



# FACILITY USE GUIDELINES

## 1. Time of Use

- A. Fields will not be open for play until 9:00 a.m. and there is no infield access (baseball/softball only) until that time. The only exception is when there is no field setup required (field dragging, base placement, marking lines, etc.)
- B. Lights will be available between the hours of 5:00 p.m. and 10:00 p.m. Weather conditions may require lights to be turned on prior to the designated start time. In this event, the field supervisor will have final authority to do so.

## 2. Services Provided

- A. Facilities: (restrooms, field structures, goals, etc.) Existing facilities will be maintained to high standards leading up to and during tournament events.
- B. General Maintenance: County staff will maintain restrooms, trash receptacles and litter pick-up at levels to be expected of a large event. Renting parties are required to pick up and dispose of all trash into site receptacles.
- C. Field Maintenance: County Maintenance staff will prepare field for use and layout field according to the request made from Item 9. In the event of unfavorable weather, the maintenance staff will undertake all reasonable measures to make the fields available for use.

## 3. Site Access

- A. Park and field hours are from 8:00 a.m. until 10:00 p.m. Vehicle access beyond all lockable gates is restricted to maintenance and concession personnel only.
- B. Botetourt County is not responsible for damage or loss incurred by the renting party at the site.

## 4. Host Responsibilities

- A. It is the responsibility of the renting party to take down and dispose of any decorations. When there is excessive trash, tournament host should dispose of the excess trash and litter debris generated by the event.
- B. Cleanup, take-down, removal of all equipment and supplies will be complete by park/field closing time on the last scheduled day of the event.

## 5. Payment Policies

For a single event or for usage that is to occur within two weeks of scheduling, payment is to be made in full at time of scheduling.

**Methods of Payment:** Cash, check or credit card (MC or Visa) upon receipt of confirmed date(s), made payable to:

Botetourt County Parks and Recreation Department, 30 West Back Street, #4, Fincastle, VA 24090

\*A confirmation of reserved field will be provided at the time of scheduling with a receipt of payment.

## 6. Field Lighting

For field usage that begins after sunset, field lights will be turned on/off at the appropriate time for the requested duration of use. Athletic field lights will not remain on past 10:00 p.m. unless otherwise authorized by Botetourt County Parks and Recreation Department.

## 7. General Athletic Field Use Rules and Regulations

- Selling, opening, possessing alcoholic beverages in any open container, or consuming any alcoholic beverage at a County sports location or in any County park is prohibited, other than in connection with an event or activity for which a permit has been issued.
- Leagues/Organizations must submit a Certificate of Insurance with Botetourt County listed as an additional insured. General Liability limits must be at least \$1,000,000.
- Failure to follow the Facility Use Guidelines may result in cancellation of use without refund.

## 8. Botetourt County Contact Numbers

Main Office            540.473.8326  
Cancellation Line    540.992-0012

9. **Baseball/Softball Field Set-up (Please Circle Needed Dimensions)**

**BASE LENGTHS AND FIELD SET UP**

Field Name	Base Lengths (circle box)				Other	Fence Distance		Pitching Distance (circle box)						Other
Blue Ridge Park #1	60	65	70	90		300		35	40	43	46	53	54	60'6
Blue Ridge Park #2	60					200		35	40	43	46	53	54	
Breckinridge Elem. #1	60	65	70			200	300	35	40	43	46	53	54	
Breckinridge Elem. #2	60					200	300	35	40	43	46	53	54	
Buchanan Elem. #1	60	65	70	90		300		35	40	43	46	53	54	60'6
Buchanan Elem. #3	60					300		35	40	43	46	53	54	
Buchanan Park #2	60					200		35	40	43	46	53	54	
Central Academy Mid.	60					200		35	40	43	46	53	54	
Cloverdale Elem. #1	60	65	70	90		200	300	35	40	43	46	53	54	60'6
Cloverdale Elem. #2	60					200	300	35	40	43	46	53	54	
Cloverdale Elem. TB#1	60					100		35	40	43	46	53		
Cloverdale Elem. TB#2	60					100		35	40	43	46	53		
Colonial Elem. #1	60					200	300	35	40	43	46	53		
Colonial Elem. #2	60					200	300	35	40	43	46	53		
Eagle Rock Elem. #1	60					200	300	35	40	43	46	53		
Eagle Rock Elem. #2	60					200	300	35	40	43	46	53		
Greenfield Elem. #1	60	65	70	90		200		35	40	43	46	53		
Greenfield Elem. #2	60					200		35	40	43	46	53		
Greenfield Elem. #3	60					100		35	40	43	46	53		
James River HS BSB				90		340		35	40	43	46	53		60'6
James River HS SB	60					200		35	40	43	46	53		
Lord Botetourt HS BSB				90		325		35	40	43	46	53		60'6
Lord Botetourt HS SB	60					265		35	40	43	46	53		
Read Mountain Mid.	60					200	300	35	40	43	46	53		
Troutville Elem. #1	60	65	70	90		200	300	35	40	43	46	53		
Troutville Elem. #2	60					200	300	35	40	43	46	53		
Boxley #1	60					200	300	35	40	43	46	53		
Boxley #2	60					200	300	35	40	43	46	53		

**Notes/Additional Items Needed:**

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