



CITY OF MANASSAS

Community Use of Public Athletic Fields

Adopt-an-Athletic Field Program

Parks, Culture & Recreation Division

9101 Prince William Street

Manassas, Virginia 20110

703-368-1873

Adopt-an-Athletic Field Program

Program Guidelines:

The City of Manassas has created an opportunity for individual teams and/or organizations that utilize the athletic fields to participate in the “Adopt-a-Field” program. The purpose of the program is to provide regular, non-publicly funded maintenance and improvements on the athletic fields for a mutual benefit to the City of Manassas and community users. Athletic fields, diamond or rectangular, will be maintained in a manner to support the nature of play for its intended use.

The athletic fields are divided into two defined groups based on their location. These two categories are referred to as Regional/Recreational and Neighborhood Parks with the listed locations outlined in Table 1. Athletic field maintenance standards are derived from the type of field use and frequency of reservations. Regional/Recreational Parks are maintained at a higher standard due to the fields being constructed to support practice and games alike and the higher frequency of reservations. Neighborhood Parks are maintained at a moderate standard due to the fields being constructed to support practice play and a reduced frequency of reservations. As described in Table 2 and Table 3 the optimal frequency of maintenance varies based on these differing park types.

Individual teams and/or organizations (“adoptee”) will agree to donate labor and materials to meet the requirements of the program and maintenance standards. The duration of the agreement will be for one year from date of approval by the City of Manassas designee. Adoptee is given the opportunity to renew the adoption for the upcoming season by February 1 annually if all requirements of agreement have been met and are satisfactory. Program requirements and maintenance standards are outlined in Table 2 and Table 3.

Adoptees are given the opportunity to choose from three or more maintenance tasks on a first-come, first-serve basis. Maintenance tasks include infield maintenance, lining the field, mowing, and field inspections. Each task has a described maintenance standard, optimal frequency for park type and weekly credit hours. The tasks vary in resources, labor and time requirements.

In exchange, adoptees will be compensated with weekly credit hours based on the quantity of selected maintenance tasks as outlined in Table 2 and Table 3. The reflected compensation will appear as a discount on the total cost of the athletic field use invoice. Credit hours will be non-transferrable, non-refundable (as they do not carry a monetary value for refund) and may not be carried over from year-to-year.

Adoptees are given first choice on reservation time at their chosen athletic field. All remaining time on the corresponding athletic field will remain available for permitting to the general public in accordance with the City’s scheduling guidelines. The City may issue additional permits to the adoptee if the remaining time has not been permitted by another community user. The adoptee will pay any applicable fees for permits issued in excess of those granted under this agreement.

Field maintenance tasks will be recorded on the athletic field maintenance log and submitted to the City of Manassas, Parks, Culture & Recreation Division designee on June 1, August 1, October 1, and November 15 annually. The athletic field maintenance log is located in Exhibit A.

Table 1: Park Type & Location

Park Type:	Location:
Regional/Recreational Parks:	Byrd Park, Dean Park, Jennie Dean Elem. School, Stonewall Park
Neighborhood Parks:	Kinsley Mill Park, Oakenshaw Park, Round Elem., Weems Elem.

Table 2: Maintenance Standards – City of Manassas Diamond Fields

All athletic fields shall be safe and maintained to support the level of play identified for public use, the amenities developed to support the activity, and age of the users and/or the level of play.

Maintenance Standard: Diamond Fields		Park Type:	Optimal Frequency	Weekly Credit Hours
Task 1:	Infield Maintenance – dragging and leveling infield, maintenance of plates, bases and pitcher’s mound where appropriate.	Regional/Recreational Parks	Daily	2 hours
		Neighborhood Parks	Weekly	
Task 2:	Mowing – maintain the turf in a sound manner keeping the height of grass between 2.5-4.0 inches. Remove all trash/debris from the field prior to mowing. Recommended – cutting twice per week from April – Nov. (frequency may vary depending on weather)	Regional/Recreational Parks	62 cuts/season	4 hours
		Neighborhood Parks	45 cuts/season	
Task 3:	Inspection – inspect the athletic field grounds, infrastructure, and amenities for safety hazards. Report concerns and findings within 24 hours of completing the inspection.	Regional/Recreational Parks	Weekly	1 hour
		Neighborhood Parks	Monthly	

Table 3: Maintenance Standards – City of Manassas Rectangular Fields

Maintenance Standard: Rectangular Fields		Park Type:	Optimal Frequency	Weekly Credit Hours
Task 1:	Mowing – maintain the turf in a sound manner keeping the height of grass between 3.0 – 5.0 inches. Remove all trash/debris from the field prior to mowing. Recommended – cutting twice per week from April – Nov. (frequency may vary depending on weather)	Regional/Recreational Parks	62 cuts/season	4 hours
		Neighborhood Parks	45 cuts/season	
Task 2:	Inspection – inspect the athletic field grounds, infrastructure, and amenities for safety hazards. Report concerns and findings within 24 hours of completing the inspection.	Regional/Recreational Parks	Weekly	1 hour
		Neighborhood Parks	Monthly	

Adopt-a-Field Program

User Participation Agreement:

Therefore, the parties hereto agree as follows:

This agreement, effective the date of signature, by and between the City of Manassas, Parks, Culture & Recreation Division, 9101 Prince William Street, Manassas, VA 20110 and

_____ (Individual Team or Organization Name),
_____ (Address).

The adoptee agrees that the undersigned representative is authorized to execute this agreement on behalf of their team or organization. _____ (initial)

The adoptee identified above has agreed to donate labor and materials to maintain the athletic field, _____ (field name), in accordance with the requirements of the program and maintenance standards for one year.

Effective date _____ Expiration Date _____

The adoptee agrees to abide by all rules and regulations established by the City of Manassas and set forth in the Athletic Field Use policies while carrying out its obligations under this agreement and when its representatives are in use of the field during playing time. _____ (initial)

Any facility renovation, repair, or modification beyond the scope of the "Adopt-a-Field" agreement requires prior written approval by the City of Manassas, Parks, Culture & Recreation Division designee. _____ (initial)

No structures, temporary or permanent will be constructed on the premises without prior written approval by the City of Manassas, Parks, Culture & Recreation Division designee. _____ (initial)

The adoptee assumes the responsibility of any and all damage to the athletic fields and surrounding areas that occurs while carrying out the obligations of the maintenance task and will be billed for the cost of the repair by the City of Manassas. _____ (initial)

All work performed by the adoptee will be reviewed and evaluated on a regular basis by designated staff from the City of Manassas. User shall ensure reimbursement for the cost of damages occurring during use. The City reserves the right to terminate the agreement upon two weeks written notice if it is in the public's interest to terminate. If the adoptee is in breach of the terms of this agreement, the City of Manassas may terminate without further notice if, after fifteen (15) days, written Notice to Remedy, the adoptee fails to remedy the breach. The City of Manassas further reserves the right to terminate this agreement immediately in the event of a serious breach of maintenance causing harm or risk to public safety. The adoptee will be charged current fiscal year recreation fees for field use if the agreement is terminated for noncompliance. Agreements terminated for noncompliance will be grounds for future exclusion from participation in the "Adopt-a-Field" program for one year. _____ (initial)

Individual Team and/or Organization Signature (“Adoptee”):

By: _____ Date: _____

Representative Contact Information:

Name:	
Address:	
Phone:	
Email:	

City of Manassas, Parks, Culture & Recreation Division Approval

By: _____ Date: _____

Field Name: _____

Effective Date: _____ Expiration Date: _____

Exhibit A: Athletic Field Maintenance Log

Field Name: _____ Date: _____

Team/Organization Representative Name: _____

Representative Phone Number: _____

Representative Email: _____

Date	Infield Maintenance	Field Lining	Mowing	Field Inspection	Other Repairs

****Due Date: June 1, August 1, October 1, November 15 annually**