

TOWN OF VIENNA PARKS AND RECREATION ATHLETIC FIELD ALLOCATION POLICY



INTRODUCTION

The field allocation policy for the Town of Vienna Parks and Recreation Department contains general information and guidelines. It is not intended to be all-inclusive and comprehensive, nor address all the possible allocations, exceptions and possible exceptions to the policy described in this document. The Parks and Recreation Department reserves the right to revise, supplement or discontinue the use of this policy. Town of Vienna Parks and Recreation programs and activities take priority when scheduling fields. Sport organizations/leagues including managers, coaches, players and spectators are expected to follow the guidelines within this policy. Failure to comply with these guidelines could result in the loss of field privileges.

PROCESS FOR OBTAINING PERMITS

Permits are issued after a request has been presented and all required documents are submitted. Incomplete applications will be returned to the applicant for completion. A request does not constitute an approval. Game and practice schedules can be requested at any time to verify use of the fields as designated.

Field permits are issued after applications are processed and approved. Permits are required for any sport organization/league. All organizations must be able to produce their permit when requested including coaches and league officials. Please ensure all appropriate parties have a copy of the permit. Non-affiliated groups will not be issued field permits.

Travel teams must be affiliated with an approved sport organization/league, with 66% (2/3) of the team roster as Town of Vienna or Fairfax County residents. Final rosters for travel teams are due 1 week before the start of the season. Incomplete or missing rosters will void the permit for the season.

ALLOCATION PROCESS

Both lit and unlit fields are available for use by approved organized sports organizations/leagues within the Town of Vienna limits. Please contact the Parks and Recreation offices to see if you are an approved sport organization/league, 703-255-6360. In season sports take priority when scheduling field usage.

The applicant must submit the completed application and all requested information to the Parks and Recreation Department. Applications will be processed as they arrive. Conflicts in requests for use will be resolved at the discretion of the Recreation Program Coordinator. Every effort will be made to avoid disruptions upon existing user groups. However, modifications to the schedule may be made to accommodate requests.

Application deadlines are as follows:

	Field Season Dates	Field Application Deadline
<input type="checkbox"/>	Spring/Summer: March 1 – July 31	February 1
<input type="checkbox"/>	Fall: August 1 – November 30	June 1
<input type="checkbox"/>	Winter: December 1 – February 28	October 1

Field sports and available fields are as follows:

Sports:

1. Baseball 60'
2. Baseball 90'
3. Football
4. Softball – Fast Pitch
5. Softball Slow Pitch
6. Other – upon approval

Fields:

1. Southside #1 (natural lit diamond field)
2. Southside #2 (natural unlit diamond field)
3. Meadow Lane field (natural unlit diamond field)
4. Glyndon Park/Cervenak Field (lit synthetic turf diamond field)

All applications received after the application due date will be considered in the order in which they were received and, on a space available basis.

Lit fields are available spring through fall. Glyndon Park Field (synthetic turf field) is available year-round, but with NO lights or bathroom facilities for the winter season. Grass Fields are closed in the winter (December – February).

Applicants must submit a new application for each season. Please do not fill out an application for the whole year. It will be treated as an incomplete application and returned to the applicant.

FIELD/PERMIT SHARING GUIDELINES

Two sports organizations/leagues that wish to share fields will meet and discuss the details of their shared use, arrive at a written agreement as to the terms and conditions of the shared use and submit the agreement to the Parks and Recreation Department. Shared use agreements are subject to the approval of the Recreation Program Coordinator.

CERTIFICATE OF INSURANCE

All sport organizations/leagues are required to hold a \$1 million liability policy, with the Town of Vienna listed as additional insured and as the certificate holder. The certificate is due to the office 7 days prior to the start of the permit. Users shall agree that he/she is familiar with the regulations governing the use of athletic fields and park facilities. The undersigned and/or the organization submitting this application shall be held financially responsible for any and all damages to the Town of Vienna property caused by the approved user and for the prompt and proper settlement of claims for such damage. As provided by law, the undersigned hereby releases and hold the Town of Vienna, its officers, servants, agents and employees harmless from any and all liabilities or claims arising out of or relating to the undersigned's maintenance or use of Town's athletic fields and park facilities. If the user group fails to submit the insurance certificate, it will result in the loss of field privileges.

LIT FIELD GUIDELINES

Lights are remotely programmed on Glyndon and Southside Park fields in accordance to the field permits issued. If at any time the fields are not in use either with a weather related or other cancellation, the sport organizations/leagues are responsible for having the lights shut off for the evening. Glyndon Park Field lights are controlled by MUSCO Control link. MUSCO Control Link number is Phone: (877) 347-3319. A timer controls Southside. The lights are turned off manually if not in use. League Supervisors should call 571-235-8343 to have those lights turned off.

Glyndon Park (Cervenak Field) lights can be scheduled until 10:00 p.m. daily from March 1 through November 30.

Southside #1 field lights can be scheduled until 10:30 p.m. daily from March 1 through November 30.

CANCELLATION POLICY

The Parks and Recreation Department reserves the right to suspend or temporarily close athletics fields due to inclement weather, unsafe playing/field conditions or lack of compliance with policies regarding field use.

The Department reserves the right to cancel any reservation or permit for field use for any of the following reasons:

- It conflicts with a Town sponsored league, program, activity or event
- Maintenance issues
- Overuse of a field
- Unsafe conditions (inclement weather, etc.)

In these cases, all attempts will be made to provide advance notice, schedule, and alternate locations.

In the event of an emergency when only short or no notice can be afforded, sport organizations/leagues must cooperate with the cancellation policy as not to risk loss of rental/allocation privileges. The Town is not obliged to provide alternate fields if none are available.

Announcement of Cancellation: Organizations wishing to check the status of a field may call the Recreation Program Coordinator at 571-235-8343.

Permit Holder Cancellation: The Parks and Recreation Department kindly requests that if the permit will not be used, the permit holder notifies the Recreation Program Coordinator at 703-255-5721 to give back the field so that it can be allocated to others.

FIELD HOURS

All facilities are open dawn to dusk unless noted otherwise in this document. Hours of permitted play for each field are:

- Southside #1 (lit field)
 - Monday-Friday 3:00 p.m. – 10:30 p.m.
 - Saturday and Sunday 8:00 a.m. – 10:30 p.m.
- Southside #2
 - Monday-Friday 3:00 p.m. – dark
 - Saturday and Sunday 8:00 a.m. – dark

- Glyndon Park /Cervenak Field (lit field)
 - Monday – Friday 3:00 p.m. – 10:00 p.m.
 - Saturday and Sunday 8:00 a.m. – 10:00 p.m.
- Meadow Lane Park
 - Monday – Friday 8:00 a.m. – dark
 - Saturday and Sunday 8:00 a.m. - dark

FIELD USE RULES AND REGULATIONS

- All activities must be under competent, adult supervision with the individual or organization using the field assuming full responsibility for any damage to the field, park or equipment.
- The permit holder will leave the field, restrooms and surrounding area in a clean, neat condition. If it is necessary for the Parks and Recreation Department to provide cleaning services following a reserved activity, the permit holder may be subject to loss of field privileges.
- The permit holder may use the fields in the intended manner for the sport, i.e. practices or games. Any use other than intended without prior approval could result in the loss of field privileges.
- Organizations with access to lights are prohibited from scheduling lights at fields for personal use.
- No apparatus or equipment may be used or left for an extended period without prior approval of the Parks and Recreation Department. Any apparatus or equipment left on the field, without prior approval, will be removed.
- Permitted users are not to drive private vehicles on any fields, synthetic turf surfaces, sidewalks, service driveways or emergency zones. Violation of this policy will result in the loss of field privileges.
- It is the responsibility of the Parks and Recreation Department to maintain all fields in a manner that is conducive to the safe play of athletic field sports. If items are found to be damaged, non-working or unsafe, users should report the issue immediately to the Parks and Recreation Department.
- All field users must remove any equipment and supplies after each use (goals, etc.). Storage of these items is the responsibility of each user group or individual. In order to store equipment at the facility, permit holders must obtain written permission from the Parks and Recreation Department.
- Responsibility for loss, breakage or need for repair of any piece of the facility or area shall be upon the individual signing the permit.
- Permitted users shall never allow another organization or group to use the facility under their permit. Subleasing fields will result in revocation of all permits indefinitely pending an investigation that may end the season.
- Permit cancellations must be sent in writing to the Recreation Program Coordinator.
- Users can be issued a set of keys for the restrooms. Please do not duplicate these keys. Keys are to be returned at the end of each season.
- Amplified sound is not allowed at the field without prior approval from the Parks and Recreation Department. Use of artificial noisemakers, horns, bells or whistles by spectators is not allowed.
- Each user group is responsible for picking up trash and debris and depositing it into the proper trash bins at the conclusion of games and practices. Adjoining areas must also be clear of all trash. Organizations should ask players and spectators to pick up litter in dugouts, sidelines, stands and the immediate vicinity of the game and practice.
- All permits are revocable for cause by the Parks and Recreation Director upon finding violations set forth in this field allocation policy and posted ordinances must be adhered to at all times.

LIMITATIONS ON USE

- Use is restricted to areas and time assigned in the approved permit.
- Travel teams must submit a completed roster 1 week prior to the start of the season. Travel teams must consist of 66% of the roster as Town of Vienna or Fairfax County residents to use Town fields. Incomplete rosters will result in the loss of permit for up to the entire season. Travel teams must be affiliated with an approved sport organization/league. Team roster forms are available by request to the Recreation Program Coordinator.
- Activities conducted by the users of facilities must be orderly and lawful, and not of a nature to incite others to disorder.
- Immoral or unbecoming conduct, alcoholic beverages, illegal drugs or gambling are not permitted within facilities.
- Parking of vehicles is confined to approved parking areas only.
- No seasonal and/or permanent signs, banners, pennants or the like may be placed in or on public facilities.
- Unless a group or individual produces an official permit, athletic fields are available on a first come first served basis.
- Synthetic Turf Fields
 - No smoking allowed on or around any synthetic turf fields.
 - No sunflower seeds allowed on synthetic turf fields.
 - No metal cleats are allowed. If metal cleats are used, teams will be asked to leave the field and may have their permit revoked.
 - No fireworks, fires or grills are allowed on or around any synthetic turf field.
 - No unauthorized vehicles allowed on synthetic field turf fields.

APPROVED SPORT ORGANIZATION/LEAGUE

Only approved user groups are permitted space at Town fields. To become an approved sport organization or league, any new applicants must provide the following:

- Board of Directors and By Laws
- Proof of 501(c)3 status and nonprofit certificate
- Certificate of Insurance
- Approved sport organization/league must have at least 5 teams to be considered an organization league. They must not be competing or conflicting in nature to current approved sport organization/league. The current approved sport organizations/leagues for Town fields are as follows:
 - Vienna Little League
 - Golden Girls 55+ Senior Softball
 - Vienna Girls Softball League
 - Greater Vienna Babe Ruth League
 - Vienna Youth Inc.

Once the requested documentation is provided, there will be a review process by the Parks and Recreation Department. Any subsequent meetings will be held with the Recreation Program Coordinator II and the Director of Parks and Recreation. No new applicants will be considered after permits have been issued for the season.

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