

COMMUNITY USE MANUAL FOR SPORTS ORGANIZATIONS AND COMMUNITY USERS

The Town of Dumfries Parks and Recreation Commission will create quality recreation and leisure opportunities consistent with the citizens' interest while effectively managing available resources.

Purpose

This document establishes the policies and procedures that govern allocation and use of Town of Dumfries set aside parks with the goal of fair and equitable distribution among all users. It outlines who is eligible to receive permitted use and the process used by applicants.

The procedure for scheduling enables the largest number of Town of Dumfries residents to have access to public athletic fields. The field scheduling process is designed to maximize use of available resources.

Policy

The use of Town parks is encouraged for activities contributing to the development of individuals through skill development, social and cultural interaction, recreation and wholesome fun.

The use of public properties by For Profit organizations must be specifically approved by the Park and Recreation Commission and Town Manager. Use of facilities by For Profit organizations or by private individuals for the sole purpose of advertising or exhibiting commercial products or services is prohibited except as specifically authorized in other provisions of this manual.

Use of facilities by any organization will comply with Federal, State and County laws and regulations including licensing requirements.

The Commission will organize community sports groups into sports advisory councils to solicit community feedback on issues relative to the service needed to carry out various sporting missions.

Authority/Scope of Authority

In accordance with the 1950 Park Authority Act of the Commonwealth of Virginia, Chapter 27 Title 15.1 Section 1226-1238.1 of the Code of Virginia, the Town of Dumfries Town Council has the prerogative to regulate the uses of all lands and facilities under its control.

- a. The Town of Dumfries Town Council has established a Parks and Recreation Commission as an advisory
- b. The Town of Dumfries Parks and Recreation Commission shall implement the policy, comply with these regulations and provide equal access to these parks per the requirements of the Allocation Priority policy.
- c. The Parks and Recreation Commission is authorized to grant approval for usage and to schedule athletic fields in accordance with the policies and procedures established within this manual. The Town Manager and/or designee will maintain a schedule for use of assigned facilities. Every effort will be made to provide fair distribution of facilities to all for permissible activities. Assigned facilities shall be scheduled to enable the largest number of Town of Dumfries residents to have access to public athletic fields.

- d. The Town Manager has the authority to restrict or terminate a permit when a violation occurs that warrants termination or when it is deemed in the best interest of the facility or Town

Permissible Activities

Approved community activities may include, but are not limited to, recreational games, tournaments, festivals or instructional programs. Activities which do not fall into the above mentioned categories or appear to be inconsistent with the intended use of the facility will be referred to the Parks and Recreation Commission for review

The use of public properties by For Profit organizations must be specifically approved by the Town Council; and, in the case of Ginn Memorial Park, prohibited until terms of grant are fulfilled. Use of facilities by For Profit organizations or by private individuals for the sole purpose of advertising or exhibiting commercial products or services is prohibited except as specifically authorized in other provisions of this manual.

Permits

1. Park Use Permits

Parks throughout Town of Dumfries are available for scheduled use. All use assignments are confirmable by "Park Use Permit," or letter of authorization from the Park and Recreations Commission via Town Manager. The following require a Park Use Permit:

- a. Any person or organization desiring to sponsor or arrange an organized gathering/activity of more than fifteen (15) persons upon property owned, scheduled or leased by the Town of Dumfries;
- b. Any person or organization collecting monies (to include donations) while on property owned or operated by the Town of Dumfries
- c. Any person or organization conducting classes, camps, or other activities where the participants pay a fee for the activity while on property owned or operated by the Town of Dumfries.
- d. Any field/facility designated as "Use by Permit Only."

2. Other Required Permits

In addition to the Town of Dumfries park use permit, any person or organization using such features as a moon bounce, dunk tank, tents, fireworks, carnival rides, or pony rides, etc. regardless of the size of the group is responsible for contacting the Public Works Department, and Zoning administrator to arrange for permits and inspections.

Filing an Application for a Permit

Park usage will be administered through the approved Park Use Permit. All groups requesting use of park facilities will complete the Application for Community Use of Park Facilities.

- a. Applications for single or multiple use dates must be submitted fifteen (15) business days prior to the date of use.
- b. Applications for seasonal use must be submitted seventy five (75) days prior to the date of use.

- c. Any application requesting an exception to the policy must be submitted to the Parks and Recreations Commission ninety (90) days prior to the intended start date.
- d. Applicants are required to include a signed Hold Harmless Agreement.
- e. A current certificate of General Liability insurance coverage listing the Town of Dumfries as “Additional Insured” on the policy may be required for certain activity types.
- f. A request for a particular athletic field does not guarantee availability or assignment.
- g. Requests for athletic facilities by for-profit organizations will be considered by Sport Services on an individual basis, based on resources, ground conditions and facilities.
- h. Fields taken out of service for renovation by the Town of Dumfries will not be permitted for use.

Priority of Use

1. Types of Organizations

a. Type I Organization – In Order of Scheduling Priority

- 1. Town of Dumfries Sponsored Activities - those activities we plan, promote, staff, schedule and execute on Town property.

b. Type II Organizations– In Order of Scheduling Priority

- 1. Town of Dumfries Not for Profit Organizations or Affiliations

c. Type III Organizations

- 1. Not for Profit Organizations or Affiliations outside the boundaries of Town of Dumfries with recognized programs

2. Park Facilities According to Group

First priority of Town Parks is the use for Town scheduled activities as defined by Type I Organizations. Commssion will coordinate with the Town Manager in Scheduling facilities.

3. For Profit Activities

In the event that an organization or individual desires the use of public property for any commercial purpose, the Town of Dumfries Parks and Recreation will receive no less than ten percent (10%) of the gross revenues, in addition to all direct expenses, including all building use fees, supervision, clean up, utilities, etc.

Gross revenues include any participation fees, spectator fees, concessions sales and merchandise sales. A full accounting of these revenues must be provided within 2 weeks of the event completion.

A Not for Profit group, league or organization cannot cosponsor a commercial venture for the sake of altering the classification of the activity being sponsored.

4. Field Availability

In order to provide a preventive maintenance program for playing fields, the Town of Dumfries reserves the right to close fields to use if necessary. Public Works will determine which fields are to be removed from availability and when.

5. Conflict of Use

All conflicts of use will be resolved by the Town Manager and/or Parks and Recreation Commission.

Hours of Usage

1. Town of Dumfries Parks

The hours of field use will be restricted to the period from 7:00 a.m. until sunset or posted park closing time

2. Exceptions require approval from Town Council on recommendation from Commission.