

All information must be complete. Recurring annual tournament requests must be received by December 1 for the following calendar year. All other tournament requests must be received no less than six weeks prior to the event date and will be considered on a case-by-case basis as time and resources allow.

Date of Submission: _____

ORGANIZATION INFORMATION

Host Organization: _____

PWC recognized league? Yes No Is your organization a 501(c)3? Yes No

Full Name of Requestor: _____

Address: _____ City/State/ZIP: _____

Phone Number: _____ Email Address: _____

TOURNAMENT INFORMATION

Tournament Title: _____

Date(s) and Time(s): _____ Type: Youth Adult

Facility Type: ATF (turf) Rectangle Grass Rectangle Baseball Softball Gymnasium
 Other (Describe): _____

Location(s) Requested (Please include complex and field type or number if applicable):

First Aid Provisions: _____ Expected # of Teams: _____

ADDITIONAL INFORMATION

Please see attached "Guidelines for Operations" for pertinent details

Do you/does your organization have liability insurance coverage for this activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be requesting field services from our Grounds Dept. (i.e., field lining, dragging, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be requesting approval for you/your organization to complete field services?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be collecting fees for any activity on-site (i.e., concessions, merchandise, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be requesting any vendors and/or food trucks at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be requesting additional Portable Restrooms for your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be requesting access to field lighting for your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Would you need Tourism assistance with contacting local hotels or venues for your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No

I agree to the terms identified in this document and agree to pay all associated fees. I also agree that no fee(s) are currently owed to the PWCDPR and I must have no past due balances and be in good standing at the time of event. The submission of this application does not constitute approval of field use.

Please sign and return this original and a signed copy will be provided for your records. If you are not in agreement with the information as presented, or if you have any questions, please feel free to contact us.

Code of Conduct: All groups agree to adhere and enforce the Prince William County Parks & Recreation Code of Conduct. A copy of the Code of Conduct can be found at the following website: www.pwcva.gov/department/sports-services

COVID-19: Prince William County Parks and Recreation, and the Prince William County School Board, its members, officers, employees and agents, cannot guarantee that I or anyone else will not become infected with COVID-19 or any other type of illness or injury through use of the fields, including my spouse, guests, unborn child, or relatives. Participation in an athletic sports program(s), related event, or activity, could increase the risk of contracting COVID-19 or any other type of illness or injury. By signing this agreement, I ACKNOWLEDGE the contagious nature of COVID-19 and any other type of illness, the possibility of injury arising, and VOLUNTARILY ASSUME THE RISK that I may be exposed to or infected by COVID-19 and any other type of illness or injury by participating in an athletic sports program(s), related event, or activity, and that such exposure or infection may result in personal injury, illness, permanent disability, and death to myself, my spouse, guests, unborn child, or relatives. Further, I UNDERSTAND AND AGREE that this release includes any Claims based on the actions, omissions, or negligence of Prince William County Parks and Recreation, and its employees, agents, and representatives, and the Prince William County School Board, its members, officers, employees and agents.

I acknowledge that I have read above terms:

Tournament Director:

Date:

Thank you for contacting the Prince William County Parks & Recreation for your tournament needs. Please read our Guidelines for Operations in its entirety for all details surrounding tournament scheduling. Please contact sport services with any comments, questions, or suggestions.

Return Completed Application to:

sportsservices@pwcgov.org

14420 Bristow Road, Manassas, VA 20112-3932

Attention: Sports Services Division

FAX: (703) 792-4870 Phone: (703) 792-7060

GUIDELINES FOR TOURNAMENT OPERATIONS

General Information: All tournament applications must be submitted to Prince William County Department of Parks and Recreation (PWCDPR) Sports Services staff no later than 6 weeks prior to the event. All permitted events must follow county policies and codes including the PWCDPR and noise ordinance (no amplified sound after 10PM and a maximum decibel level of 60). Tournament organizers and/or organizations in violation of county policies and codes are subject to future event refusal and/or sanctions. Tournament requests will not be approved for any individual or organization with an outstanding PWCDPR account balance. The tournament organizer is required to attend a pre-tournament meeting at least fifteen (15) business days prior to the scheduled event. At this meeting, Grounds support (field lining, mowing, maintenance technicians, custodial support, etc.); Sports Services support (field reservations); Operations support (porta johns, lighting); and Ranger's support (security) will be determined and contracted.

Invoices: A 50% deposit invoice will be issued by Sports Services and will be due before your permit can be issued. The remaining 50% along with any hourly turf rentals will be due within 30 days following your tournament. Any grounds service fees, porta johns fees and/or light fees will be invoiced separately after your event. All final invoices are due within 30 days of being issued.

Tournament fees include the exclusive use and time of specified field(s). Additional tournament needs may incur additional fees.

Additional Fees May Include But Not Limited To:

- Porta Johns
- Building/Facility usages
- Lights
- Field preparations, lining, mowing, dragging, field configuration or modification, etc.
- Ranger and/or Police Detail
- Excessive Trash/Waste Removal

All requests for additional tournament needs must be made no less than fifteen (15) business days prior to the first date of the tournament. Groups must provide their own field supplies such as bases, flags, nets/goals etc.

Porta Johns: Most complexes have fixed restrooms or porta johns available for use. The number of restrooms at each location is determined by use. Tournaments should consider ordering additional porta johns to accommodate the increased

demographic. Tournaments will be responsible for any additional porta john request at the rate.

*A mandatory cleaning fee will be applied to any event held on the weekend and/or portion thereof or tournament spanning more than 2 days.

Lights: Lights, if available, are charged at an hourly rate and billed monthly following use. (See Schedule of Fees to determine current pricing at: www.pwcvva.gov/departmentsports-services) Tournament groups will be assigned a username and password by Prince William County Sports Services staff to schedule lights. Light curfew is 10:45PM.

Cancellations and/or Schedule Changes to: Fees are assessed for non-weather-related tournament cancellations. There is a 50% deposit for tournament fees required for each facility scheduled, charged in advance of the scheduled event. This deposit will be applied to the final invoice following the scheduled event. If the tournament and/or specific fields are cancelled less than 7 business days prior to the event, the deposit plus an additional \$50 fee will be deemed a cancellation fee and will be withheld. Any changes to the request after permit completion will incur a change fee.

Inclement Weather: Field cancellation announcements are made on weekdays at 3:00pm. Cancellations for weekends and county holidays are made at 7:00am and any updates to 7:00am announcements will be made at noon. Artificial turf fields will remain open year-round, unless there is the presence of ice or snow. Turf Fields are not included on the daily field announcements. However, the permitted use must utilize good judgment and refrain from use when ice or snow are present on the artificial fields. Should weather conditions change after the final daily decision has been made by PWCDPR staff, the tournament point of contact is responsible for assessing field conditions.

Cleanup: Tournament director is expected to ensure that all areas of the facility are restored to the same condition as prior to the tournament including signage removal, proper trash disposal, etc. The tournament director will be billed for any expenses related to cleanup and/or damages.

Insurance: A certificate reflecting a minimum of \$1,000,000 liability insurance for any event will be required prior to issuing your permit. PWCDPR will need to be listed as additional insured as well as Prince William County Schools if at schools.

Field Loading Schedule: A field loading schedule must be provided to PWCDPR 48 hours prior to the first date of the tournament. The number of teams must be included for each game site. Failure to comply may result in PWCDPR canceling the tournament and/or denial of future requests.

Point of Contact: Tournament Directors will identify a specific person to be the point of contact (POC) with PWCDPR. The POC is responsible for site preparations and monitoring, vendor setups and all communication on site. The tournament director is required to be onsite and available throughout the course of the tournament.

Vendor Sales: Vendor names, contact information and any pertinent licenses and permits will be provided to Sports Services prior to the tournament. The profit-making vendors will be required to forward 15% of the gross revenue to either the hosting tournament organization or PWCDPR. If forwarded to PWC, a financial report of gross sales will be required within five (5) days after the last day of the tournament. Verbal agreements between tournament directors and businesses are not an acceptable practice by PWCDPR. Whether termed a donation or setup fee, the acceptance by tournament representatives of cash, check or products, in exchange for an opportunity to sell, is prohibited on public properties assigned in PWC. There is no fee collection on PWCDPR property.

Vending: Any concessions hosted by the organizing group is allowed, however, any grilling on park property must be approved ahead of time by our Park Rangers Division.

Letter of Understanding: The attached letter of understanding must be signed and included with the tournament application.

Security Support: PWCDPR Sports Services may require the use of additional support services from Park Rangers Division if deemed necessary. Tournament directors may also request additional patrol.

Parking: Lot attendants and/or volunteers must be provided by the tournament organizer. Fluorescent orange vest(s) must be worn when directing traffic. Failure to provide identifiable safety or traffic control monitors may result in one being assigned by the PWCDPR. If this assignment is made, the event holder will be charged a per hour rate from the point of assignment through the end of the tournament.

Recurring Tournaments: Established community-based tournaments will have a higher scheduling priority, provided applications are received by December 1st of the prior year.

Tents: All tents, other than a 10x10 pop up, must go through an approval process, and may require a TAP permit. A 10x10 pop up is permitted on PWCDPR property if not staked to the ground.

Gate Fees: Gate/Admission fees are not authorized at a public park unless prior approval is granted by the Director of Parks & Recreation and/or their designee. Tournaments requesting gate/admission fees on Prince William County School (PWCS) fields and facilities require prior approval from both the school administration and PWCS Risk Management.

Athletic Field and Facility Use Standards: Expanded policy information and rules governing field and facility usage can be found at: www.pwcva.gov/departments/parks-recreation-tourism/field-rentals