

OFFICE USE ONLY:  
Application Number \_\_\_\_\_  
Approved: ☐ NCS   ☐ FCPA   ☐ FCPS  
Fee Paid \_\_\_\_\_ Date \_\_\_\_\_

Fairfax County Neighborhood and Community Services (NCS)  
12011 Government Center Parkway, 10<sup>th</sup> Floor  
Fairfax, Virginia 22035-1115  
(703) 324-5533 / (703) 324-5522  
(703) 324-5546 FAX  
www.fairfaxcounty.gov/rec/Team\_Sports/Athletic\_Services.htm

Application for Community Use of Public Athletic Facilities  
ONE-TIME USE APPLICATION

- Applications will be processed in accordance with the Field and Gym Allocation Policies. These policies can be found on our website.
- Applications are subject to fees described in the Application Fee Policy, Allocation Policies, and Fee Schedule (attached).
- Multiple facilities at the same location are included in the one-time use application fee.
- Incomplete applications will not be processed and will be returned to the applicant for completion.
- Applications received after the deadlines below will be processed in the order in which they are received, on a space available basis.
- Applicants must be residents of Fairfax County.
- Tournament play requires a tournament application and is subject to the tournament application fee.
- **Please do not attach payment to this application, as payments will not be processed until a permit is issued.**

PLEASE CHECK THE SEASON FOR WHICH YOU ARE APPLYING.

Field Season Dates		Field Application Deadline	Gymnasium Season Dates		Gym Application Deadline
<input type="checkbox"/>	Spring/Summer : March 1 – July 31	December 1	<input type="checkbox"/>	Spring: March 16 – June 15	December 1
<input type="checkbox"/>	Fall: August 1 – November 30	June 1	<input type="checkbox"/>	Summer: June 16 – 2 <sup>nd</sup> Saturday in August	April 1
<input type="checkbox"/>	Winter: December 1 – Feb 29*	September 1	<input type="checkbox"/>	Fall: 1 week after FCPS open – November 15	June 1
<input type="checkbox"/>			<input type="checkbox"/>	Winter: November 16 – March 15	September 1

*\*Limited use of synthetic turf fields available during winter.*

Event Date(s): \_\_\_\_\_
Event Day of the Week: \_\_\_\_\_

Event Name: \_\_\_\_\_
Sport: \_\_\_\_\_

Applicant Name: \_\_\_\_\_
Applicant E-mail: \_\_\_\_\_

Applicant Address: \_\_\_\_\_
City, State, Zip: \_\_\_\_\_

Applicant Office Phone: \_\_\_\_\_
Applicant Home Phone: \_\_\_\_\_

Event Website: \_\_\_\_\_

Organization Sponsoring Event: \_\_\_\_\_

Event Director: \_\_\_\_\_
Director E-mail: \_\_\_\_\_

Director Office Phone: \_\_\_\_\_
Director Home Phone: \_\_\_\_\_

Event Information

Expected Number of Participants: \_\_\_\_\_
Expected Number of Attendees/Spectators: \_\_\_\_\_

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

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

Is the event being operated by a third party (ie. event management company)?   ☐ YES   ☐ NO

Will anyone be selling food at the event?   ☐ YES\*   ☐ NO      Will anyone be selling merchandise at the event?   ☐ YES\*   ☐ NO

Will there be on-site amusement/entertainment activities or any other non-sport activities at this event?   ☐ YES\*   ☐ NO

Will amplified sound be used during this event?   ☐ YES\*   ☐ NO

**\*Sales, additional activities, amplified sound, and collection of revenue other than registration 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 at 703-324-5533 or 703-324-5522.**

**Application for Community Use of Public Athletic Facilities  
ONE-TIME USE FACILITY REQUEST**

Event Name: \_\_\_\_\_

Sport: \_\_\_\_\_

Event Date: \_\_\_\_\_

Type of Facility Requested: ☐ Field ☐ Gymnasium

**Please list the facilities that you are requesting for your event, in order of preference:**

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

**Will any fees be charged to participants or spectators for this event?**

☐ **Yes. If yes, please describe below.**

☐ **No**

**\*\*Admission or gate fees for spectators are not permitted.**

**Application for Community Use of Public Athletic Facilities  
AGREEMENT**

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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 \_\_\_\_\_

Visit our website at [www.fairfaxcounty.gov/rec/Team\\_Sports/Athletic\\_Services.htm](http://www.fairfaxcounty.gov/rec/Team_Sports/Athletic_Services.htm)  
and click on "Application for Field and Gym Permits" for 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

**Fairfax County Neighborhood and Community Services  
Athletic Services Division**

**Gym and Field Use Fee Schedule**

**A. Application Fees\***

<b>Use Type</b>	<b>Charge</b>	<b>Occurrence</b>	<b>Payment Due</b>
Athletic League / Organization – Participant Registration	\$5.50 per participant per team	Per league season	At time of roster submission; no later than two weeks after league games begin
Athletic League / Organization – Team Registration	Per team fee – \$5.50 multiplied by a sport-specific allocation factor**	Per league season	At time of roster submission; no later than two weeks after league games begin
Group of Individuals	\$5.50 per participant	Per NCS scheduling season	At time of notification of facility availability; with submission of rosters
Tournament	\$15 per team	Per tournament	Two days prior to tournament date; with submission of tournament schedule
One-time use	\$50 per assigned facility	Per application	At time of notification of facility availability

**A. Non-County Fees:** \$30 per non-Fairfax County resident.\*\* **Payment -** Any applicable non-county fees are to accompany application fees.

**B. Building Director Fees:** \$12.12 per hour. This fee is applicable only for groups that use that use gymnasiums and do not provide a Volunteer Building Director.\*\* Tournaments and other special events may require a paid building director. **Payment -** Building director fees will be billed based on actual usage at the end of the season, with payment due upon receipt of bill.

**D. Custodial Fees:** \$32 per hour of use plus 90 minutes for gym opening and closing costs. This fee is applicable only for the weekend (Saturday and Sunday) use of school gyms and at other times when custodians are not regularly scheduled. Tournaments and other special events may incur additional opening and closing costs at the discretion of the assigned school. **Payment -** Custodial fees will be billed based on actual usage at the end of the season, with payment due upon receipt of bill.

**E. Tournament Security Deposit:** \$200.00 for the first facility reserved and \$50.00 for each additional facility. The deposit will be refunded if one of the following occurs: (a) the tournament is cancelled, via written notification to NCS, at least 15 days before scheduled to begin; (b) the tournament is cancelled due to inclement weather; or (c) the tournament goes on as scheduled, but no damage is done to the facilities (in which case the deposit will be applied to damage fees).  
**Payment –** Due at beginning of season for which tournament is scheduled.

**F. Damage Fees:** User groups are responsible for damages to facilities that occur during their usage.

\* For more information on application fees, please see the complete fee policy at [http://www.fairfaxcounty.gov/rec/Team\\_Sports/Field\\_Gym\\_Usage.htm](http://www.fairfaxcounty.gov/rec/Team_Sports/Field_Gym_Usage.htm)

\*\* For more information on allocation calculation factors, non-county player limits, and building directors, see the gym and field allocation policies at [http://www.fairfaxcounty.gov/rec/Team\\_Sports/Field\\_Gym\\_Usage.htm](http://www.fairfaxcounty.gov/rec/Team_Sports/Field_Gym_Usage.htm)

**Gym and Field Use Fees**  
**Frequently Asked Questions**

**Q: Who is responsible for submitting the application fee to the Department of Neighborhood and Community Services (NCS)?**

A: The applicant is solely responsible for submitting the application fee to NCS. NCS will not accept payments submitted individually from participants or teams.

**Q: If a league runs over two NCS scheduling seasons, are two application fees charged?**

A: Leagues that are completed within 16 weeks are subject to a single application fee. Leagues (or other uses) extending past 16 weeks will be charged a second application fee.

**Q: Are post-season tournaments/playoffs included with a season's application fee?**

A: Each league is provided one pre-season and one post-season tournament with their application fee. These tournaments must occur within the 16 week season, or they will be assessed a separate tournament application fee. All other tournaments are subject to a separate tournament application fee and require the submission of a 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.

**Q: Are leagues required to pay for players who play solely on private fields?**

A: Leagues that utilize private fields are not required to pay an application fee for participants who only play on the private fields.

**Q: Are multiple application fees charged for one-time use applications for multiple facilities?**

A: If a one-time event is held at multiple facilities at the same location (e.g., two gyms at the same school or two fields at the same park), only one application fee is charged. A separate application fee will be charged for each location used. All tournaments, including one-day tournaments, are subject to the tournament application fee.

**Q: Is an organization responsible for custodial fees for a gym that was not used?**

A: If an organization will not use a scheduled gym, they must provide NCS with 7 days written notice. Failure to do so will result in the organization still being charged for the use.

**Q: Are leagues required to pay if they do not use the facilities?**

A: Users that cancel seasons or otherwise do not use facilities permitted to them must provide NCS with 7 days written notice. Failure to do so will result in the organization still being charged for the use.