

Athletic Field Allocation Application Process

Any youth or adult sports organization requesting athletic field space/time to conduct ongoing practices and games must submit a request with the King William County Parks and Recreation Department. Please refer to the process outlined below:

1. Submit a completed **Athletic Field Allocation Request Form** to the Parks and Recreation Department Office during the established application period.
2. **If requesting “County-Affiliated” Group Status - Submit a completed Application for County-Affiliated Status.** The County-Affiliated Status Application must accompany the Athletic Field Allocation Request Form. (See “County-Affiliated Group Policy for King William County Department of Parks and Recreation” for detailed information regarding obtaining County-Affiliated Group Status.)
3. Applications that are received after the established application period will be considered only after the initial allocation process has been completed, should field space still be available.
4. Due to the limited available athletic fields and the large number of athletic field allocation requests received, some organizations may not receive any/all of the field space requested.
5. **Notification:** Organizations will receive notification on the status of their Athletic Field Allocation Request by the established timelines.
6. **Do NOT publicize or schedule usage on any King William County athletic fields until you receive confirmation of your athletic field allocation from Parks and Recreation Department staff.**
7. Alternative fields, days or times may be allocated, in relation to what was requested, to maximize the usage of available fields and times.
8. If your organization receives an athletic field allocation from King William County, your organization/teams may not request additional field space through the first-come, first-served athletic field reservation system.
9. **Stipulations of Use -“County-Affiliated” Groups:** To finalize the athletic field reservation and begin use of the allocated field space/time blocks, an organization must meet all stipulations of use, including but not limited to:
 - a. Provide schedules for practices and games on the allocated fields by deadline established by division staff.
 - b. Sign Special Use Reservation Permit and pay associated fees by established deadlines.
 - c. Produce a certificate of insurance according to the King William County requirements.
 - d. Complete and submit a copy of the Criminal Background Check Affidavit.
 - e. Complete and submit a copy of the King William County “County-Affiliated” Group Roster Form and appropriate fees. (\$5/per participant/per season.)
 - f. Submit a copy of the User Group’s Inclement Weather Policy.

10. **Stipulations of Use - “Non County-Affiliated” Groups:** To finalize the athletic field reservation and begin use of the allocated field space/time blocks, an organization must meet all stipulations of use, including but not limited to:
- Provide schedules for practices and games on the allocated fields by deadline established by division staff.
 - Sign Special Use Reservation Permit and pay associated fees by established deadlines.
 - Produce a Certificate of Insurance according to the King William County requirements.

APPLICATION PERIODS

SEASON	DATES	SUBMITTAL DATES
Spring / Summer	March-July*	December 1 st -31 st
Fall / Winter	*August – November	May 1 st -31 st

* There is limited field availability during the months of July-August.

** The Athletic Fields are closed each year during the months of December-February.

ALLOCATION CRITERIA

PRIORITY	GROUP	
1 ST	King William County	Parks and Recreation Sponsored Programs, maintenance, general public usage and contractual obligations
2 ND	King William County Public Schools	School Sponsored Programs
3 RD	“County-Affiliated” Groups	Youth and Adult Leagues
4 TH	“Non-County” Affiliated” Groups	Youth and Adult Leagues

NOTE : Past allocations and the organization’s compliance with Parks and Recreation Department stipulations of use will be considered in determining eligibility for allocation of athletic fields. The organization must be in good standing with the Parks and Recreation Department to receive an allocation.

NOTIFICATION TIMELINES

SEASON	DATES	NOTIFICATIONS MADE
Spring / Summer	March-July*	January
Fall/Winter	August*-November	June

FEE SCHEDULE

GROUP	FEE
“County-Affiliated”	\$5.00/per participant/per season
“Non County-Affiliated”	\$10/ hour with a 2 hour minimum/per field/per use

NOTE : The User Fee balance is due in FULL once registration is final.