

The Meadows Sports Complex Rental Policy



The following rules and regulations pertain to groups and organizations that utilize the Town of Abingdon athletic fields at The Meadows Sports Complex. This policy is intended to be as thorough as possible to answer all questions and address concerns to ensure your event will be as safe and successful as possible, but recognize not all situations may be covered. For more information, please refer to the Town of Abingdon Sports Facilities Use Policies and Rental Applications. If there are conflicts between this policy and other policies of the Town regarding usage of the Meadows Sports Complex, then this policy shall control. If you have further questions, please communicate with Recreation Department directly.

Field Allocation

1. All field requests will be reviewed by the Recreation Department and an email response will be sent within five business days. If a conflicting request exists for the same day for the same field, the following criteria will be used to determine approval.
 - a. Town-sponsored programs and prior contractual obligations.
 - b. The economic impact on the Town of Abingdon
 - c. The number of fields rented. Full facility rentals receive priority. Full facility rentals are defined as the rental of all available fields.
 - d. Rental history and past compliance with Recreation Department Policies and Procedures with the requesting person/organization.
 - e. Date of rental request.
 - f. The number of rental requests made by the applicant.
2. There are three priority categories of facility users (Tier I being the highest priority) and shall be considered when allocating scheduled field time. Agreements will be issued based on the tier level below.
 - a. Tier I - Town of Abingdon sponsored events and activities.
 - b. Tier II -. Approved elementary, middle school, and high schools' sports leagues.
 - c. Tier III - Approved organized youth sports leagues.
 - d. Tier IV - Other approved organizations, individuals, businesses, or groups.

Rental Policy

1. Any use at The Meadows Sports Complex must be scheduled through the Recreation Department.
2. Requests for the use of athletic fields are to be made through the Recreation Department by filling out The Meadows Field Rental Application form. The person filling out the application must be the person who represents the group/organization. To request an application please contact Kyle Pollard, Assistant Director of Recreation, at (276) 880-4092 or kpollard@abingdon-va.gov.
3. The rental season for athletic fields begins in March and concludes the last weekend of October.
4. Renters must show proof of insurance and name the Town of Abingdon as "additionally insured" for minimum coverage of \$1,000,000 for any event other than a single team practice. A copy of the certificate of insurance must be received by the Town of Abingdon at the time of final payment in order to finalize the rental process.

5. A non-refundable down payment of 25% of the total reservation cost shall be paid within 30 days of the approved application by the Recreation Department. The remaining 75% must be received 30 days prior to the first day of use unless otherwise stated. Credit card transactions may be subject to a convenience fee.
6. The organizer will be responsible for providing a credit/debit card upon check-in in the case of damage or negligence that requires repair to the property.
7. Practice times at The Meadows Sports Complex fields can be reserved in 1-hour increments (2-hour minimum) starting at 3:00 p.m. and the last slot starting at 7:00 p.m. Monday-Thursday.
8. Subject to field allocation policy, practice slots must be scheduled at least one week before the desired day. Payments for practices must be submitted prior to practice. Teams that have monthly scheduled practice times must pay prior to practice as well. If a practice is missed due to weather a credit will be applied to the renter's account.
9. Tournaments may be scheduled for Friday through Sunday. March through October (or on approved Holidays).
10. For a list of fees and services please refer to The Meadows Sports Complex Tournament Field Use Application or The Meadows Sports Complex Practice Field Use Application.
11. The fields may be rented for games between 8:00 a.m. and 10:00 p.m. No game may be scheduled to begin after 9:00 p.m. without approval from the Recreation Department. No new inning may be started after 11:00 PM.
12. The Town of Abingdon reserves the right to add conditions or make modifications to the Field Use Application. The Town of Abingdon also reserves the right to cancel any event as deemed necessary for the safety of all participants and in the best interest of the fields. The Town of Abingdon also reserves the right to deny any rental request.
13. The Recreation Department will confirm that playing areas are safe and in playable conditions prior to play. The Recreation Department will have the final decision on any field conditions and playability of the facility. The probability of player injury and field damage will be the determining factor in any decisions made.
14. All rules and regulations from the Town of Abingdon Recreation Department Field Rental/Use Policy shall apply at all times during the rental.
15. No metal cleats can be worn when using portable mounds.
16. Unused or vacant fields cannot be used for warm-ups or batting practice.
17. Field Use Request Procedure.
 - a. Request a Use Application from the Assistant Director of Recreation.
 - b. Once you receive the application fill out the form completely, incomplete forms will not be accepted.

- c. Once time, date, and use are approved you will receive a signed copy of the field use agreement and an invoice. Renters will need to pay this invoice before the rental may begin. Teams using fields for practices will receive invoices at the end of each month of use. These must be paid by the 15th of the following month.
- d. The renter is responsible for the upkeep of the property during the rental time, if there is any vandalism or destruction of property during the rental time the renter is responsible for any and all costs.
- e. Access to the bathrooms, press box, and lights will be prohibited at the end of the rental period.
- f. First-time renters must meet with the Assistant Director of Recreation prior to the beginning of the rental.
- g. Checks must be made out to the "Town of Abingdon" and sent to P.O. Box 789 Abingdon VA 24212.
- h. Upon rental approval, the renter will receive the full Sports Facilities Use Policies and Rental Applications.
- i. All communication will be solely with the main contact listed on the rental application.

18. Game schedules must be submitted to the Recreation Department no later than 72 hours prior to rental.
19. During the rental, a point of contact must be designated and provided to the Recreation Department 72 hours prior to the rental. This individual must be onsite and available should assistance be necessary during the entire rental.
20. The facility gates will open one hour and thirty minutes prior to rental start time and field gates will open one hour prior to rental start time. Games may begin at 8:00 a.m. unless otherwise arranged.
21. Alcoholic beverages, tobacco, and e-cigarettes are prohibited on the premises. This includes fields, parking lots, open spaces, and roadways. Renters are expected to enforce this with all associated with the event.
22. Facility staff reserves the right to cancel an event in whole or in part. Field closures may result from inclement weather, poor playing conditions, or field damage which may cause hazardous safety considerations for the public, or excessive repairs to the field.
23. If lightning is detected inside of 10 miles or seen, a mandatory game delay of 30 minutes will be enforced and all players, coaches, officials, and guests must leave the fields and seek shelter. Staying in dugouts, near fields, or under pavilions is not acceptable. Updates will be communicated to the onsite contact.
24. Recreation Department staff will be onsite during all events and are the only authorized personnel to perform field maintenance at The Meadows Sports Complex.
25. Parking is permitted only in designated areas. On-street parking and parking in grass areas are prohibited. Private vehicles are not allowed in or near field areas. Illegally parked vehicles may be ticketed or towed.
26. All food and drink concession rights at The Meadows Sports Complex

remain with the Town of Abingdon.

27. Athletic trainers or medical staff for events are not provided by the facility. It is strongly recommended that the renter have an emergency medical plan in place.
28. An AED is on-site for emergency use and is only available during hours of operation. If there are no Town of Abingdon staff on-site 911 should be contacted in the case of an emergency.
29. All signage must be approved by the Recreation Department.
30. Pets are not permitted on the playing fields or on the inside of the fenced area at The Meadows Sports Complex.
31. Scoreboards are available for use; the renter must indicate a need for use on the rental application.
32. See general facility rules for additional items pertaining to the facility.

Refund Policy

The refund policy is as follows:

1. A full refund can be issued 15 days or more prior to the event or activity.
2. A refund of 80% can be issued between 2 and 14 days prior to the event or activity.
3. Less than 48 hours prior to the event or activity shall result in forfeiture of all money paid to the Town of Abingdon.

Inclement Weather

1. If inclement weather causes fields to be unsafe for play, every attempt will be made to reschedule the rental. If no use has occurred on the rental day and use cannot be rescheduled within sixty days, a full refund, except for the non-refundable down payment, for that rental will be given. The non-refundable down payment will be applied as a credit to the renter's account.
2. If the use has begun on the rental date and inclement weather moves in, play will be delayed until fields are deemed safe for play. If play cannot be resumed or if play is resumed and more inclement weather moves in, a partial refund will be given considered on a case by case basis. *
3. If the use has not begun on the rental date and there is a delay due to inclement weather, facility staff will communicate with onsite contact as to an estimated start time. If it is deemed that the event cannot proceed due to the delay, a refund will be issued. *

* All refunds (full or partial) exclude non-refundable deposit.