.
- Exceptions may be granted by the MOD for special circumstances.
- Forgetting a swimsuit is not considered an exception.

Lifejackets, flotation devices, and water toys

- Weak or non-swimmers must be fitted with a lifejacket by a lifeguard.
 - Swimmers in lifejackets **MUST** be accompanied by a chaperone. Chaperones must be in the water with any swimmer in a lifejacket at **ALL TIMES**.
 - Swimmers wearing lifejackets or other flotation devices will not be permitted in deep water.
- Noodles and flotation devices (other than US Coast Guard approved) are prohibited.
- Water toys are permitted at the MOD's discretion.
 - Tossing or throwing toys is prohibited (this includes kickboards).
 - Kickboards, fins, and noodles are for classes conducted by Stafford or adult lap swim only.
 - Use of masks, fins, and snorkels are permitted only in lap swim lanes and must be used appropriately.

Other Policies

- Management is not responsible for lost or stolen articles. Personal undergarments will be thrown away.
- Pool will be cleared for heavy rain, thunder, and lightning. Neither rain checks nor refunds will be given in the event of inclement weather. The pool will reopen once conditions allow.

I have read and agree that my organization will follow all policies and procedures while visiting the pool.

Printed Name

Signature

Date