



Fairfax County Neighborhood and Community Services (NCS)

12011 Government Center Parkway, 10th Floor
Fairfax, Virginia 22035-1115

(703) 324-5533, TTY 711 / (703) 324-5546 FAX

<http://www.fairfaxcounty.gov/neighborhood-community-services/athletics>

Application for Community Use of Public Athletic Facilities TOURNAMENT APPLICATION

This paper form is intended solely for those applicants who do not have access to a computer or email. All others should submit their applications online, as this speeds up the process considerably. If you have never received a permit before, and you are not able to go to our website and register for AFAR, our online application system, please call our office at 703-324-5533 to establish an account.

ELIGIBILITY: NCS schedules leagues, organizations, and groups of individuals on Fairfax County Park Authority (FCPA) and Fairfax County Public Schools (FCPS) fields and in FCPS gyms. Our office does not schedule camps, clinics, or other revenue-generating activities. We also do not schedule organizations that operate athletic services as a for-profit activity. These types of uses must be scheduled directly through the field or gym owner, either the Fairfax County Park Authority or the Fairfax County Public Schools, and are subject to the owner's rental policies and fees. You can contact their offices at:

Fairfax County Public Schools Community Use Office 571-423-2340
Fairfax County Park Authority 703-324-8516

- Applications will be processed in accordance with the Fairfax County Field and Gym Allocation Policies and are subject to the fees described in these documents (also listed on the attached Fee Schedule). Please visit our website at <http://www.fairfaxcounty.gov/neighborhood-community-services/athletics> for complete information on:
 - Field and gym use regulations
 - Field opening and closing dates
 - The Volunteer Building Director program
 - Fees
 - Field and Gym Allocation Policies, including residency requirements and order of scheduling
 - Synthetic turf field allocations
- Applications received after the deadlines below will be processed in the order in which they are received, on a space-available basis.
- Do not attach payment to this application, as payments cannot be accepted until you have been invoiced.

Please complete sections 1 through 6.

Incomplete applications will not be processed and will be returned to the applicant for completion.

1. APPLICANT INFORMATION:

Applicant/Contact Name: _____ Organization Name: _____

Applicant Address: _____ City, State, Zip: _____

Applicant Phone: _____ Applicant Email: _____

Organization Name (if applicable): _____

Team Name (if applicable): _____

Tournament Director (if different from applicant): _____

Director E-mail: _____ Director Phone: _____

Fairfax County Neighborhood and Community Services (NCS)

**Application for Community Use of Public Athletic Facilities
TOURNAMENT APPLICATION**

2. TOURNAMENT DATES:

Tournament Name _____

Tournament Date(s): _____

Tournament Entry Deadline: _____

Sport: _____

CHECK THE SEASON FOR WHICH YOU ARE APPLYING AND PLEASE NOTE APPLICATION DEADLINES

		Athletic Fields*		Gymnasiums**
		<u>Applications are due by October 1 of the calendar year prior to your tournament</u>		
Spring	<input type="checkbox"/>	Season Dates: March 1 - June 15	<input type="checkbox"/>	Season Dates: March 16 - June 15 Application Deadline: December 1
Summer	<input type="checkbox"/>	Season Dates: June 16 - July 31	<input type="checkbox"/>	Season Dates: June 16 - 2nd Saturday in August Application Deadline: March 1
Fall	<input type="checkbox"/>	Season Dates: August 1 - November 30	<input type="checkbox"/>	Season Dates: Monday after Labor Day - November 15 Application Deadline: June 1
Winter	<input type="checkbox"/>	Season Dates: December 1 - February 28	<input type="checkbox"/>	Season Dates: November 16 - March 15 Application Deadline: September 1

*Please note the following restrictions regarding field season dates:

- o Fairfax County Park Authority Level 1 fields (lighted and irrigated grass fields) are available only from the second Friday in April to the end of the first full weekend in November. All other Park Authority grass fields are available only from the last **Friday** in March to the third **full weekend** in November.
- o Limited use of synthetic turf fields only during winter.

**High School gymnasiums are only available in the summer through July 31.

Fairfax County Neighborhood and Community Services (NCS)

Application for Community Use of Public Athletic Facilities
TOURNAMENT APPLICATION

3. TOURNAMENT INFORMATION:

Tournament Website: _____

Organization Sponsoring Tournament: _____

Is your organization non-profit? (IRS designation may not be required) YES NO

Has your organization/group of individuals previously received facility allocations from NCS? YES NO

Does your organization have liability insurance for the tournament?
(insurance may not be required) YES NO

FOR GYMNASIUM USE: the applicant will: furnish adult volunteer building director(s) trained by NCS
or pay for supervision.

Is the tournament being operated by a third party)? YES NO

Name of tournament management company: _____

FINANCIAL INFORMATION:

Entry Fee: \$_____ per team

Total Expected Revenue: \$_____

Sponsor Donations: \$_____

IF YOU ANSWER "YES" TO ANY OF THE FOLLOWING QUESTIONS, PLEASE NOTE:

Sales, additional activities, amplified sound, and collection of spectator fees or revenue other than tournament entry fees are subject to approval by the Fairfax County Public Schools Community Use Office (571-423-2340) and/or the Fairfax County Park Authority (703-324-8516). For more information, please contact the appropriate office or call NCS (703-324-5533).

Will spectators be charged an admission fee? YES NO

Will anyone be selling food at any location? YES NO

Will anyone be selling merchandise at any location? YES NO

Will there be on-site amusement/entertainment activities or any other non-sport activities during this tournament? YES NO

Will amplified sound be used during this tournament? YES NO

Fairfax County Neighborhood and Community Services (NCS)

Application for Community Use of Public Athletic Facilities
TOURNAMENT APPLICATION

4. SELECT FACILITIES

Please list the Fairfax County facilities that you are requesting for your tournament, in order of preference:

Facility Name	Facility Number	Day(s) of the Week	Start Time	End Time

Please list all non-County facilities that you will be using for this tournament:

Facility Name	Facility Number	Day(s) of the Week	Start Time	End Time

Fairfax County Neighborhood and Community Services (NCS)

Application for Community Use of Public Athletic Facilities
TOURNAMENT APPLICATION

5. PARTICIPANT INFORMATION:

Expected Number of Teams by Jurisdiction:

Fairfax County: _____

Other jurisdictions: _____

Please provide information on the number of registered teams:

Prior Year Tournament Actuals

Current Year Tournament Estimates

Number of Female Teams: _____

Number of Female Teams: _____

Number of Male Teams: _____

Number of Male Teams: _____

Number of Coed Teams _____

Number of Coed Teams: _____

:
Number of Spectators: _____

Number of Spectators: _____

Number of Vendors: _____

Number of Vendors: _____

Fairfax County Neighborhood and Community Services (NCS)

Application for Community Use of Public Athletic Facilities
TOURNAMENT APPLICATION

6. READ AND SIGN THE AGREEMENT

The undersigned, as an agent for the organization or group of individuals requesting facility allocation(s), have read the rules and regulations governing facility use and permitting and agree to abide by all stated rules and agrees to enforce said rules and regulations. Violation of any rule or condition of the Permit is cause for immediate revocation of the Permit, loss of permit privileges, and forfeitures of any fees/deposits paid for the Permit. Any individual or team, which fails to abide by any and all rules and regulations, is subject to suspension, ineligibility and/or other penalties that may be imposed by County officials.

The undersigned certifies and/or agrees that he/she:

- Is familiar with the rules and regulations of the Fairfax County School Board, Park Authority, Neighborhood and Community Services and the Northern Virginia Regional Park Authority for community and local use of public athletic facilities.
Will maintain a participant roster for all teams that is in compliance with Fairfax County residency requirements.
Will be fair and equitable in the distribution of facilities and will make decisions without regard to race, culture, age, gender or religion.
Will permit facilities specified as "primary use" to teams participating in those sports in which that facility was intended.
Is the sole applicant from this group for athletic facilities in Fairfax County.
Accepts, for the user, the full responsibility for any and all damages to school, park and County property caused by said user, and for prompt and proper settlement of claims for such damage.
Agrees to provide reasonable accommodations for athletes, coaches, and spectators with disabilities to include: rescheduling games or practices to accessible fields and providing information in alternative formats.

On behalf of the designated user agrees to hold harmless and indemnify the Fairfax County School Board, the County of Fairfax, the Board of Supervisors of Fairfax County, Virginia, the Fairfax County Park Authority, the Northern Virginia Regional Park Authority, and all of their officials, officers, employees or agents, with respect to any claim of loss, injury, or damage because of negligence of the user or user's employees or agents, including damage to School Board, County and park property or other public property.

In accordance with the Virginia Privacy Protection Act of 1976, the requested information will be used to coordinate activities of this agency. Some of the information contained in this form may be released to persons who request such information in accordance with the requirements of the Virginia Freedom of Information Act, Va. Code Ann. Section 2.1-340.1.

Americans with Disabilities Act: Fairfax County is committed to a policy of nondiscrimination in all county programs, services and activities and will provide reasonable accommodations upon request. To request special accommodations call 703-324-4FUN (4386), TTY 711. Please allow ten working days in advance of the event in order to make the necessary arrangements

Notice: NCS shall have the right to deny the use of a facility to any person or organization at any time. The NCS Director administers and interprets the policy governing use of public facilities and determines the appropriate procedures needed for implementation. NCS has the right to deny the privilege of continued use of facilities to any user who does not comply with all the regulations. By signing this agreement you as a representative of the organization or group agree to abide by the conditions of this facility use agreement.

Signature of Applicant: _____ Date _____

Fairfax County Neighborhood and Community Services (NCS)

**Application for Community Use of Public Athletic Facilities
TOURNAMENT APPLICATION**

TOURNAMENT FEES

GYMNASIUM

Application Fee	NCS Building Director Fees (if applicable)	Custodial Fees (WEEKEND USE ONLY)	Open/Close and Clean-up Fees (WEEKEND USE ONLY)
\$15 per team	\$12.12 per hour+	\$35 per scheduled hour plus second custodian scheduled half time	Open/close – 1 hour per day (\$35) Clean-up: HS/SS - \$140 main gym HS/SS - \$87.50 aux gym MS - \$87.50 main gym MS - \$70 aux gym

ATHLETIC FIELD

Application Fee
\$50 per team

- A minimum of three hours custodian fees plus up to \$52.50 open/close/clean-up fees will be charged for each weekend day scheduled. (There are additional clean-up fees for tournaments.)
- Groups will be charged for “no-shows” or late cancellations regardless of subsidy status.
- +Fee applies unless applicant uses an approved Volunteer Building Director. An NCS Building Director and/or FCPS Faculty Supervisor may be required.

Fairfax County Neighborhood and Community Services (NCS)

Application for Community Use of Public Athletic Facilities TOURNAMENT APPLICATION

FREQUENTLY ASKED QUESTIONS

Q: How will I be notified that my request has been scheduled?

A: Groups are notified via email by a scheduler when their use has been scheduled or you can check the status of your application online. If you do not have an email address where you can receive messages, please provide us with an alternate way to contact you.

Q: What are the rules regarding field and gym usage?

A: All facility use rules can be found at <http://www.fairfaxcounty.gov/neighborhood-community-services/athletics/>. However, here are a few key rules to keep in mind:

Field Use Rules

- Groups of 20 or more, including spectators, are required to have a permit
- Use of grass fields is prohibited during wet or inclement weather and no snow removal is permitted on any fields
- Alcohol is prohibited
- Trash must be placed in designated receptacles
- Field maintenance is prohibited without prior approval from FCPS or FCPA
- Portable soccer goals must be properly anchored when in use and properly secured at all times when not in use

Gym Use Rules

- Food and drink, other than water, is not allowed in gyms; alcohol is prohibited
- Participants and spectators are permitted in the gym only
- Groups playing outdoor sports in gyms are limited to conditioning and training only; see other regulations here: http://www.fairfaxcounty.gov/ncs/athletics/pdf/indoor_athletic_use_guidelines.pdf

Q: How are the lights at Fairfax County Park Authority fields and Fairfax County Public School fields operated/scheduled?

A: Fairfax County Park Authority field lights are programmed by FCPA staff, based on the schedules set by NCS Athletic Services. Park Authority field lights are enabled by the programming, but must be manually turned ON or OFF at the site. For assistance with specific lighting issues, please contact NCS for the appropriate FCPA Area contact information.

Lights on most FCPS fields are programmed to turn on and off automatically, based on permitted times. Some fields are not programmed remotely and require a key, and this should be coordinated directly with the school and its Director of Student Activities. For more information on the lighting system at a particular FCPS facility, please contact NCS.

Q: What should I do if we will not be using some of the time that we have been allocated?

A: You are required to turn back any allocated time that you will not use. To avoid being charged weekend custodial fees in gyms, you must notify your scheduler or NCS (at AthleticServices@fairfaxcounty.gov) **in writing** by noon on the Wednesday before your weekend use.

Q: How can I determine if a facility is closed due to bad weather or other scheduled closures?

A: Please check the calendar attached to your permit for any days when the facility may not be available to you due to other programming. **It is also important to check your email frequently, especially during adverse weather conditions, to receive notifications of changes and cancellations which may affect you facility use.**

FIELDS: Fields may be closed due to inclement weather or poor conditions, as use of wet fields can cause severe damage. It is your responsibility to verify the status of a field prior to use. If you use a closed field, you will be responsible for any damage caused to the field. You should never use a field when there is standing water. Synthetic turf fields will be closed when there is snow or ice on any part of field. Attempting removal of snow or ice may damage the field and is prohibited; it must melt naturally. For more information on determining field playability, please contact our office.

Park Authority field closures will be announced on the weather hotline at 703-324-5264 and on the [Park Authority website](#). The Park Authority closure list is not updated on the weekends. Park Authority fields on the weekends, as well as school fields at all times, are closed at the discretion of the user. If you are using a high school or secondary school field, please call the school's Activities Office for field closure information.

GYMS: For gym closures, call the weather hotline at 703-324-5264. School closure information can also be found on Channel 21 (FCPS Red Apple) or at www.fcps.edu. When school gyms are closed early or closed for the day due to weather, community use will be cancelled. Please note that, if you are assigned a high school or secondary school gym, the school's outdoor sports teams may need to practice indoors in case of inclement weather. If that is the case, your use may be cancelled or shortened with only a few hours' notice. NCS will attempt to notify users by 3 p.m. in these situations.

Q: What should I do if I find damage at a facility or my group causes damage?

A: User groups are responsible for damages to facilities that occur during their usage. If your group arrives at a facility and notices damage or if your group causes damage, it needs to be reported to custodian on duty immediately. If a custodian cannot be located, your group must report the damage to the NCS office no later than 24 hours after the damage is found.

Q: What do I do if I encounter a problem during my permitted time that cannot be solved by the staff onsite?

A: If you are using a gym, please check with the custodial staff first for your immediate needs. If you are on a field, please contact our on-call monitor at 703-609-8870.

Q: Am I eligible to apply to use field and gym space in Fairfax County?

A: NCS schedules leagues, organizations, and groups of individuals in Fairfax County Public Schools (FCPS) gyms and on FCPS and Fairfax County Park Authority (FCPA) fields. We do not schedule camps, clinics, or other revenue-generating activities. NCS does not schedule organizations that operate athletic services as a for-profit activity. These types of uses must be scheduled directly through the field or gym owner (e.g., the Fairfax County Park Authority, Fairfax County Public Schools) and are subject to the owner's rental policies and fees.

Fairfax County Neighborhood and Community Services (NCS)

**Application for Community Use of Public Athletic Facilities
TOURNAMENT APPLICATION**

Q: Can teams within a league request additional practice time from NCS?

A: Leagues are allocated practice time as well as game time. Teams should approach their league administrator for practice space. Individual teams requesting space from NCS will be given space only if space is available; these requests will be subject to separate application fees. Only game time will be scheduled for adult leagues. NCS does not allocate practice time to adult leagues.