



FACILITIES & FIELD RENTALS

POLICIES, PROCEDURES, APPLICATION FOR
ALL ASSOCIATIONS, LEAGUES, & CITIZENS

***Louisa County
Parks, Recreation & Tourism
522 Industrial Dr.
Louisa, VA 23093***

**CONTRACT MUST BE FILLED OUT COMPLETELY & PAID IN FULL IN
ORDER TO RESERVE FACILITIES.**

www.LCPRT.info



General Facility Usage Rules & Reservation Policies

1. Users should read through all parts of this manual to become familiar with Louisa County's policies and procedures. Users must comply with federal, state, and local laws.
2. All User groups must strictly adhere to LCPS and LCPRT rules while on school / county property. This includes the prohibition of alcoholic beverages, marijuana, and illegal drugs.
3. Per Louisa County Public Schools' the use of tobacco products by school employees, students and visitors on school property is prohibited at all times, including days when school is not in session.
4. No person may sell or offer for sale, hire, or lease or let out any object or merchandise, property, privilege, service or any other thing, or engage in any business or erect any building, booth, tent, stall, or any other structure on the Schools / County property park or Louisa County public schools' property without prior written permission from the Deputy Director.
5. When leaving the County property, users are responsible for leaving facilities in the same or better condition.
6. All lights are turned off on nights preceding a school day by approximately 9:00pm. with some exceptions for Adult Leagues. Users must submit requests for extended hours in writing to the Parks and Recreation Director with their application.
7. Louisa County does not provide insurance to cover user's property or assets at school facilities or park property. Users must provide a certificate of insurance in the minimum amount of \$300,000 per aggregate, naming Louisa County and Louisa County Public Schools as additional insured with respect to liability involving the administration, practice, or play of activities sanctioned and approved the group or association providing insurance..
8. Recreation & Parks will be responsible for all field preparation at all county-owned parks and those approved school sites designated for play. Practice-only locations will not be lined. Users may not construct, add to, or tamper with any field or facility.



Louisa County Synthetic Turf-Specific Rules

1. Equipment on synthetic turf fields, including portable goals, scoreboards, and other sports equipment, may not be moved by users. Please find on-site Park personnel for assistance. All outside equipment must be checked and approved by on-site Park personnel prior to use on synthetic turf fields.
2. Animals (except service animals) are prohibited from synthetic turf fields.
3. Golfing or chipping is not permitted on synthetic turf fields. Throwing activities such as hammer, shot, discus, or javelin are prohibited.
4. Metal cleats or spikes are not permitted on synthetic turf fields; only rubber cleats are permitted.
5. No digging or pulling of synthetic turf fibers or infill granules is permitted. No digging with feet, hands, or other objects is permitted.
6. Field configurations must be submitted at least three (3) weeks prior to the user group's first scheduled game and approved by the Sports Section prior to use of synthetic turf fields.
7. In addition to Rules 1-6 above, the following items are not permitted on synthetic turf fields: (a) Bicycles, roller skates, strollers, skateboards, and similar items, (b) Food and beverage products (except water), including gum and shelled seeds or nuts, (c) Sharp objects such as tent stakes, corner flags, poles, and any other object that could penetrate or damage the surface of the field, (d) Suntan lotions, oils, and creams of any kind (please apply sunblock prior to entering turf fields), (e) Tobacco products, (f) Fireworks, smoke machines, portable heaters, and any open flame, and (g) Glass bottles and containers.

***Failure to comply with these rules may result in users being asked to leave the facility and/or cancellation of current and future reservations.**

Louisa County Goal Anchoring Policy

1. All soccer goals must be firmly secured to the ground at all times.
2. All soccer goals will be removed and/or secured by Park Services staff at the conclusion of each season.
3. Goals **larger** than eighteen (18) feet wide and smaller goals constructed of materials other than PVC must be firmly secured with an in-ground anchor at all times in accordance with the Consumer Product Safety Guidelines. Portable soccer goal posts exceeding 18 feet that do not extend into the ground must be properly secured to the ground at all times using in-ground soccer goal anchoring clamps. A minimum of three (3) soccer goal anchoring clamps must be used on each portable soccer goal. The securing of these goals will be done by Division staff.
4. Goals **less** than eighteen (18) feet wide and constructed of PVC must be anchored at all times either by an in-ground anchoring system or counter-weighted with a minimum of three (3) fifty-pound sandbags in accordance with nationally accepted standard operating procedures for the sport. Proper sandbag placement and maintenance will be the responsibility of user groups.



General Facility Usage Rules & Reservation Policies

Facility space is reserved according to availability. Therefore, facilities are NOT GUARANTEED.

LCPRT cannot guarantee capacity for the expansion or addition of associations, leagues, or teams. If an association or league is considering an expansion of teams or participants, please contact the Director to discuss feasibility.

All requests for signage must be submitted as part of the user group's application and approved by the Director or designee with the application. Signage may not interfere with use by other user groups, may not impair the aesthetic or visual qualities of the facility, including spectators' sight lines, and may not be erected or posted in a manner that could damage the facility.

Approved reservations may not be delegated, transferred, or otherwise assigned to another user without prior written permission from the Director. These requests should be submitted no less than fourteen (14) days before the scheduled date. In no instance may an approved user be compensated, monetarily or by other means, for delegating, transferring, or otherwise assigning their reservation to another group even if the transfer has been approved by the Director. Violations of this rule may result in the cancellation and/or denial of future reservations.

Ball fields (diamonds) open March 3rd for the 2026 spring season and close November 2nd. Multipurpose natural turf fields will open March 17th for the 2026 spring season and close December 7th. No natural turf fields will be scheduled outside of those dates. Synthetic turf fields are scheduled year-round.

Concussions

Louisa County Parks, Recreation & Tourism is committed to protecting and educating its participants and third parties from and about potential injuries due to concussions. For the safety of its patrons and third-party users, Louisa County Parks, Recreation & Tourism follows the NFHS "Suggested Guidelines for Management of Concussion in Sports," which has also been adopted by the Virginia High School League. To view the suggested guidelines, please go to the website listed below.

<https://www.vhsl.org/sports-medicine/concussions/>

Insurance

Due no later than five (5) business days prior to the league/association start date:

A copy of your certificate of insurance naming Louisa County and Louisa County Public Schools (if applicable) as additional insured and certificate holder for no less than \$1,000,000 (One Million Dollars) per occurrence and \$2,000,000 (Two Million Dollars) aggregate in Commercial General Liability Coverage and \$1,000,000 (One Million Dollars) per occurrence and in the aggregate in Umbrella/Excess Liability Coverage. The following address(es) should be on the insurance document:

- Louisa County, 1 Woolfolk Ave, Louisa, VA 23093
- Louisa County Public Schools, 953 Davis Highway Mineral, VA 23117

LOUISA COUNTY PARKS, RECREATION & TOURISM



Policies & Procedures

Submission of Requests: Users are responsible for submitting their field rental requests and schedules to the Department's Recreation Supervisor.

Communication: All communications must be between the Recreation Supervisor and the league/association president or their designated representative. Each league/association may designate only one contact person to serve as the liaison with the County.

Inclement Weather Policy:

- In the event of inclement weather, designated Sports Personnel will make site determinations at 7:00 AM on Saturdays and Sundays regarding reservations. This decision will be recorded on the Sports Hotline at (540) 967-4449.
- On weekdays, the hotline will be updated at 3:00 PM.
- In the event of a rainout, users must contact the Recreation Supervisor within three business days to discuss rescheduling options.
- When lightning is seen or has been detected within a **10-mile radius**:
 - Evacuate all fields immediately and seek shelter.
 - The facility must close for at least 30 minutes from the last sighting or detection of lightning. After 30 minutes from the last sighting or detection of lightning, the facility must remain closed until play can safely continue.
 - If inclement weather conditions cause fields to be unsafe for play, every attempt will be made to reschedule for a later date.
 - If use has begun and inclement weather moves in, play will be delayed until fields are playable in accordance with the below standards for determining field playability.
 - If use has not begun and there is a delay due to inclement weather, facility staff will communicate with the onsite contact as to an estimated start time. If the onsite contact cannot proceed with their event due to the delay, then every attempt will be made to reschedule for a later date.

Department Authority: The Department reserves the right to cancel the use of certain fields or gyms at any time.

Scheduling and Priority:

- All users must submit their league/association schedules by the following deadlines:
 - February 1 for the March 1 – June 30 season.
 - June 1 for the July 1 – December 31 season.
- The Department will schedule fields based on the following priority:
 - Louisa County Public Schools (LCPS) and Louisa County Parks, Recreation, and Tourism (LCPRT) activities/programs.
 - All other leagues/associations, with remaining availability distributed equitably based on need.

SPORTS MANUAL AGREEMENT



Louisa County Parks, Recreation, and Tourism

Organization: _____ **Contact Name:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: _____ **Email:** _____

Website: _____

Does your organization have a 501-C3 tax exempt status? ____ Yes ____ No

Activities/Sports offered (please check all that apply): ☐ Baseball ☐ Basketball ☐ Cheer

☐ Football ☐ Field Hockey ☐ Lacrosse ☐ Rugby ☐ Soccer ☐ Softball ☐ Volleyball

☐ Cricket ☐ Tennis ☐ Other _____

I have received and read the Sports Manual, and the policies, procedures, and rules set forth therein. I attest that the organization I represent meets at least the minimum listed criteria within the LCPRT Sports Manual. I understand the organization's responsibilities and agree to abide by the policies, procedures, and rules in the Sports Manual, which include supplying a copy of the organization's certificate of insurance, all official league rosters, and all practice and game schedules by the required deadlines.

I fully understand that certain dates may be **"Blacked Out"** in advance for Louisa County-sponsored events, as well as Louisa County Sports and Entertainment Authority tournaments. These events and "blacked out" dates have priority over league and association play.

By signing this, you agree, on behalf of the organization, to comply with all Louisa County Parks, Recreation & Tourism policies, procedures, and rules, as well as the provisions of the Louisa County Code.

Signature: _____
(League Representative)

Date: _____

Signature: _____
(County Representative)

Date: _____

**Permits for league/association play will not be issued until this
Agreement is signed by League and County Representatives.**

ATHLETIC FACILITY CONTRACT



Louisa County Parks, Recreation, and Tourism

Organization: _____ Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Website: _____

Does your organization have a 501-C3 tax exempt status? ___ Yes ___ No

Activities/Sports offered (please check all that apply): ☐ Baseball Basketball Cheer

☐ Football ☐ Field Hockey ☐ Lacrosse ☐ Rugby ☐ Soccer ☐ Softball ☐ Volleyball

☐ Cricket ☐ Tennis ☐ Other _____

Field Requested	Number of Participants	Start Date	End Date	Days of Week	Time	Lights	Purpose

The applicant releases and forever discharges Louisa County, Louisa County Public Schools, and their Board Members, Officers, Agents, and employees from any liability arising out of, or in any way connected to, the applicant's pursuant to this Athletic Facility Use Contract. I have read the policies and guidelines included with this Facility Use Form. I agree to abide by them. I accept full responsibility for any damages to the facility/field or to guests which might occur during this reservation.

Applicant

Date

LOUISA COUNTY PARKS, RECREATION & TOURISM



Athletic Fee Schedule

Fields	Location	Rates
Jouett Elementary School Athletic Fields	315 Jouett School Rd. Mineral, VA 23117	\$5/day Weekday \$10/day Weekend
Jouett Elementary School Gymnasium	315 Jouett School Rd. Mineral, VA 23117	\$25/Hour 3 hour minimum
Moss Nuckols Elementary Baseball Field	2055 Courthouse Rd. Louisa, VA 23093	\$5/Day Weekday \$10/Day Weekend
Moss Nuckols Elementary Rec. Field	2055 Courthouse Rd. Louisa, VA 23093	\$5/Day Weekday \$10/Day Weekend
Thomas Jefferson Elementary Softball Field	1782 Jefferson Hwy, Louisa, VA 23093	\$5/Day Weekday \$10/Day Weekend
Trevilians Elementary Athletic Fields	2035 Spotswood Trail, Louisa, VA 23093	\$5/Day Weekday \$10/Day Weekend
Middle School Baseball Field	1009 Davis Hwy, Mineral, VA 23117	\$10/Hour Weekday
Middle School Softball Field	1009 Davis Hwy, Mineral, VA 23117	\$10/Hour Weekday
Metal Gym	1009 Davis Hwy, Mineral, VA 23117	\$25/Hour 2 Hour minimum
BQC Gym	522 Industrial Drive, Louisa, VA 23093	\$25/Hour 2 hour minimum
Turf Field 1	1009 Davis Hwy, Mineral, VA 23117	\$30/Hour 2 hour minimum
Turf Field 2	1009 Davis Hwy, Mineral, VA 23117	\$30/Hour 2 Hour Minimum

Light Rental Fees: \$10/Hour per field

All participants must be off the field prior to the conclusion of their rental period.

LOUISA COUNTY PARKS, RECREATION & TOURISM



Facility Usage Policy and Guidelines

General

The Facility Use Form must be completed and returned with payment to the Louisa County Parks, Recreation & Tourism Department at least two (2) weeks prior to rental. The applicant must be 21 years of age or older to reserve a facility. The applicant must also remain on-site during the event at all times. All rentals must end by 10:00pm if they are on the weekend, and by 9:00pm during the week, unless waived in writing by Parks & Recreation Director. Pavilion rentals are daylight hours only. Any reservation requiring a County Special Event Permit will require a submitted form 60 days in advance. County facilities may not be used for gambling or any illegal activity. Smoking is prohibited inside of buildings. Alcohol is prohibited at all of the LCPRT facilities. The Parks, Recreation & Tourism department reserves the right to cancel a rental due to weather and field conditions. All rental fees must be paid with a credit/debit card. Card will be kept on file until after the event.

Community-Based Sports Organizations

The Application deadline for Community-Based users is January 1st. All other users are approved on a first come, first serve basis after January 15th. Community-Based organizations must submit the following information in addition to Facility Use Form:

- Schedule of games and practices
- League Concussion Policy
- A copy of your certificate of insurance naming Louisa County and Louisa County Public Schools (if applicable) as additional insured and certificate holder for no less than \$1,000,000 (One Million Dollars) per occurrence and \$2,000,000 (Two Million Dollars) aggregate in Commercial General Liability Coverage and \$1,000,000 (One Million Dollars) per occurrence and in the aggregate in Umbrella/Excess Liability Coverage. The following address(es) should be on the insurance document:
 - Louisa County, 1 Woolfolk Ave, Louisa, VA 23093
 - Louisa County Public Schools, 953 Davis Highway Mineral, VA 23117

Recurring Events

When reserving a facility, please fill out a detailed schedule, including all desired dates and initial payment, must accompany this form.

Equipment

Additional tables and chairs other than what is listed per location are available to rent for on and off-site rentals.

Publicity

All publicity, including event posters, brochures, advertisements must carry name of the individual or group sponsoring the event. Louisa County and Louisa County Parks, Recreation & Tourism may not be identified as an event sponsor.

Decorations

Signs, posters, streamers, and similar items may not be attached to the facility walls. Balloons must be weighted or tied down at all times. Open flamed candles, in addition to, confetti, rice, and silly string are prohibited.

Custodial

Users are responsible for leaving the facility in the same condition as found. All trash is to be removed from the facility by the end of the activity. This includes removing decorations (without causing any facility damage), rental equipment, walls, tables, signs, etc. Failure to remove trash after rental will result in a \$150 facility clean up fee.

Cancellation

To receive a facility / field refund, cancellations must be made at least 48 hours in advance. Rental fee refunds will be posted back to the credit/debit card on file.

Liability

Louisa County assumes no responsibility for any property brought onto the premises by the organization, its members, guests, or spectators. The user agrees to hold the County harmless from any and all claims, actions or damages that may arise in connection with the use of the facility/ field. A certificate of liability insurance and a detailed facility use plan may be required.

FACILITY USE CONTRACT



Louisa County Parks, Recreation, and Tourism

Organization: _____ Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Purpose of Use: _____

Does your organization have a 501-C3 tax exempt status? _____ Yes _____ No

Admission/ Registration Fee: ☐ Yes \$_____ ☐ No Will the event be Publicized? ☐ Yes ☐ No

Vendors: ☐ Yes ☐ No Music: ☐ Yes ☐ No Bounce House: ☐ Yes ☐ No

Food/Beverage: ☐ Yes (Served to Private Group) ☐ Yes(Served to a Private Group) ☐ No

If served to the public, user must complete a Temporary Food Permit.

Facility Requested	Number of Participants	Date	Time	Add Ons

The applicant releases and forever discharges Louisa County, Louisa County Public Schools, and their Board Members, Officers, Agents, and employees from any liability arising out of, or in any way connected to, the applicant's pursuant to this Facility Use Contract. I have read the policies and guidelines included with this Facility Use Contract. I agree to abide by them. I accept full responsibility for any damages to the facility/field or to guests which might occur during this reservation.

Applicant

Date

LOUISA COUNTY PARKS, RECREATION & TOURISM



Facility Fee Schedule

Facility	Location	Resident Fee	Non-Resident Fee
BQC Great Room (8 Tables / 40 Chairs)	315 Jouett School Rd. Mineral, VA 23117	\$50/Hour	\$75/Hour
BQC Meeting Room (4 Tables / 20 Chairs)	315 Jouett School Rd. Mineral, VA23117	\$50/Hour	\$75/Hour
BQC Fitness Studio	2055 Courthouse Rd. Louisa, VA 23093	\$30/Hour	\$45/Hour
BQC Pavillion	2055 Courthouse Rd. Louisa, VA 23093	\$40/ 3 Hours	\$50/ 3 Hours
Buckner-Bumpass Pavillion	1782 Jefferson Hwy, Louisa, VA 23093	\$40/ 3 Hours	\$50/ 3 Hours
Louisa Town Park Pavillion	203S Spotswood Trail, Louisa, VA23093	\$40/ 3 Hours	\$50/ 3 Hours
Louisa Fairgrounds	1009 Davis Hwy, Mineral, VA 23117	\$250/Day	\$300/Day

Equipment	Fee	Quantity
Bose PA Sysytem & Mic	\$25	
Audio / Visual System (BQC Great Room Only)	\$50	
Tables	\$5	
Chairs	\$1	

**BQC Great Room must be rented for a minimum of 3 hours.*

**Rental Times Include Set-up Time and Take Down/Clean-Up Time. Failure to adhere to the scheduled departure time will result in an \$75 fee. Please initial to acknowledge the departure fee. _____*