



Welcome to James City County Parks and Recreation Athletic Facilities

James City County offers a wide range of athletic facilities to accommodate nearly every sports need. Let our flexible and professional staff help you in developing your successful tournament. With four main venues centrally located in the County and numerous school sites, we are able to accommodate a variety of size tournaments.

OUR ATHLETIC FACILITIES

Warhill Sports Complex

- A 3,000 seat (4,000 capacity with standing room) stadium complete with PA system, lights, scoreboard, multiuse synthetic turf, home/away locker rooms, separate officials' locker room, two concession stands, and two ticket booths. With permanent lines and goals for football, soccer, and field hockey, temporary lines can be lined by renters for lacrosse as well.
- Six lighted synthetic multiuse fields, benches, spectator seating, goals (six sets lacrosse, six sets field hockey, six sets soccer, and two football). Permanent lines on all six fields for soccer, two fields lined for field hockey, two fields lined for lacrosse, and two lined for football. All fields can be temporarily lined by renters for other sports as well.
- Four natural grass small soccer fields (two sets 12' x 6' goals, two sets 7' x 21' goals), four natural grass full-size soccer fields (four sets of full-sized goals).
- Three lighted small natural grass (200-foot fence) baseball fields with scoreboards, one lighted large baseball field (390-foot fence) with scoreboard, four T-ball natural grass baseball fields.
- Two large concession buildings: one at the multiuse/soccer area, one at baseball fields. Multiuse/soccer area also has three shade structures with electricity that can accommodate six vendors.



Blayton Elementary/Hornsby Middle Schools

- Four lighted multiuse natural grass fields for soccer, lacrosse, field hockey or football. All fields have goals for soccer, one has football goals, and one has field hockey goals.
- Two lighted natural grass softball fields (200-foot fence) and one natural grass lighted baseball field (300-foot fence).

Warhill High School

- One lighted large baseball field (364-foot fence).
- One lighted softball field (230-foot fence).

Jamestown High School

- One lighted large baseball field (378-foot fence).
- One lighted softball field (275-foot fence).

James City County Recreation Center

- Two lighted natural grass softball fields (280-foot fence) with scoreboards.
- Two lighted natural grass multiuse fields have full-sized soccer goals and lacrosse goals.

Matoaka Elementary School

- Two lighted natural grass multiuse fields have full-sized soccer goals and lacrosse goals.
- One natural grass lighted baseball field (300-foot fence).

Schools

- After school hours gymnasiums and other fields may be rented as well from Parks and Recreation. Please call the Parks office for details.

To Rent Space - call the Parks office at 757-259-5360 to make sure space is available. Space is granted on a first-come first-serve basis. All tournaments can be booked one year in advance. A deposit of \$500 is required along with a non-refundable application fee of \$25. The balance of all fees is due 10 days from the date of the tournament. If all fees are not paid on time, the reservation will be cancelled and the deposit will be forfeited. All cancellations made 30 days before the tournament must be made in writing and will be charged a 10 percent processing fee. Full refunds may be granted based on park issues or acts of God. Reduction of field charges will not be granted within 10 days of the tournament. Groups meeting certain criteria (see partner and economic impact group addendum) can book further in advance.

Park and Facility Use

1. Users are allowed to use only those areas approved through the permit application. Unauthorized use of additional streets, sidewalks, and areas may result in forfeiture of security/damage deposit and/or forfeiture of future County facility/park usage.
2. The Permit holder is responsible for returning public grounds and facilities to pre-event conditions.
3. Applicant agrees to reimburse James City County Parks and Recreation for any costs for clean-up and restoration that exceed the amount of the deposit.
4. Applicant is responsible for ensuring all guests, vendors, and concessionaires abide by all applicable rules.

Insurance - Evidence of General Liability Insurance Coverage of \$1 million combined single-limit bodily injury and property damage for each occurrence. The following document is required (30 days before the tournament) and must be included in the Certificate of Insurance to demonstrate appropriate insurance coverage:

Listed as the Certificate Holder:
James City County
Department of Parks and Recreation
5340 Palmer Lane, Suite 1A
Williamsburg, VA 23188

Food/Merchandise – Groups are permitted to sell food and merchandise onsite provided tournament organizer follows concessions policy, pays appropriate fees, and takes complete responsibility for vendors onsite. See attached concession policy.

Lining Fields – Field lining is the responsibility of the renter. James City County will provide lining machines upon request. Synthetic turf fields have some permanent lines at Warhill Sports Complex and the Sanford B. Wanner Stadium. If additional lines are necessary, groups are required to use only Missouri Turf Paint, Aerosol Paint Temporary which is specifically designed for synthetic turf fields and can be purchased from James City County Parks and Recreation. On natural turf fields any sport lining grass paint is allowed. For baseball fields lime must be used.

Pretournament Meeting – Renter is required to participate in an onsite, pretournament meeting 30 days prior to event to finalize all activities associated with event.

Medical Emergency Plan – Tournament groups need to provide a medical emergency plan that includes who is responsible for dealing with injuries to participants and who works with onsite staff to plan for medical emergencies. This can include medical staff provided by tournament organizer or contracted James City County EMS staff.

Offsite Equipment – All offsite equipment (extra goals, vehicles, trailers, etc.) or services (misting tents, carnival, or blow up elements, DJ's/Bands etc.) must be approved prior to pretournament meeting.

Transitions – Due to traffic issues with entering and exiting tournament areas, tournament organizers must stagger games minimally by 15 minutes (example half of the games would start at 8:45 a.m. and half would start at 9 a.m.).

Contact – Groups will be given an onsite contact person for the entire event who will work directly with them during their tournament. Tournament organizers will do similarly and provide a single point of contact during the event.

Weather – James City County will make every effort to ensure tournaments occur. In the event of extreme weather or wet conditions, staff will determine playability of all fields and locations. Prepping wet fields to be used for games must be done with County staff supervision. Groups needing field grooming during events must arrange when booking tournament.

Tournament Participants – Tournament organizers are responsible for providing park rules and directions (attached) to their participants and providing information to participant's onsite.

Tournament Fees

A \$500 deposit is required at the time the tournament application is received by Parks and Recreation. The balance is due 10 days from the date of the tournament. If all fees are not paid on time, the reservation will be cancelled and the deposit will be forfeited. Reduction of field charges will not be granted within 10 days of the tournament.

Field Rental Fees

Ball Field (2 hours minimum)

Resident - \$25/hour • Nonresident - \$35/hour

Ball Field Lights

Resident - \$20/hour • Nonresident - \$20/hour

Stadium Fees

Local Civic or Non Profit

Stadium Field	\$1,000 rental	\$750 rental
Stadium Press Box	\$50 (includes use of PA and scoreboard)	

School Gym Rental Fees

Gym	\$250/day
Custodian Staff	\$30/hour (determined by number of participants)

Concessions

Stadium (includes water and electricity, rate per day)

Home Concession \$200

Visitor Concession \$200

Warhill Sports Complex

Shade Structures (includes water and electricity, rate per day)

Full Structure \$150

Half Structure \$75

Concession buildings (includes water and electricity, rate per day)

Baseball Concession \$200

Soccer Concession \$200

Tent (no larger than 16' x 16', only after shade structures are rented) \$50

Miscellaneous Fees

Application fee: \$25

Porta John: 6 Fields + 2 Porta Johns \$120/day

Park Staff (if renting over six fields) \$30/hour

Refund Policy

Refunds for Tournaments and Field/Gym reductions will be granted 10 days before reservation date. A 10 percent processing fee will be assessed.



Application for a Tournament/Wanner Stadium Use

Please be advised that your Tournament should not be advertised until *final approval* has been granted.

Applications for Tournaments should be turned into the Parks and Recreation Department *no later than 30 days* prior to the Tournament. (Please note that incomplete applications and applications received with less than 30 days' notice may not be considered). Application Fee: \$25 per application.

A. Applicant Information

Applicant/Organization Name: _____

Contact Name: _____
First Name Last Name

Applicant Address: _____
No. Street Name City State Zip

Phone: _____ (home) _____ (work) _____ (cell)

Fax: _____ Email: _____

B. Tournament Information

Date(s) of Tournament: _____ Date Application Submitted: _____

Tournament Name: _____ Type of Tournament: _____

Tournament Date(s): From: _____ To: _____ Tournament Time(s): From: _____ To: _____

Fields/Gyms Requested: _____

Estimated Number of Attendees: _____

Additional Event Date(s): (*rain, set-up, break down dates*) _____

C. Tournament Set-Up Details

Please provide an outline of the activities you plan to present at the Tournament: (include equipment brought to the site, special conditions; attach an additional sheet if more space is required).

Have you visited the site to ensure that it is adequate for your needs? Yes No

Are you requesting permission to sell food and/or non-alcoholic beverages or merchandise? Yes No
See concession policy and complete concession/vendor application.

D. Administrative Items:

1. A \$500 security deposit is due when booking reservation.
2. All other fees are due 10 days in advance of the tournament.
3. If all fees are not paid on time, the reservation will be cancelled and deposit will be forfeited.
4. Reduction in facilities will not be granted within 10 days of the tournament.
5. In order to receive a cancellation, and/or field reduction refund, a request in writing must be received 10 days before the tournament starting date.
6. All refunds will be assessed a 10 percent processing fee.
7. Full refunds will be issued if cancellation is due to park issues.
8. A Certificate of Insurance for \$1 million naming James City County as an Additional Insured will be due no later than 30 days before the tournament.

Checklist of paperwork needed 30 days in advance of tournament:

- Certificate of Insurance
- Schedule pre-tournament meeting

Applicant Name: _____ Representing: _____

I have read and understand the Policies and Procedures governing the use of James City County Parks and Facilities and understand that the refund of my deposit paid is contingent upon my adherence to these policies and procedures, as determined by James City County in its sole discretion. By signing this application, I agree, both individually and on behalf of my above-listed organization (if any) to indemnify and hold the County, its agents, and employees harmless from and against any and all costs, expenses, liabilities, losses, damages, injunctions, suits, fines, penalties, claims, demands, or injury to person or property arising out of, by reason of, or in account of any breach, violation, or nonperformance of any covenant, condition, provision, or agreement in this Agreement and claims of every kind of nature, arising out of the use of the James City County Parks and Facilities.

Applicant Signature: _____ Date: _____

For County Use Only:

Parks and Recreation Director or Designee	Signature	Date

Comments:



James City County Park Rules/Ordinance Agreement

Park Facility Use Rules (all facilities)

1. Consumption or possession of alcoholic beverages, open or previously opened or other controlled substances is prohibited. No one under the influence of a controlled substance is allowed on James City County property.
2. Posting, distributing, circulating or displaying advertisements or other promotional materials requires approval from the Director of Parks and Recreation.
3. Selling or renting any goods, articles, privileges, commodities, or services whatsoever or soliciting for any purpose in any recreational facility is not allowed unless permission is obtained from the Director of Parks and Recreation.
4. Use of fryers and towable smokers/grills are permitted in designated areas only and require an approved Park Use Permit. Charcoal is permitted in park provided grills only and only in designated camping areas.
5. All trash must be placed in trash containers or removed from premises.
6. Vehicles must be parked in designated parking areas only. Vehicles cannot remain in park overnight.
7. Posted rules and regulations at each facility must be adhered to.
8. Animals, except Service Animals as defined under the Americans with Disabilities Act, are not permitted on athletic fields, sport courts, playgrounds, or any other designated facilities. Owners must remove all animal waste.
9. Hitting golf balls, archery, kites, or remote controlled aircraft are permitted in designated areas only.
10. Facility must be vacated no later than the end of the rental time.
11. Rental of facility space does not entitle participants to free use of other program areas.
12. Renter agrees to pay for all damages to property and for any other charges that may be incurred as a direct result of their use.
13. James City County Parks and Recreation will grant a refund for facilities that are cancelled 10 days before the reservation date. A ten percent processing fee will be assessed.
14. Tailgating is allowed in designated areas only, not within parking lots.
15. Single free-standing canopies, tents, and other types of portable shade structures up 16 'x 16' are permitted in designated areas of parks and must be anchored per manufacturer's recommendations with tie downs marked in a noticeable manner.
16. Smoking, including the use of E-cigarettes, is not permitted within 25 feet of athletic fields, sport courts, playgrounds, bleachers, pools, rinks, or any other designated facilities.
17. Music or noise in violation of the County's Noise Ordinance (audible at 50 feet) is prohibited.
18. James City County reserves the right to stop/prohibit use at any time if any of the above rules are violated.

- 19. Patron agrees to indemnify and hold harmless James City County, its agents and employees from any and all liability or damages resulting from use of the park facility.
- 20. Gambling and other forms of games of chance are prohibited.
- 21. The use of tape or other adhesive products, staples, tacks, or nails on doors, walls, windows, or ceilings is not permitted.
- 22. Vehicles, animals, tents, or chairs are not permitted within fence area at the Warhill Sports Complex.
- 23. Material and equipment drop-off times must be coordinated in advance. Approval for equipment to remain overnight must be made in advance.
- 24. Lines for tournament play are the responsibility of the renter and location, color, and type of lining materials must be approved by Parks and Recreation 30 days prior to event.
- 25. Reserved concession areas will be open two hours before the event for set-up and two hours after event for clean-up.

By signing below I agree to abide by all James City County rules and ordinances and ensure that all tournament staff, volunteers, spectators, and players will abide by these rules and ordinances as well.

Signature

Date

Tournament Participant Information



Frequently Asked Questions

- **Can we bring our dog to the park?**
Animals, except Service Animals as defined under the Americans with Disabilities Act, are not permitted on athletic fields, sport courts, playgrounds or any other designated facilities. Owners must remove all animal waste. At Warhill Sports Complex and Wanner Stadium pets are not allowed inside fenced areas.
- **Can we set-up a tent near the fields?**
Single free-standing canopies, tents, and other types of portable shade structures up 16' x 16' are permitted in designated areas of parks and must be anchored per manufacturer's recommendations with tie downs marked in a noticeable manner. Tents are not allowed inside fenced in areas at Warhill Sports Complex and Wanner Stadium.
- **Can we tailgate at the park?**
Tailgating is allowed in designated areas. Please consult the County's tailgating policy on Parks homepage at jamescitycountyva.gov/recreation
- **Is seating provided?**
Fields have minimal seating. Spectators are welcome to bring portable chairs. Chairs are not allowed on synthetic turf fields.
- **Is smoking allowed?**
Smoking, including the use of E-cigarettes, is not permitted within 25 feet of athletic fields, sport courts, playgrounds, bleachers, pools, rinks, or any other designated facilities.
- **Are concessions provided?**
Most tournament providers have concessions onsite for both food and goods.

For a complete listing of parks rules, please visit our website at jamescitycountyva.gov/recreation

Addresses of Tournament Facilities

- **Warhill Sports Complex**, 5700 Warhill Trail, Williamsburg, VA 23188
- **Sanford B. Wanner Stadium**, 4725 Stadium Road, Williamsburg, VA 23188 (not currently showing on all GPS systems):
 - Exit 234 off I-64 onto Route 199 East
 - Exit US 60/Richmond Road, toward Lightfoot
 - Turn left onto US 60/Richmond Road, toward Lightfoot
 - Take first left onto VA 614/Centerville Road
 - First left onto Opportunity Way
 - Follow Opportunity Way directly into the stadium parking lot
- **James City County Recreation Center**, 5301 Longhill Road, Williamsburg, VA 23188
- **Hornsby Middle/Blayton Elementary Schools**, 850 Jolly Pond Road, Williamsburg, VA 23188
- **Jamestown High School**, 3751 John Tyler Highway, Williamsburg, VA 23185
- **Warhill High School**, 4615 Opportunity Way, Williamsburg, VA 23188
- **Matoaka Elementary School**, 4001 Brick Bat Road, Williamsburg, VA 23188
- **Toano Middle School**, 7817 Richmond Road, Toano, VA 23168
- **Abram Frink Community Center**, 8901 Pocahontas Trail, Williamsburg, VA 23185
- **James Blair Gym**, 117 Ironbound Road, Williamsburg, VA 23187
- **Berkeley Middle School**, 1118 Ironbound Road, Williamsburg, VA 23188
- **Lafayette High School**, 4460 Longhill Road, Williamsburg, VA 23188



Partner and Economic Impact Groups Addendum

Partner Groups

Partner groups are defined by a valid partnership agreement with James City County Parks and Recreation. As a benefit to those partner groups, the following exceptions to the tournament special event policy are granted:

- Deposits for annual approved tournaments are not required.
- Partners will need to submit final field reservation and games schedules 10 days before the date of the tournament.
- Payment must be received 10 days before the tournament date.
- No refunds or field reductions will be granted within 10 days of tournament.
- Special consideration will be given to groups with reoccurring events that will be locked in from the past year provided that partners submit the proper application and application each year during annual submittal dates.

Economic Impact Groups

Economic Impact Groups are defined as groups that provide a large impact event or tournament of considerable benefit to the economy of James City County. These events can have a direct impact to the economy through actual monetary benefit or indirect benefit through long-term development, national exposure, or regional economic benefit. These groups are determined on a case-by-case basis by the Director of Parks and Recreation. As a benefit to those economic impact groups the following exceptions to the tournament special event policy may be granted:

- Ability to book facilities up to three years in advance, with appropriate deposit for each booking.
- Financial incentives and/or fee reductions.
- All new tournaments will be evaluated and considered based on the following criteria:
 - > Impact on local resources and facilities
 - > Conflict with existing local events
 - > Direct economic impact to James City County
 - > Economic impact to the region
 - > Community benefit and/or exposure

Currently Reserved Yearly Dates

Soccer

President's Cup	February (President's Day weekend)
Labor Day	September (Labor Day weekend)
Columbus Day	October (Columbus Day weekend)
VCCL College Showcase	November (Boys, 2nd weekend November)
VCCL College Showcase	December (Girls, 2nd weekend December)
Legacy Friendlies	February (Last Weekend in February)
Jefferson Cup	March (1st weekend in March)
Jefferson Cup	March (2nd weekend in March)

Lacrosse

Lax Fest I	March (2nd weekend in March)
Lax Fest II	April (1st weekend in April)
Lax Fest III	April (2nd weekend in April)
Lax Fest IV	April (3rd weekend in April)
Lax Fest V	May (1st weekend in May)
Jamboree	May (2nd weekend in May)