



Information for Indoor Tournaments

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

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-serve 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 submitted to the Parks & Recreation Department. The balance is due no later than 10 days before the start 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 number of gyms reserved will not be granted within 10 days of the tournament.

- **Rental fees per gymnasium** – \$250/day.
- **Custodial staff** – \$20/hour for each gymnasium.
- **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 facility issues or weather related closings.

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 Policies

- Food and drinks are not permitted inside gymnasiums.
- All players, coaches and spectators must restrict themselves to the gymnasium and restrooms immediately adjacent to the gymnasium when using school locations.
- Tournament groups are responsible for providing their own security to monitor the conduct of parents, coaches and spectators.
- Groups are not permitted to use school equipment without prior approval.
- Groups must adhere to times allotted; otherwise, groups can be charged for overtime by the schools for custodians' time.
- A complete game schedule must be submitted no later than 10 days prior to the event.
- Any facility damages must be reported immediately to an onsite custodian and Parks & Recreation Department.
- Tournament organizers are responsible for providing park rules and information to their participants and spectators. See Section 3 for list of park rules.

Section 3 – 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 at facilities overnight.
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.
8. Rental of facility space does not entitle participants to free use of other program areas.
9. 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.
10. Equipment or material drop-off times must be coordinated in advance. No vehicles are allowed in restricted areas.
11. Music or noise in violation of the County’s Noise Ordinance (audible at 50 feet) is prohibited.
12. Gambling and other forms of games of chance are prohibited.
13. The use of tape or other adhesive products, staples, tacks or nails on doors, walls, windows, ceilings and turf is not permitted.
14. Parks & Recreation will need to approve any equipment (goals, practice equipment, etc.) requested to remain onsite.
15. 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.
16. 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



Application for Indoor Tournaments

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 be 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 Start Date: _____ Start Time: _____ End Time: _____
Event End Date: _____ Start Time: _____ End Time: _____
Event Set-Up Times: _____ Event Breakdown Times: _____
Point of Contact Day of Event: _____

Name Phone Number

Location(s) for Tournament:

Gymnasiums Requesting:

- High Schools
(Warhill, Lafayette, Jamestown)
- Middle Schools
(Toano, Hornsby, Berkeley)
- Elementary Schools
(Stonehouse, Matoaka, Blayton)
- Abram Frink Community Center
- James City County Recreation Center
**All other sites must be used first.*

**Jamestown has a main and auxiliary gymnasium*

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

C. Tournament Set-Up Details

Please provide a list of other amenities being requested for your event (e.g., number of folding chairs for participants, number of scorers' tables, how many additional rooms are needed for officials/referees, etc.):

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, reservation will be canceled and deposit will be forfeited.
- Reduction in facilities will not be granted within 10 days of 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
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