



Stoney Run Athletic Complex Rentals



15194 Warwick Blvd. Newport News, VA 23608
Phone: 757-591-4892 Fax: 757-591-4925
stoneyrun@nnva.gov www.nnathletics.com

Please submit the following items:

1. Stoney Run Facility Rental Application completed - ONE application per event
2. Certificate of Insurance, Additional Insured Endorsement and a 30 day notice of policy cancellation approved through City Attorney's Office (926-8416) - **3 documents must be provided.**

Rental Fees

Daily Field Rental with lights (8am-10:30pm):	\$225.00 per day
Hourly Field Rental with lights:	\$50.00 per hour
Hourly Field Rental w/o lights:	\$45.00 per hour
Temporary Fencing Rental:	\$75.00 per field per event
Portable Mound Rental:	\$50.00 per field per event
Extra Game Fee Rental:	\$25.00 per game

Insurance Requirements

An insurance policy in the amounts of \$1,000,000 per occurrence to cover all participants during the scheduled activity, naming the CITY OF NEWPORT NEWS as additional insured under the general liability policy **must be** provided by each organization and approved by the Newport News City Attorney's Office (926-8416, FAX 926-8549) a minimum of 30 days prior to any scheduled event. Further, the City will not accept proof of insurance that fails to provide thirty (30) day notice of policy cancellation [ten (10) days for non-payment of premium]. This assurance may be provided by one of the following three methods:

1. A note on company letterhead that the City will receive such notice. This may be on the letterhead of the agent, the broker, or the insurance company, and must not include a blanket disclaimer of liability upon failure to give such notice.
2. A separate endorsement specifying the notice as required (a sample of which is attached).
3. A copy of a policy language which clearly shows that the additional insured will receive such notice.

When any questions arise regarding the insurance needs of a particular group, Parks and Recreation will consult with the City Attorney's office to make a determination.

RESERVATION POLICIES

- Stoney Run Facility Rental applications and all other required documents should be submitted no less than 30 days before your event. Any applications submitted with missing documents will not be considered until all required documents are submitted. All insurance must be approved by the City Attorney's office **prior** to rental application submission to staff.
- A deposit of **\$100.00 per field per event due with application in order to reserve the requested dates**. All remaining fees for these events will be due 21 days prior to the start of the event.
- Events successfully hosted at Stoney Run on the same weekend the prior season and in good standing may have the deposit waived at the discretion of Athletic Staff. All fees are due prior to the start of the tournament. Any event canceled less than 10 days in advance will be subject to a \$100 per field fee.
- **Refunds** - 45 days notice must be given in order to receive a full deposit refund. Within 45 days, deposits will not be refunded. Rental fees paid 21 days prior to the event will be refunded if event is canceled more than 10 days before the scheduled event. No refund will be issued if event is canceled less than 10 days prior to scheduled event.
- Game schedules/grids must be submitted to NNPR Staff **no less than** the Wednesday prior to start of the event. Once submitted to NNPR, any games added to the schedule after the Wednesday prior to the event will result in a \$25 fee per extra game added to the schedule.
- All fields must be vacated by 10:30 p.m. unless prior approval is given by City of Newport News Staff. If the event runs past the 10:30 p.m. for a full day rental, the hourly field rental with lights fee will be added plus the extra game fee.
- In the event of inclement weather or unsafe field conditions, Stoney Run Staff will contact the person listed on the rental agreement and inform them the site be unavailable. **Any group found using a city maintained facility after the field has been closed will be banned from using that site for no less than one calendar year.**

CONDITIONS OF USE

1. I agree to ensure my group does not damage the facility (fields, equipment, building, fences, grounds, parking areas, etc) in any way and to leave it in a clean condition. My group will dispose of all trash (dugouts, bleachers, common areas, parking lots, bathrooms) in provided receptacles. This includes doing a final clean up of all bleacher areas, dugouts and common areas and disposing of trash in provided receptacles.
2. I understand that the insurance requirements for my event must be met and approved by the Newport News City Attorney's office a minimum of 30 days prior to my event.
3. I understand that field/facility use is not unconditionally guaranteed beyond the dates of this agreement. Parks, Recreation and Tourism reserves the right to book any dates needed for City or Departmental events for upcoming seasons.
4. I understand that policies are subject to change and that I will be given the opportunity to adhere to policies as necessary or will be given an opportunity to cancel my event.
5. Parks, Recreation and Tourism reserves the right to rent any fields to other groups that are not reserved at the time of contracting and/or any unused fields due to reductions in field usage.
6. By contracting this facility as specified, I understand that the City of Newport News is unable to offer these fields to other groups and/or events for times that I have requested. I understand that in the event of a cancellation, 14 days notice will be given to NNPRT Staff.
7. Based on weather conditions, NNPRT has the right to cancel field usage. I will notify my group of any cancellation. If the event is cancelled by NNPRT due to weather conditions, a full refund will be issued. If games are added to the Stoney Run Athletic Complex due to other field closures, the extra game and hourly fees will apply.
8. I understand that as the event coordinator, I am authorized to ask any patron to leave the facility. In an imminent danger situation Park Rangers and/or police may be called and an incident report will be taken. In all other cases, a written statement will be taken by the patron in question, and myself (event organizer) and an incident report will be taken by City staff.
9. I understand that if I choose to sell any event related merchandise or equipment all appropriate taxes must be included and submitted to the Commissioner of the Revenue as per City ordinance. As the event coordinator, I understand that all outside vendors associated with my event must go through the appropriate approval process. I will inform the City of Newport News of any such vendors attending my event.
10. Alcoholic beverages and controlled substances are not permitted.
11. All applicable City ordinances, rules and regulations and applicable State and Federal laws will be adhered to.
12. All vehicles must be parked in designated parking areas only. Private vehicles are not allowed near field areas.
13. Skateboards, scooters, electric scooters, hoverboards, bicycles and skates are not permitted within the complex.
14. Pets are not allowed within the complex gates. If they are traveling with patrons, they must be kept in the parking areas and they must be on a leash at all times.
15. Use of tobacco products, e-cigarettes, and vapes is not permitted in the complex & entrance areas. They are permitted in the parking areas only.
16. Areas of grass located behind the temporary fence are unavailable for warmups if the field is being used by teams.

Failure to abide by these above conditions may result in loss of field use and denial of future field use.



Stoney Run Facility Rental Application

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Name of Organization _____

Contact Person _____

(must be the person signing this contract and the authorized representative of the organization)

Mailing Address _____

Cell Phone _____ Alternate Phone _____

Email Address _____

Event Name _____ Type of Event _____

Event Date _____ to _____

Requested Days of the Week & Times:

Monday:	Wednesday:	Friday:	Saturday:
Tuesday:	Thursday:		Sunday:

Number of Fields Requested: _____ Total expected attendance _____

Base distance _____ (60', 65' or 70') Temporary fence distance _____ (200' or 250')

Pitching distance: _____ (35', 40', 43', 46' or 50') Portable Mounds Needed? _____

I, the undersigned, hereby certify that I am the sponsor or appointed representative of the organization requesting use of Stoney Run Athletic Complex. I will be responsible for the conduct and personal injury of all persons in attendance at my event. I assume liability for any injuries, damages, or loss to the field, and/or equipment. It is fully understood and agreed to by all parties that the sponsoring organization guarantees to indemnify and hold harmless the City of Newport News, its public officials, employees, volunteers, and agents against any and all suits of any manner which might arise as a result of the covered activities. I have read and agree to follow and enforce all terms, conditions, rules, regulations, and policies associated with this field rental. I understand that failure to comply with any or all of these rules will result in revocation of the use request and may also result in refusal of future use.

(Authorized Signature)

(Title)

(Date)

For NNPRT STAFF use only:

Date application received: _____ Permit # _____

Insurance Information: (All insurance must be approved through the City Attorney's Office)

Policy Effective Date __/__/__ Policy Expiration Date __/__/__ Insured Group: _____ Insurance (certificate number): _____

Daily rental fees: \$225.00 per day

Hourly rental with lights: \$50.00 per hour

Hourly rental with no lights: \$45.00 per hour

Portable mounds: \$50.00 per field per event

Temporary fencing: \$75.00 per field per event

Extra Game Fee: \$25.00 per game

Total deposit due now: _____ Total fees due: _____ Payment: _____

Special Conditions: _____

This authorizes the above organization has been approved to use the facility on the dates and times indicated.

(Authorized Signature)

(Title)

(Date)



Stoney Run Facility Vendor Application

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CONTACT INFORMATION

Contact's Name	
Business Name (if applicable)	
Mailing Address	
Phone(s)	
e-Mail Address	
Federal Tax ID Number (Businesses)	

REGULATIONS

1. Staff will review the applications for acceptance/non-acceptance. Decisions of the Athletic Staff are final. **APPLICATIONS MUST BE RECEIVED AND APPROVED A MINIMUM OF TWO (2) WEEKS PRIOR TO SCHEDULED EVENT. Vendors must be approved by Athletic Staff on an annual basis.**
2. Vendor will be responsible for all set-up and breakdown of their sale area and must receive approval from facility staff for set-up location. Set-up cannot interfere with programming or patron safety. Failure to do so will result in automatic dismissal from the program site.
4. The City of Newport News is not responsible for any loss, theft, or damage to any merchandise or property at Stoney Run Athletic Complex. Any merchandise or property belonging to the vendor left at Stoney Run Athletic Complex overnight or outside event hours is at the discretion of the vendor.
5. Each vendor is responsible for a business license applicable tax. Contact the Commissioner of the Revenue at (757) 926-8651 for information.
6. Vendors are not permitted to sell any food or beverages while at Stoney Run Athletic Complex.

AGREEMENT

I have read and understand the regulations stated herein. I agree to hold the City of Newport News harmless for any loss or damage to my person or property including, but not limited to, loss of fees and revenues due to last minute cancellation of the program. I further understand that I may be asked to leave the site if I do not abide by the regulations of the program and facility.

Signature

Date

___Approved ___Denied _____Staff Initials