



Information for Outdoor Tournaments and Use of Sanford B. Wanner Stadium

Thank you for considering James City County Parks & Recreation for your upcoming tournament. For questions and assistance in planning your event, please contact our Facilities Coordinator, Stephanie DeBord, at 757-259-5395 or stephanie.debord@jamescitycountyva.gov.

Section 1 – Rental Information

What's considered a *tournament* – James City County uses the following criteria when considering an event to be a tournament:

- Four or more multiuse fields are rented for more than four hours.
- Two or more baseball/softball fields are rented for more than four hours.
- Event exceeds 200 participants.

To rent space – Contact the Facilities Coordinator to make sure space is available. A calendar of events can also be viewed at jamescitycountyva.gov/recreation. Space is granted on a first-come, first-served basis. Tournaments can be booked one year in advance.

Tournament fees – A \$500 deposit along with a nonrefundable application fee of \$25 is required at the time the tournament application is received by the Parks & Recreation Department. The balance is due 10 days before the date of the tournament. If all fees are not paid on time, the reservation will be canceled and the deposit will be forfeited. Reduction of field charges will not be granted within 10 days of the tournament.

- **Rental fees per field** – Resident: \$25/hour; Nonresident: \$35/hour (two hours minimum - hourly increments only).
- **Field lights fee per field** – \$20/hour.
- **Stadium rental fee** – \$1,000/day; Local Civic or Nonprofit: \$750/day.
- **Concessions** – \$200 per concession stand (includes water and electricity, rate per day).
- **Shade structures** – Full structure: \$150; Half structure: \$75 (includes electricity, rate per day). Additional tents: \$50 (no larger than 16' x 16', only after all shade structures are rented).
- **Miscellaneous fees** – When more than six fields are rented for a tournament, a park staff fee of \$120 per day will apply. This will cover additional staff needed for venue set-up and cleaning.

Refund policy – All cancellations made 10 days before the tournament must be made in writing and will be charged a 10% processing fee. Full refunds may be granted based on park issues or acts of nature. Reduction of field charges will not be granted within 10 days of the tournament.

Insurance – Tournament groups are required to provide proof of General Liability Insurance Coverage of \$1 million combined single-limit bodily injury and property damage for each event. The Certificate of Insurance shall show:

- Policy effective dates valid for the date(s) of the event.
- The name and date(s) of the event.
- **James City County** as additionally insured (Address is 5340 Palmer Lane, Suite 1A, Williamsburg, VA 23188).
- Accompanying the Certificate of Insurance must be a separate additional insured endorsement page that must show the policy number stated on the Certificate of Insurance.

Section 2 – Tournament Locations and Amenities

WARHILL SPORTS COMPLEX

- **Synthetic turf fields** – Six lighted synthetic turf multiuse fields, equipped with player benches, spectator seating and goals. The sports complex has six sets of lacrosse, field hockey and soccer goals. Two fields have permanent lines for football along with two sets of field goal posts. There are permanent lines on all six fields for soccer, two fields are lined for field hockey and two fields are lined for lacrosse. All fields can be temporarily lined by renters for other sports.
- **Multiuse grass fields** – Four full-size grass fields (65yds x 110yds) and four half-size grass fields (50yds x 70yds). These fields are equipped with four sets of full-size soccer goals and four sets of 7' x 21' soccer goals.
- **Baseball fields** – Three lighted (200-foot fence) baseball fields with scoreboards, one lighted majors baseball field (390-foot fence) with scoreboard and four T-ball fields. All baseball fields are natural grass.
- **Other amenities** – The Warhill Sports Complex has two concessions buildings with restrooms and three shade structures with electricity that can accommodate up to six vendors.

SANFORD B. WANNER STADIUM

Located at Warhill Sports Complex, this facility seats 3,000 and holds up to 4,000 people when including standing sections. The stadium is complete with a PA system, press box, lights, scoreboard, home/away locker rooms, separate officials' locker room, two concession stands and two ticket booths. The synthetic turf field here has permanent lines and goals for football, soccer and field hockey.

JAMES CITY COUNTY RECREATION CENTER

The Recreation Center has two lighted natural grass softball fields (280-foot fence) with scoreboards and two lighted natural grass multiuse fields with full-size soccer and lacrosse goals. This location also includes spectator seating and shade structures for concessions.

JAMES CITY COUNTY SCHOOL FIELDS

- **Blayton Elementary/Hornsby Middle Schools** – Four lighted multiuse natural grass fields, two lighted natural grass softball fields (200-foot fence) and one natural grass lighted baseball field (300-foot fence).
- **Warhill High School** – One lighted baseball field (364-foot fence) and one lighted softball field (230-foot fence).
- **Jamestown High School** – One lighted baseball field (378-foot fence) and one lighted softball field (275-foot fence).
- **Matoaka Elementary School** – Two lighted natural grass multiuse fields that have full-size soccer goals and one natural grass lighted baseball field (300-foot fence).

Section 3 – Tournament Policies

- **Pretournament Meeting** – Event organizer is required to participate in an onsite, pretournament meeting 30 days prior to the event to finalize all activities associated with the tournament. This meeting should be scheduled with the Warhill Sports Complex Park Supervisor at 757-634-4515. A complete game schedule will also need to be submitted to the Park Supervisor 10 days before the date of the tournament.
- **Medical Emergency Plan** – Tournament groups need to provide a medical emergency plan at the time of the pretournament meeting. The plan should include who is responsible for dealing with injuries to participants and who works with onsite staff in the event of a medical emergency. This can include medical staff provided by tournament organizer or contracted James City County EMS staff.
- **Emergency Action Plan** – Any event expecting 500 or more people in attendance is required to assign a Principal Crowd Manager or onsite first responder in the event of an incident, accident or weather-related emergency. This person will be responsible for providing an emergency action plan and should be capable of delivering any emergency announcements, if necessary, the day of 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.
- **Lining Fields** – Field lining is the responsibility of the renter. James City County will provide baseball field lining machines upon request. Synthetic turf fields at Warhill Sports Complex have some permanent lines. If additional lines are necessary, groups are required to use only Missouri Turf Temporary Aerosol Paint, which is specifically designed for synthetic turf fields and can be purchased from James City County Parks & Recreation. Any sport lining paint is allowed on natural grass multiuse fields. Lime must be used when lining baseball fields.
- **Offsite Equipment** – All offsite equipment (extra goals, vehicles, trailers, etc.) or services (misting tents, carnival set-ups, staging equipment, etc.) must be presented in a site plan at the pretournament meeting.
- **Tournament Participants** – Tournament organizers are responsible for providing park rules and information to all participants and spectators. See Section 4 for list of park rules.

Section 4 – Park 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 advertisement to include banners, signs or other promotional material requires approval from Parks & 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 Parks & Recreation.
4. All groups are required to pick up their own trash and place in appropriate trash or recycling containers.
5. Vehicles must be parked in designated parking areas only. Vehicles cannot remain in park overnight. No vehicles of any sort are permitted inside multiuse field area.
6. Parents must supervise children at all times to ensure proper use of space and equipment.

7. Animals, except Service Animals as defined under the Americans with Disabilities Act, are not permitted within 50 feet of athletic fields, sport courts, playgrounds or any other designated facilities. Owners must remove all animal waste. At the Warhill Sports Complex and Wanner Stadium, pets are not permitted inside fenced field areas.
8. Single free-standing canopies, tents and other types of portable shade structures up to 16' x 16' are permitted in designated areas of parks. Tents are not permitted inside fenced field areas at the Warhill Sports Complex and Wanner Stadium.
9. Hitting golf balls, javelin throwing, remote controlled aircraft or performing any activity on athletic fields that is detrimental to sports turf or hazardous to other park users is not permitted.
10. Rental of facility space does not entitle participants to free use of other program areas.
11. 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.
12. Equipment or material drop-off times must be coordinated in advance. No vehicles are allowed in restricted areas.
13. Music or noise in violation of the County's Noise Ordinance (audible at 50 feet) is prohibited.
14. Gambling and other forms of games of chance are prohibited.
15. The use of tape or other adhesive products, staples, tacks or nails on doors, walls, windows, ceilings and turf is not permitted.
16. Parks & Recreation will need to approve any equipment (goals, practice equipment, etc.) requested to remain onsite.
17. 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.
18. James City County reserves the right to stop/prohibit use at any time if any of the above rules are violated.

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 abide by these rules and ordinances as well.

Signature

Date

Rev.: 4/2018



Application for Outdoor Tournaments and Use of Sanford B. Wanner Stadium

Please be advised that your Tournament should not be advertised until *final approval* has been granted. Applications should be turned into the Parks & Recreation Department *no later than 30 days* prior to the Tournament. Incomplete applications and applications received with less than 30 days' notice may not be considered. Application Fee: \$25 per application (**non-refundable**).

A. Applicant Information

Applicant Name: _____ Organization: _____

Address: _____
Street City State Zip

Phone Number: _____ Email: _____

B. Tournament Information

Tournament Name: _____ Type of Tournament: _____

Event Date(s): _____ Event Times: _____ Set-Up Times: _____

Point of Contact Day of Event: _____
Name Phone Number

Location(s) for Tournament: _____ Fields Requesting: _____
 Warhill Sports Complex _____
 Sanford B. Wanner Stadium _____
 James City County Recreation Center _____
 James City County School Fields _____

Estimated Number of Teams Participating: _____ Estimated Number of People Attending: _____

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 and special conditions; attach an additional sheet if more space is needed).

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

If yes, please complete concession/vendor application.

D. Administrative Item Checklist

- \$500 security deposit and \$25 application fee due when booking reservation.
- All other fees are due 10 days before the tournament starting date.
- If all fees are not paid on time, the reservation will be cancelled and deposit will be forfeited.
- Reduction in facilities will not be granted within 10 days of the tournament.
- 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.
- All refunds will be assessed a 10% processing fee.
- Full refunds will be issued if cancellation is due to park issues.
- 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.

James City County Code of Conduct

- Show respect to all participants, staff and officials
- Refrain from causing harm (bodily or verbal) to others
- Refrain from using foul language
- Show respect to all equipment, supplies and facilities

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 the above-listed organization (if any), to indemnify and hold James City County, its agents and employees harmless from and against any and all costs, expenses, liabilities, losses, damages, injunction, 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 & Recreation Director or Designee	Signature	Date
---	-----------	------