



# McReynolds Athletic Complex (MAC)

## Facility Rental Application

The form may be emailed to [parksandrec@yorkcounty.gov](mailto:parksandrec@yorkcounty.gov)

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Event Name: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ to \_\_\_\_\_

### Requested Days of the Week & Times:

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

### Field(s) & Services Requested:

- Adult Softball Field (1 total)
- Regulation Baseball Field (1 total)
- Youth Baseball w/grass infield (2 total)
- Youth Baseball/Softball Field w/skinned infield (3 total)
- Regulation Soccer Field (4 total)
- Instructional Soccer Field (2 total)

- Additional Field Preparation Services
- Lights
- # of Fields Requested

Total Expected Teams: \_\_\_\_\_

Total Expected Attendance: \_\_\_\_\_

NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By signing below, the applicant agrees to abide by the **CONDITIONS OF USE** and is authorized to represent the applying organization.

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

#### For Staff use ONLY

Date application received: \_\_\_\_\_ Insurance Policy Dates: \_\_\_\_\_ to \_\_\_\_\_ Certificate Number: \_\_\_\_\_

Reservation Fee: \_\_\_\_\_ Field Rental Fee: \_\_\_\_\_ Light Fee: \_\_\_\_\_ Field Redress(es): \_\_\_\_\_

Total Deposit Due: \_\_\_\_\_ Total Fees Due: \_\_\_\_\_ Payment: \_\_\_\_\_

Special Conditions: \_\_\_\_\_

This authorizes the above organization to use the McReynolds Athletic Complex as indicated. The applicant should carry this form in person during said activity.

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

**Please submit the following items:**

1. McReynolds Athletic Complex Rental Application completed - ONE application per event.
2. Certificate of Insurance and endorsements. A list of additional insurance terms and coverage will be provided.

**Rental Fees**

Reservation Fee (non-refundable) \$25 per field	Field Redress \$50 per field
Field Rental Fee \$200	Light Fee \$35 per hour or any part thereof
York County Community-based Youth Sport Organizations	York County Community-based Youth Sport Organizations
Field Rental Fee \$250	Light Fee \$60 per hour or any part thereof
All other activities	All other activities

**Insurance Requirements**

**1. Certificate of Insurance**

A certificate of insurance is required for all user organizations and shall be submitted to the Division after the Facility Rental Application has been submitted. It shall contain the following terms and coverages:

- Public liability and property damage insurance in an amount not less than \$1,000,000 per occurrence.
- The County of York must be named as the certificate holder as follows:  
County of York, P.O. Box 532, Yorktown, VA 23690
- The County of York must be named as additional insured as follows:  
“The County of York, Virginia, its Officials, Officers, Agents, and Employees are listed as Additional Insured with primary status, without participation by the County’s insurers.”

**RESERVATION POLICIES**

- McReynolds Athletic Complex Rental applications and all other required documents should be submitted no less than thirty (30) days before the scheduled event. Any applications submitted with missing documents will not be considered until all the necessary documents are submitted. All insurance must be approved by the County Attorney’s office before facility usage.
- A deposit of \$25 per field per event is due with the application to reserve the requested dates. All remaining fees for these events will be due fourteen (14) days before the start of the event.
- Refunds must be requested in writing to the Division at least seven (7) days prior to the approved reservation facility usage and will receive a refund of facility rental fees paid. Reservation fees are non-refundable. No refund will be issued for reservations cancelled less than seven (7) days in advance. If the County closes the fields due to inclement weather or any other reason, a refund will be issued unless the event can be rescheduled to a date acceptable to the County and the organization.
- Game schedules/grids must be submitted to YCPR at least seven days prior to the scheduled activity.
- In inclement weather or unsafe field conditions, YCPR will contact the person listed on the rental agreement and inform them the site will be unavailable. Any group found using the fields after the fields have been closed will be banned from using that site for no less than one calendar year.

## CONDITIONS OF USE

**I, as a duly elected officer or duly appointed committee of the said organization, hereinafter “sponsor,” certify that our organization agrees with the following conditions of use:**

1. The sponsor agrees to assume all risks and liabilities in connection with the use of the facilities requested and hereby releases and absolves, and agrees to guarantee, hold harmless, and indemnify the County of York, its officers, employees, and agents, from and against all liability for claims or judgments arising out of the use of the requested facility by the sponsor, or arising from the actions of the sponsor, or its agents, employees, members, or invitees.
2. The sponsor understands that the County does not provide medical insurance or hospitalization for participants. If such insurance is desired, it is the responsibility of said organization and/or participant.
3. All applicable rules and regulations and County ordinances will be adhered to.
4. The sponsor agrees to pay for all damages to public property and any other charges that may be incurred as a direct result of this facility’s use.
5. All litter must be deposited in receptacles at the site. If the litter is in excess of the receptacles’ capacity, it shall be carried off-site.
6. Alcohol, smoking, vaping, and use of tobacco products are prohibited.
7. Motorized vehicles shall not be driven on any area except the paved roadways or parking areas.
8. Roller skates and roller blades are prohibited on the sidewalks and concourse areas adjacent to the concession stands. Skateboards and motorized scooters are prohibited throughout the park; however, this restriction shall not apply to those with disabilities requiring the use of motorized scooters.
9. Golfing or using model airplanes (radio or wire-controlled), kites, rockets, and other airborne equipment are prohibited.
10. At no time are bicycles allowed on the walking trails, sidewalks, and concourse areas adjacent to the concession stands. When not in use, bicycles shall be parked in a bicycle rack.
11. Dogs and other domesticated animals are prohibited. This does not apply to guide dogs for people with disabilities.
12. The Division shall approve the use of amplified sound equipment.
13. Advertising or posting of signs, placards, or inscriptions can only occur with approval by the Division of Parks and Recreation.
14. Open flames are prohibited. Portable barbecues, hibachis, gas grills, etc., are only allowed for licensed concessionaires authorized by the Division of Parks and Recreation.
15. Vending or peddling activities can only occur with approval by the Division of Parks and Recreation.
16. Charging admission or gate fees for activities are prohibited.
17. In most cases, requests for facility use by non-school or non-county organizations will only be approved once school and county athletic field schedules are set, including York County Little League.
18. The sponsor is responsible for supplying the necessary equipment for said activity.

**FAILURE TO ABIDE BY THE ABOVE CONDITIONS MAY RESULT IN  
REVOCATION OF THIS PERMIT AND DENIAL OF FUTURE REQUESTS.**