



# COUNTY OF BEDFORD, VIRGINIA

BUILDING, ROOM & ATHLETIC FACILITY USAGE POLICY  
1257 COUNTY FARM ROAD  
BEDFORD, VIRGINIA 24523



## DEPARTMENT OF PARKS & RECREATION

### **Section 1: General Facility Use Policy**

Bedford County offers facilities for community, educational, recreational, cultural, civic, and charitable groups. Facilities are available on an equitable basis to local groups and organizations engaged in legal activities, regardless of the beliefs and affiliations of their members. In allocating the use of these facilities, County staff will not discriminate on the basis of the political or religious beliefs of applicants, or on any other constitutionally prohibited basis. Permission to use the County's facilities does not constitute endorsement of the organization's beliefs by County staff or the Board of Supervisors, and publicity for the event should not imply County sponsorship or affiliation.

Permission to use facilities will be granted on a first-come basis. Reservations to use Bedford County facilities are tentative until an application has been completed and accepted in writing by County staff. County agencies and departments will be given priority at all times including the rescheduling of existing reservations by non-County users, if necessary. The County has the authority to accept or deny applications for the use of facilities. The County reserves the right to deny a reservation request if the anticipated use is likely to be unreasonably disruptive to regular County functions, too large for the applicable facility capacity per the fire code, disorderly, dangerous to persons or property, or in any other way inconsistent with the terms and conditions of this policy. Users of County facilities must make provisions to guard against public disturbances, unsafe practices, or excessive noise, and are fully responsible for all persons admitted to their activities. Bedford County is not responsible for injuries during use of the facility and/or grounds. No animals are allowed within County buildings except for service animals. Bedford County buildings are tobacco and vapor free facilities. All waste generated during facility usage must be placed in the provided trash cans.

An organization/group may have no more than 6 reservations scheduled at any one time; provided, however, that if a group/organization is offering a scheduled program of activities with a set number of sessions, additional reservations may be allotted to said organization/group upon written request to the County. Such request shall detail the times and number of reservations sought; approval shall be made by the director and subject to balancing the needs of other citizens for use of various County facilities, as well as the scheduling demands for each such facility. An authorized representative for a group must be 25 years of age or older, and must take responsibility for and be in attendance at the event to ensure that policies are being followed. Additionally, the group's authorized representative will be held liable for any damage and the condition of the facility after its use.

The County reserves the right to have a County Representative monitor all meetings and/or events held at its facilities to ensure no unlawful activities or activities contrary to this policy are occurring. Groups selling merchandise or tickets are responsible for having all required licenses, and for payment of any amusement or other taxes due. Bedford County staff will not be responsible for taking registration fees, selling tickets, providing information or answering questions about non-County sponsored events.

The County, its Board of Supervisors, and employees assume no responsibility for the loss, theft, or damage of any property of any person and/or group using Bedford County property.

Users will reimburse Bedford County for any cost associated with loss or damage to County property, as well as any additional cleaning or late usage fees. Arrangements for catering and decorating are the responsibility of the sponsoring group. Use of tents, canopies, inflatable's, or similar large temporary installations may require permits and inspection by the County for which users are responsible. Users may not hang, tape, or tack items from walls, ceilings or doors. A certain number of tables, chairs and equipment are provided for facility users. It is the responsibility of the user to arrange for additional needs. No items may be stored in advance by users reserving County facilities without prior approval.

# COUNTY OF BEDFORD, VIRGINIA

## DEPARTMENT OF PARKS & RECREATION

### Section 2: Fee Schedule for Use

#### Athletic Facilities

Fields	Bases	Outfield Distance	Dates Available	Lights
Bedford Co. Rec #1	60'	180'	March through Oct. 1	Yes
Bedford Co. Rec #2	60', 70', 80'	300'	March through Oct. 1	Yes
Bellevue #1	60'	Open	March through Oct. 1	Yes
Bellevue #2	60'	Open	March through Oct. 1	Yes
Big Island Elem #1	60', 70'		March through Oct. 1	No
Big Island Elem #2	60'		March through Oct. 1	No
Forest Rec Center	60'	Open	March through Oct. 1	No
Georgia Pacific	60'		March through Oct. 1	No
Huddleston Elem	60'		March through Oct. 1	No
Huddleston Rec #1	60', 70'		March through Oct. 1	No
Huddleston Rec #2	60' 70		March through Oct. 1	Yes
Moneta Elem #1	60'		March through Oct. 1	Yes
Moneta Elem #2	60'		March through Oct. 1	Yes
Moneta Park #1	60'	Open	March through Oct. 1	No
Moneta Park #2	60'	Open	March through Oct. 1	No
Moneta Park T-Ball	60'	Open	March through Oct. 1	No
Montvale Elem #1	60'	Open	March through Oct. 1	No
Montvale Elem #2	60'	Open	March through Oct. 1	No
Otter River Elem	60'	Open	March through Oct. 1	No
Stewartsville Elem Fullen Field	60'		March through Oct. 1	No
Stewartsville Elem T-Ball	60'		March through Oct. 1	No
Stewartsville Elem #1	60'		March through Oct. 1	Yes
Stewartsville Elem #2	60'		March through Oct. 1	No
Stewartsville Elem #3	60'		March through Oct. 1	No

#### Fee Rates For Fields

- Use of field, per 2-hour block - \$30
- Use of field, all day rental (*includes 1 field marking*) - \$120
- Use of lights, per 2-hour block - \$10
- Additional setup (i.e. set up fencing, field marking, etc) - Minimum 2 hours @ \$35 per hour (*Dependent upon staff availability*)

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### Disc Golf Courses

#### Fee Rates for Disc Golf Tournaments

- Use of course, \$3 per registration or \$150 per day (whichever is greater).
- Applicant must provide event insurance, listing Bedford County as additionally insured.
- Additional setup (i.e. location of baskets, fencing, etc) - Minimum 2 hours @ \$35 per hour (Dependent upon staff availability)

Location	Course style	Multiple Tee locations	Multiple Pin locations	Holes
Falling Creek Park	Mostly Open	Yes	Yes	38
Independence Park	Mod. Wooded	Yes	Yes	18
Moneta Park	Mostly Open	No	Yes	18
Montvale Park	Heavily Wooded	No	No	18
New London Tech	Heavily Wooded	Yes	No	18

### Picnic Shelters

Reservation times are 9:00a-2:00p and 2:00p-7:00p for Half Day. 9:00a-7:00p for Full Day.

#### *Bedford County Resident*

Location	Size/Capacity	Saturday/Sunday	Monday-Friday	Electricity
Falling Creek Park Large	40x60 - 108	Half - \$40 Full - \$80	Half - \$25 Full - \$50	Yes
Falling Creek Park A	20x20 - 24	Half - \$25 Full - \$40	Half - \$15 Full - \$25	No
Falling Creek Park B	20x20 - 24	Half - \$25 Full - \$40	Half - \$15 Full - \$25	No
Falling Creek Park A&B	40x20 - 48	Half - \$35 Full - \$70	Half - \$25 Full - \$45	No
Moneta Park	30x36 - 36	Half - \$30 Full - \$50	Half - \$20 Full - \$35	Yes
Montvale Park A	30x36 - 36	Half - \$30 Full - \$50	Half - \$20 Full - \$35	No
Montvale Park B	30x36 - 36	Half - \$30 Full - \$50	Half - \$20 Full - \$35	No

#### *Non-Bedford County Resident*

Location	Size/Capacity	Saturday/Sunday	Monday-Friday	Electricity
Falling Creek Park Large	40x60 - 108	Half - \$50 Full - \$100	Half - \$35 Full - \$60	Yes
Falling Creek Park A	20x20 - 24	Half - \$35 Full - \$50	Half - \$25 Full - \$40	No
Falling Creek Park B	20x20 - 24	Half - \$35 Full - \$50	Half - \$25 Full - \$40	No
Falling Creek Park A&B	40x20 - 48	Half - \$45 Full - \$80	Half - \$35 Full - \$60	No
Moneta Park	30x36 - 36	Half - \$40 Full - \$60	Half - \$30 Full - \$50	Yes
Montvale Park A	30x36 - 36	Half - \$40 Full - \$60	Half - \$30 Full - \$50	No
Montvale Park B	30x36 - 36	Half - \$40 Full - \$60	Half - \$30 Full - \$50	No

### Additional Picnic Shelter Policies

- Use of grills: No fires except in grills at all shelters (charcoal only - no wood)
- Please use containers provided for trash or recyclables
- Please clean shelter area after use
- No alcoholic beverages are permitted on Bedford County Park properties

# COUNTY OF BEDFORD, VIRGINIA

## DEPARTMENT OF PARKS & RECREATION

### Recreation Centers

#### *Bedford County Resident*

Location	Size/Capacity	Hourly Rate	Full Day Rate	Security Deposit
Bellevue Recreation Center	100	\$35	\$400	\$125
Falling Creek Center - Chapel	47	\$10 - 2 hour min	\$100	\$50
Forest Recreation Center	250	\$50	\$600	\$250
Huddleston Recreation Center	100	\$35	\$400	\$125

#### *Non-Bedford County Resident*

Location	Size/Capacity	Hourly Rate	Full Day Rate	Security Deposit
Bellevue Recreation Center	100	\$45	\$400	\$125
Falling Creek Center - Chapel	47	\$15 - 2 hour min	\$150	\$50
Forest Recreation Center	250	\$60	\$600	\$250
Huddleston Recreation Center	100	\$45	\$400	\$125

A Security Deposit must be paid upon making a reservation as shown in the above table. Users are eligible to receive refunds of their Security Deposit upon County approval if the facility is in identical condition as before the reservation. Deposit will be returned within 30 days of rental date.

Balance of fees must be paid at least 30 days prior to the event date. The hourly rate will double for any usage beyond that approved by Bedford County and future usage of County facilities may be denied.

#### Additional Recreation Center Policies

- All waste generated during the use of Recreation Center must be removed from the building and placed in the provided dumpster.
- Recreation Centers must be cleaned and vacated by 12:30AM.
- Burning of candles or incense is prohibited on the premises.
- Use of the fireplace is prohibited (Forest Recreation Center).
- Any event held after 8:00PM is REQUIRED to have at least (1) off duty Sheriff Deputy in attendance. This will be at the user's expense. The Deputy's name and contact information must be given to Bedford County before the date of the event.
- If any alcoholic beverages are served, the user is responsible for obtaining a REQUIRED banquet license through the Virginia Department of Alcoholic Beverage Control (ABC). A copy of the license must displayed during the event and also be provided to Bedford County prior to the event. Evidence of and/or presence of any alcohol without the proper license will result in forfeiture of any deposits and can result in a ban from future use of Bedford County facilities. NO ALCOHOL IS PERMITTED AT THE FALLING CREEK CENTER - CHAPEL!

**Section 3: COVID-19 Guidelines**

***\*Persons using County facilities shall follow guidelines issued by the Commonwealth of Virginia for COVID mitigation that are in effect at the time of their use of such facilities.***

**SHELTER USE:** Bedford County Parks and Recreation shelters are not sanitized between use. Any use of these facilities are at your own risk. The County, its Board of Supervisors, and employees assume no responsibility for the use of these facilities.

**RECREATION CENTER USE:** Any use of these facilities are at your own risk. The County, its Board of Supervisors, and employees assume no responsibility for the use of these facilities.

**FIELD USE:** Bedford County Parks and Recreation athletic facilities are not sanitized between use. Any use of these facilities are at your own risk. The County, its Board of Supervisors, and employees assume no responsibility for the use of these facilities.

***\*I have read and agree to adhere to the Bedford County Parks and Recreation COVID-19 Policy.***

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

# COUNTY OF BEDFORD, VIRGINIA

## DEPARTMENT OF PARKS & RECREATION

### Section 4: Reservation Application

Organization \_\_\_\_\_ Contact Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Requested Facility \_\_\_\_\_

Comments/Requests \_\_\_\_\_

Estimated attendance? \_\_\_\_\_ Will you charge admission? \_\_\_\_\_

Date(s) of event \_\_\_\_\_ Time(s) of event \_\_\_\_\_

*I, the undersigned, agree to act on behalf of the above organization and to be responsible for any damage sustained to Bedford County property while being used by the above organization. Furthermore, I agree to all conditions as set forth in the attached Bedford County Facility use policy. I hereby authorize Bedford County to provide my name, phone number and related information, or that of a contact person, to any person inquiring about the above meeting.*

*I understand that the setting-up and putting away of tables & chairs, cleaning, and the timely return of key(s) is my responsibility. I agree that the facility will be left in identical condition as when reserved and understand that all or some of the security deposit will be charged as deemed necessary by Bedford County to correct any deficiencies including the late return of keys(s). Key(s) must be checked out from the Bedford County Parks and Recreation Office on the last open-office day before the reserved date and returned the first office-day after an event. As required by the governing usage, the usage fee and security deposit must be paid before Bedford County will accept a facility reservation. Cancelled reservations and the late return of key(s) will result in a \$50 fee. Cancelled reservations due to the building closing due to extreme weather will not result in a penalty.*

*I agree to the Bedford County Parks and Recreation facility use policy and procedures and have received a copy of the policies.*

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

#### OFFICE USE ONLY

Approved By: \_\_\_\_\_ Approved Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Other Fees: \_\_\_\_\_ Check # \_\_\_\_\_

Deposit \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

Reservation Fee \$ \_\_\_\_\_ Key Pick up Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Return Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Total Due \$** \_\_\_\_\_ **Key Number** \_\_\_\_\_