

Roanoke County
Department of Parks, Recreation, and Tourism
Practice/Game Permit Application

Requests must be received within 72 hours prior to rental date.

Date Received _____
Forwarded To _____
Date _____
Date Approved _____

Name of Organization and Contact Person: _____

Street Address: _____

City, State Zip: _____

Contact Information: Email: _____

Phone Day: _____ Evening: _____
 Mobile: _____ Best time to be contacted: _____

Type of Team (check) Youth Adult

Type of Event (check) Practice Game League Other

Preferred Area of Co. (check): North South East West

Type of Field Requested (check): Soccer Football Baseball/Softball Other

Preferred Date(s): _____ Time(s): _____

Preferred Field(s): _____

Note: Please attach a list of any special needs or services you may require for this use. Roanoke County reserves the right to relocate your request to other locations in an effort limit the impact on existing programs or partnerships.

Event Information:

Number of Fields Requested _____ Base Path Length _____

Size of Fields Requested _____ Pitching Rubber Distance _____

Are Lights needed? (\$10 per hour) _____ Entry Fee Charge _____

Fees: Fees for youth practice and games will be based on the percentage of Roanoke County residents on the roster.

Teams with 100% county residents - **\$40 per 2-hour block.** (Roster required)

Teams with 50% or more county residents - **\$50 per 2-hour block.** (Roster required)

Teams with less than 50% county residents - **\$80 per 2-hour block.**

Roanoke County reserves the right to require supervision staff, extra port-a-johns and or/or security for your event. You will be responsible for any direct cost the department incurs as a result of your use. Fees may include a drag and marking \$30; Lights \$10 per hour. If you plan to charge admittance for your event please attach a detailed plan of your gates, ticket booths etc. Ticketed events can not interfere with the public's ability to use a park and are subject to departmental approval.

Use of Roanoke County fields by applicants will require a \$1 million liability insurance certificate listing the "Roanoke County Board of Supervisors" as additional insured. No permit will be issued until proof of insurance is provided.

Roanoke County Parks, Recreation and Tourism reserve the right to cancel field usage in case of poor field conditions, weather, or other unforeseen circumstances. Reschedules or reimbursement may be available. When sports organizations rent athletic facilities, they will be provided goals, bases and fields which are safe for play. Baseball and softball fields may not be drug or lined the day of use and soccer fields may or may not be lined for play. Depending on the work load of maintenance; staff, additional services including field painting, lining and/or dragging may be scheduled at a cost to the user.

Submission of this application does not constitute approval. Once application is approved and payment is received a permit will be issued to the event contact person at the above address.

Please Print _____

Date _____

Signature _____

Return Completed Application Certificate of
 Insurance and Team roster to:
Attn. Don Reid
 1206 Kessler Mill Road.
 Salem, VA 24153
 Phone: 540.387.6078 ext. 0
 Fax: 540.387.6146
 email: dreid@roanokecountyparks.org