



PARKS AND RECREATION ADVISORY BOARD

CALLED MEETING AGENDA

Monday, August 10, 2026

CitySpace

100 Fifth St NE, Charlottesville

I. Call to Order

I-1 Roll Call

I-2 Agenda Approval

Board review and approval of the meeting agenda.

I-3 Meeting Minutes Approval

Approval of minutes from the previous regular and/or special meetings.

II. Public Comment (First Opportunity)

Opportunity for public input on parks and recreation matters (3-minute limit; an additional opportunity to speak will come at the end of the meeting).

III. Board Response to Public Comment

Opportunity for Board members to respond to or clarify issues raised during public comment.

IV. Announcements

Brief updates on department activities, upcoming events, and other parks & recreation matters.

V. Action Items

Items requiring formal Board action and a vote.

VI. Information Items

Items for Board discussion and information sharing; no vote required.

VI-1 Allocation Policy Presentation

Presentation and discussion of the department's proposed allocation policy for reserving tennis/pickleball courts, fields, pools, and basketball courts.

VI-2 Public Comment (Allocation Policy)

Opportunity for public input on draft allocation policy (3-minute limit)

VII. Chairperson's Matters

Items introduced by the Chairperson.

VIII. Board Matters

Opportunity for individual Board members to raise items of interest.

IX. Director's Report

Departmental updates from the Parks & Recreation Director.

X. Public Comment (Second Opportunity)

Final opportunity for public input (3-minute limit; speakers may address Board in both periods).

XI. Board Response to Public Comment

Opportunity for Board members to respond to or clarify issues raised during public comment.

XII. Adjournment

Formal close of the meeting.

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PARKS AND RECREATION ADVISORY BOARD

MINUTES of the CALLED MEETING Thursday, June 24, 2026, 5:00 p.m. CitySpace 100 Fifth St NE, Charlottesville

I. CALL TO ORDER – Mark Dennison

I-1 ROLL CALL

- (1) Board Members Present
 - (a) Mark Dennison, Chair
 - (b) Tina LaRoche, Vice Chair
 - (i) arrived after Roll call
 - (c) Campbell Buie-Moltz
 - (d) Amanda Burns
 - (e) Patrick Healy
 - (f) Betsy Roettger
 - (g) Paul Shockley
 - (h) Jennie Taylor
- (2) Board Members Absent
 - (a) Adam Courville
 - (b) Marina di Michele
- (3) Staff Present
 - (a) Riaan Anthony, Director
 - (b) Kelly Ledbetter, Deputy Director
 - (c) Katie Lockhart, Deputy Director
 - (d) Annie Sechrist, Recreation Programming Division Manager
 - (e) Lori Lawson, Administrative Assistant

I-2 AGENDA APPROVAL – Mark Dennison

- (1) Motion to amend the Agenda to add the topic of volunteer roles with City pools as an information item
 - (a) Motion: Burns
 - (b) Second: Buie-Moltz
 - (c) Vote – 7 in favor, 0 opposed, 0 abstained
 - (d) Motion passed
- (2) Motion to approve Agenda as amended
 - (a) Motion: Dennison
 - (b) Second: Burns
 - (c) Vote: 7 in favor, 0 opposed, 0 abstained

(d) Motion passed

I-3 MINUTES APPROVAL – Mark Dennison

(1) Motion to approve minutes from the May 11, 2026, Called Meeting

- (a) Motion: Burns
- (b) Second: Healy
- (c) Vote: 7 in favor, 0 opposed, 0 abstained
- (d) Motion passed

II. PUBLIC COMMENT (FIRST OPPORTUNITY)

Prior to Public Comment, Mr. Anthony clarified a misprint in the May meeting presentation regarding fee and hour changes. A reporter mistakenly believed the department planned to close Smith Aquatic Center on weekends. Mr. Anthony stated that Smith will remain open on weekends, and staff are proposing extended Friday hours.

No Public Comment.

III. BOARD RESPONSE TO PUBLIC COMMENT

No Response.

IV. ANNOUNCEMENTS – Riaan Anthony

Deputy Director Lockhart shared several updates:

- Rubber surfacing has been placed at Greenleaf Park
- New playground for ages 5-12 is open at Meade Park
- New storage building for staff at Washington Park
- New swim team canopy installed at Washington Pool
- Shade structures installed at Tonsler Park
- Riverview Restrooms project delayed – target completion July 10
- Downtown Mall crossings scheduled to be completed on June 30
- Procurement issue ongoing regarding shade structures at Jenkins Park

Mr. Dennison asked if the Downtown Mall vehicular crossings will reopen once the brick work is completed. Ms. Lockhart stated the City Manager's Office plans to keep the crossings closed through the July 4 holiday weekend, reopening afterward.

Ms. Sechrist, Recreation Programming Division Manager, highlighted upcoming events:

- LEGO event on August 29–30. A July contest invites participants to build a real or imaginary Downtown Mall structure; entries will be displayed in storefront windows.
- Sounds of Summer on July 11 at Tonsler Park will include a go-go band and food

Mr. Anthony noted collaborations with other departments to host a July 4 celebration at Tonsler Park, including fireworks and Tonsler League basketball games.

V. ACTION ITEMS – Mark Dennison

V-1 Changes to Fee Structures

Mr. Anthony explained that the proposed changes aim to maintain consistency, fairness, and ensure City residents pay lower fees than non-residents. Ms. Burns asked if any changes had been made since the May meeting; Mr. Anthony confirmed the tables were unchanged. Ms. LaRoche requested that the memo section labeled “Daily Fees” be updated to clarify passes vs. daily entry.

Ms. Burns asked for an update on the Board’s May recommendation to allow City residents ages 4–17 free access to outdoor pools during Summer 2026, pending City Manager approval. Mr. Anthony stated that he provided the recommendation and has followed up but has not yet received a decision. He will follow up again and notify the Board via email. The Board noted the need for outreach and communication if the recommendation is approved.

Ms. Roettger moved to approve the proposed rates with one correction to the pool daily fee as noted by Ms. LaRoche. Ms. Taylor seconded. The motion passed unanimously.

V-2 Changes to Facility Operating Hours and Age Limits

Mr. Anthony recapped proposed changes:

- Smith Aquatic Center: Currently open Monday–Thursday until 8 p.m. and Fridays until 7 p.m. Staff recommend extending Friday hours to 8 p.m.; no changes for Saturday or Sunday.
- Key Recreation Center: Currently open 12 p.m.–11 p.m. on Fridays. Staff recommend closing at 9 p.m. due to low usage after 9 p.m.

The Board asked staff to consider opening Onesty earlier in the day. Mr. Anthony explained that 2026 hours cannot be changed because Onesty is operated by a contractor under a fixed schedule, but he will discuss earlier hours for summer 2027.

Regarding Key Recreation Center, the Board reiterated its preference to keep Friday hours until 11 p.m. with additional structured activities. Deputy Director Ledbetter agreed that structured programming could be added. Mr. Anthony noted that any hour changes would take three to four months to implement.

Mr. Dennison moved to adopt the change to hours for Smith Aquatic while keeping Key Recreation open until 11:00 p.m. on Fridays and committing to filling that time with activities. Ms. Burns seconded. Motion passed unanimously.

Mr. Dennison reminded the Board of staff’s recommendation to change the age at which children may use facilities without parental supervision. Pools currently require supervision for children 8 and under; other facilities require supervision for children 7 and under. Staff recommend requiring supervision for children ages 9 and under at all facilities. Mr. Anthony added that many localities require youth to be at least 13 to use facilities unaccompanied.

The Board agreed to change the policy to age 9 and to monitor outcomes over the next year. They also discussed an appropriate minimum age for guardians; because many babysitters and lifeguards are under 18, the Board felt age 15 is appropriate. Mr. Anthony will consult the City Attorney's Office regarding liability.

Ms. Roettger moved to recommend new age limits that children ages 9 and under must be supervised at all times by someone at least 15 years of age. Mr. Healy seconded the motion. Motion passed unanimously.

VI. INFORMATION ITEMS – Riaan Anthony

VI-1 Volunteer Ages in the Swim Program

Mr. Anthony reported an issue regarding background checks for young teen volunteers in the swim program: a vendor declined to perform a background check on a minor due to court records being sealed for minors. During discussions with the City Attorney's Office, potential liability concerns were raised regarding volunteers under age 18. Staff were asked to temporarily pause the minor volunteer program while determining how to shift it into a registered program.

Mr. Anthony received many emails from parents and emphasized that the intent was not to discontinue minor involvement but to briefly pause while restructuring. Staff developed recommendations for a new Swim Squad program that will allow younger teens to continue assisting.

The Board noted the solution seems straightforward. Deputy Director Ledbetter agreed. Ms. Roettger commented that communication contributed to confusion. Mr. Anthony apologized and committed to improved communication. Ms. Roettger suggested Mr. Anthony attend a coaches' meeting to explain the changes; he agreed.

The Board asked whether this affects volunteers ages 13–14 in other programs. Mr. Anthony said the attorney's conversation focused on aquatics; further discussion will occur. Several Board members emphasized the importance of opportunities for middle schoolers to participate. Mr. Dennison appreciated staff's clarification.

VII. CHAIRPERSON MATTERS – Mark Dennison

VII-1 Garden Plots Subcommittee Update

Mr. Dennison and Ms. Taylor met with staff members Annie Sechrist and Justin McKenzie to discuss how the Board can support staff work on garden plots. There are no actions needed now, but the subcommittee agreed to meet twice yearly with staff. Staff requested assistance with policy updates, research on the garden liaison program, and reviewing liaison applications. Staff noted 11 open plots at Meadow Creek, largely due to limited water access. They are evaluating options to improve access, such as cisterns, while avoiding tapping into City water due to fees. Ms. Taylor noted the Meadow Creek plots are large and resizing them might help. The Board asked if a water tank could be installed and periodically refilled. Mr. Dennison noted discussion of possibly using the English Inn roof to collect water in a rain barrel.

VIII. BOARD MATTERS – Mark Dennison

VIII-1 Book Recommendation

Ms. Taylor recommended *Shade is a Place* by MaKshya Tolbert. The author is a UVA graduate, Charlottesville resident, and former chair of the Charlottesville Tree Commission. Some poems were inspired by Downtown Mall trees.

IX. DIRECTOR'S REPORT – Riaan Anthony

Mr. Anthony thanked the Board for their involvement. Staff will bring a draft allocation policy to the August meeting. He asked for input on how best to share information with the Board and community so the public can see materials before public comment. The Board agreed they prefer discussing proposals at one meeting and voting at the next, and they would like materials posted in Civic Clerk when possible.

Some Board members are not receiving all staff emails. Staff will work with IT to troubleshoot.

Mr. Anthony noted strong attendance at this summer's special events. The department is evaluating whether the Special Events Coordinator role should be full-time and whether a special events support team is needed. Ms. Roettger praised the variety of activities at Play All Day. Ms. Burns noted the dog park event was excellent.

IX-1 Summer Camps & Program Update

Ms. Sechrist reported that due to construction at City elementary schools, camps were held at recreation centers from June 15–July 31. Staff increased field trips (51 total) to keep children active in smaller spaces. Registrations remained steady at 98% full in both 2025 and 2026. Ultimate Adventure Camp operated the final week with daily field trips; all 280 slots filled and reached a waitlist by week two of registration. Camp fees remained unchanged from 2025: \$98 resident / \$160 non-resident. Breakfast and lunch were provided at no cost. Staff supported families needing transportation within City limits.

IX-2 Events in the Parks

Ms. Sechrist updated the Board on special events. The Master Plan indicated community interest in more activities and outdoor events. The Special Events Coordinator, hired October 2025, began overseeing events in January 2026. Partnerships have enabled many new offerings. Upcoming Back 2 School Bash and Splash Sundays will include a resource table connecting parents to after-school care providers. The high-interest LEGO event now requires 4-hour attendance blocks to accommodate demand. The department is partnering with Albemarle County on the Butterfly Festival and will fully manage the Grand Illumination event, expanding it from three hours to an all-day Downtown Mall celebration.

X. PUBLIC COMMENT (SECOND OPPORTUNITY)

Jackie Temkin requested that more information be posted online prior to meetings. She noted the community wants to be involved and recommended sharing upcoming meeting topics on Facebook and Civic Clerk. She suggested staff notify facility user groups that the allocation policy will be discussed at the August meeting.

XI. BOARD RESPONSE TO PUBLIC COMMENT – Mark Dennison

No response.

XII. ADJOURNMENT

Mr. Healy made a motion to adjourn. Ms. Burns seconded. Motion passed unanimously.

Project Overview: July 2026

Project Name	Budget	Funding Source(s)	Current Stage	Project Initiated	Anticipated Completion	Project Status	Status Notes / Updates Since Last Report
Belmont Park Sprayground Resurfacing	\$ 38,327.11	Parks & Recreation Lump Sum (PR-002)	COMPLETE	Summer 2025	May 2026	COMPLETE	project completed
Greenleaf Park Sprayground Resurfacing	\$ 68,660.03	Parks & Recreation Lump Sum (PR-002)	COMPLETE	Summer 2025	May 2026	COMPLETE	project completed
Washington Park Pool Storage	\$ 78,013.12	Parks & Recreation Lump Sum (PR-002)	COMPLETE	Summer 2025	May 2026	COMPLETE	project completed
Meade Park Playground Replacement (5-12)	\$ 224,428.94	Parks & Schools Playground Renovations (P-00330)	COMPLETE	Fall 2025	May 2026	COMPLETE	project completed
Riverview Park Restroom Installation	\$ 509,939.00	Riverview Park Restroom (P-01017)	COMPLETE	Fall 2022	July 2026	COMPLETE	project completed
Downtown Mall Street Crossings	\$ 845,221.00	Downtown Mall Crossings (P-01138)	COMPLETE	Spring 2024	June 2026	COMPLETE	project substantially complete; some granite banding work remains
Washington Park Pool Canopy	\$ 13,420.00	Parks & Recreation Lump Sum (PR-002)	COMPLETE	Fall 2024	June 2026	COMPLETE	project completed
Tonsler Park Shade Structures	\$ 112,184.32	Tonsler Park Master Plan Implementation (P-00777)	COMPLETE	Winter 2025	June 2026	COMPLETE	project completed
Pen Park Septic/Sewer Study	\$ 27,250.00	Parks & Recreation Lump Sum (PR-002)	evaluating options	Fall 2025	August 2026	GREEN	study has concluded; staff are reviewing options internally (with Utilities)
Oakwood Cemetery	\$ 276,080.00	Oakwood Cem Drainage (P-01077)	in progress	Fall 2023	Summer/Fall 2026	YELLOW	dewatering still in progress; should be able to establish a final course of action in late summer
Pollocks Branch Bridge	TBD	Pollock BR Bridge (P-01135)	design	Fall 2017	Fall 2026	YELLOW	project manager will have updates to schedule soon
Washington Park Dugout Covers	\$ 16,000.00	Parks & Recreation Lump Sum (PR-002)	planning	Spring 2024	Fall 2026	GREEN	assigned to project manager to move forward (previously shelved)
Washington Park Restroom Renovation	\$ 500,000.00	PMP: Washington Park Bathroom Renovation (P-01144)	final design	Winter 2025	Spring 2027	GREEN	schematic design has been approved with minor revisions; project should bid in the fall
Tonsler Park Fitness Court™	\$ 164,050.00	NFC State Sponsor Grant; LWCF; Tonsler Park Master Plan Implementation (P-00777)	planning	Summer 2025	Spring/Summer 2027	GREEN	awaiting grant award notice to appropriate funds (Aug/Sep)
Rivanna Restoration at Riverview Park	\$ -		bidding		Spring/Summer 2027	GREEN	bids due 8/14; work to commence 11/2
Lower Meadow Creek Trail	\$ 455,352.00	Trail Lower Meadowcreek (1000042)	pre-bid	Spring 2023	Summer 2027	GREEN	preparing bid documents; aiming for late summer posting
Meadow Creek Valley Trail	\$ 2,011,996.54	VDOT - MDWCREK BRDG (P-00995)	pre-construction	researching	Fall 2027	YELLOW	project manager will have updates to schedule soon
YMCA Link for 250 Bypass trail	\$ 375,800.00	YMCA Trail (1000043)	design	Spring 2025	Fall 2027*	GREEN	site review ~80% complete; *pending available budget
Jenkins Park Shade Structures	\$ 59,747.37	Parks & Recreation Lump Sum (PR-002)	planning	Winter 2025	TBD	YELLOW	installation must be bid separately (equipment only for co-op)
Downtown Mall Tree Management Plan: Phase 1	\$ 906,250.00	Downtown Mall Tree Management Plan (1000054)	decision-making	Summer 2025	TBD	GREEN	Phase 1 fully funded; awaiting project manager assignment
Cedar Hill Park Development	\$ 150,000.00	Capital Improvement Program (pending)	public engagement	Spring 2026	TBD	GREEN	finalizing public input
McIntire Park ADA Bleachers	\$ 35,000.00	Parks & Recreation Lump Sum (PR-002)	ON HOLD	Winter 2026	TBD	GREEN	new project for FY26; investigating path of accessibility

COMPLETE
COMPLETE

completed since last Advisory Board meeting
previously reported to Board



TENNIS/PICKLEBALL COURTS, FIELDS, POOLS & BASKETBALL COURT RESERVATIONS

Proposed Standard Operation Procedure Update 2026

PURPOSE:

To ensure fair and equitable access to tennis/pickleball courts, athletic fields, pools, and basketball courts for community needs.



Section I:
Notes and Updates



Section II:
**Tennis/Pickleball and
Basketball Courts**



Section III:
**Athletic Fields and
Diamonds**



Section IV:
Aquatic Facilities



Section V:
Fees and Procedures

Section I: Notes and Updates



2026 Allocation Policy

Changes of Note



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- **Tennis and Pickleball Courts:** Courts available for reservation are specified in this policy. Courts not listed remain open to the public on a first-come, first-served basis. Courts 3-4 and 7-8 at Pen Park also include pickleball lines. Courts 1-4 at Tonsler Park are lined for Tennis and Pickleball.
- **Basketball Courts:** Courts available for reservation are specified in this policy. Courts not listed remain open to the public on a first-come, first-served basis.
- **Charlottesville City Schools Property:** fields, diamonds, courts, and playgrounds that are owned by City of Charlottesville Schools, but are maintained by the Department of Parks & Recreation. These properties are allocated out by Charlottesville Parks & Recreation after the school day and on weekends through an approval process.
- **Community Groups:** locally-based organizations, clubs, teams, and/or associations made up of residents or stakeholders who participate in support and/or organize athletic activities in the community.
- **Non-profit Groups and Organizations:** an entity that is created and operated for charitable or socially beneficial purposes rather than profit. Charlottesville Parks & Recreation limits non-profit status to organizations with a 501(c)(3) tax designation status for the purpose of this policy.
- **For-profit Groups and Organizations:** an entity, such as a corporation, partnership, or sole proprietorship, structured to generate revenue and maximize income for owners, shareholders, or founders.
- **Private Schools:** a school that is established, conducted, and primarily supported by a non-governmental agency.

Aquatic Facility, Field, Pool and Court Reservations

Priority Order

Facility, Field, Pool, and Court Reservation Priority Order: *

1. City Parks and Recreation Department recreational sports, programs, or events.
2. City of Charlottesville Public Schools.
3. Albemarle County Parks and Recreation Department recreational sports or events.
4. Albemarle County Public Schools.
5. Non-Profit Youth and Adult Recreational Leagues headquartered in the City of Charlottesville (resident).
6. Non-Profit Youth and Adult Recreational Leagues NOT headquartered in the City of Charlottesville (non-resident).
7. Private school youth athletic teams headquartered in the City of Charlottesville (resident).
8. Private school youth athletic teams NOT headquartered in the City of Charlottesville (non-resident).
9. Community Groups. Community groups (in athletics) are locally based organizations, clubs, teams, or associations made up of residents or stakeholders who participate in, support, or organize athletic activities within a community.

For-Profit Entities and Leagues. **

** Organizations engaging in business activities must pay for a business activity license in addition to court reservation fees.

Reservations submitted after the application period are still accepted but will forfeit priority status.

Section II: Court Allocations

Tennis/Pickleball/Basketball



Application Windows

Courts



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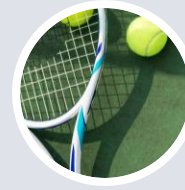
Court and field application periods and seasons are as follows:

- **Fall (September 1 – December 31):**
Apply August 1 – 10.
Allocations issued by August 15.
- **Winter (January 1 – February 28):**
Apply December 1 – 10.
Allocations issued by December 15.
- **Spring (March 1 – May 31):**
Apply February 1 – 10.
Allocations issued by February 15.
- **Summer (June 1 – August 31):**
Apply May 1 – 10.
Allocations issued by May 15.

Court Availability Inventory

Open Courts and Descriptions

Charlottesville Parks & Recreation reserves the right to exceed maximum counts for court reservations for the purpose of internal programming and events. This reservation will not exceed six courts at Pen Park and three courts at Tonsler Park.



Pen Park (Tennis):

Four (4) reservable courts [courts numbered five through eight].

Courts three, four, five and six are lined for pickleball and tennis.



Tonsler Park (Tennis):

Two (2) reservable courts [courts numbered three and four].

Courts one, two, three, and four are lined for pickleball and tennis.



Tonsler Park (Basketball):

Two (2) reservable courts.

Court Reservations

Rental Space Available

Charlottesville Parks & Recreation reserves the right to exceed maximum counts for court and pool lane reservations for the purpose of internal programing and events.

Pen Park Tennis Courts: *Only courts three through eight are available for rentals:*

- Spring: Four courts open for rentals: two (2) lined tennis only and two (2) lined for pickleball/tennis.
- Summer: Four courts open for rentals: two (2) lined tennis only and two (2) lined for pickleball/tennis.
- Fall: Two courts open for rental: two (2) lined for pickleball/tennis.
- Winter: Two courts open for rental: two (2) lined for pickleball/tennis.

Tonsler Park Tennis Courts: *Only courts #2, #3, #4 are available for rentals.*

- Spring: Two courts open for rentals: Two (2) lined for pickleball/tennis.
- Summer: Two courts open for rentals: Two (2) lined for pickleball/tennis.
- Fall: Two courts open for rentals: Two (2) lined for pickleball/tennis.
- Winter: Two courts open for rentals: Two (2) lined for pickleball/tennis.

Tonsler Park Basketball Courts

Two courts can be rented.

For All Reservable Parks & Recreation Courts

Reservations are limited to a maximum duration of four (4) hours per day, per court, per entity.

Section III: Field Allocations

Athletic Fields and Diamonds



Athletic Fields Inventory

Athletic Fields and Descriptions

The following park locations are available for athletic field reservations. Charlottesville Parks & Recreation owned properties (in green) and Charlottesville City Schools owned (in blue).

Location of Field:	Type of Field:	Typical Use:	Lined	P&R Main.
McIntire Park	Two large diamonds	softball	Yes	Yes
	Upper lot small diamond	little league	Yes	Yes
	Lower lot large diamond	little league	Yes	No
Azalea Park	One large diamond	softball	Yes	Yes
	One rectangular field	flag football	Dependent	Yes
Pen Park	Upper lot diamond	little league	Yes	No
	Lower lot diamond	little league	Yes	No
	One lower lot rectangular field	flag football	No	Yes
Tonsler Park	One large diamond	kickball	No	Yes
	One rectangular field	flag football	Dependent	Yes
Quarry Park	Three diamonds	little league	Yes	Yes/ One Public Field
Washington Park	One diamond	softball	Yes	Yes
	One lower lot rectangular field	flag football	No	Yes
Rives Park	One rectangular field	multi-use	No	Yes
Sunrise Elementary School	One diamond	little league	Yes	No
	One rectangular field	soccer	No	Yes
Greenbrier Elementary School	One diamond	little league	No	Yes
	One rectangular field	soccer	No	Yes
Jackson-Via Elementary School	One rectangular field	soccer	No	Yes
Tall Oaks Elementary School	One rectangular field	soccer	No	Yes
Summit Elementary School	One rectangular field	soccer	No	Yes
Trailblazer Elementary School	One diamond	little league	Yes	Yes
	One rectangular field	soccer	No	Yes
Walker Upper Elementary	One rectangular field	Offline	Offline	Yes

Application Windows

Fields and Diamonds



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Court and field application periods and seasons are as follows:

- **Fall (September 1 – December 31):**
Apply August 1 – 10.
Allocations issued by August 15.
- **Winter (January 1 – February 28):**
Apply December 1 – 10.
Allocations issued by December 15.
- **Spring (March 1 – May 31):**
Apply February 1 – 10.
Allocations issued by February 15.
- **Summer (June 1 – August 31):**
Apply May 1 – 10.
Allocations issued by May 15.

Section IV: Aquatic Facility Allocations Pools



Aquatic Facility, Field, Pool and Court Reservations

Rental Space Available

Charlottesville Parks & Recreation reserves the right to exceed maximum counts for court and pool lane reservations for the purpose of internal programing and events.

Crow Recreational Facility:

All pools can be rented.

Smith Aquatic Recreational Facility:

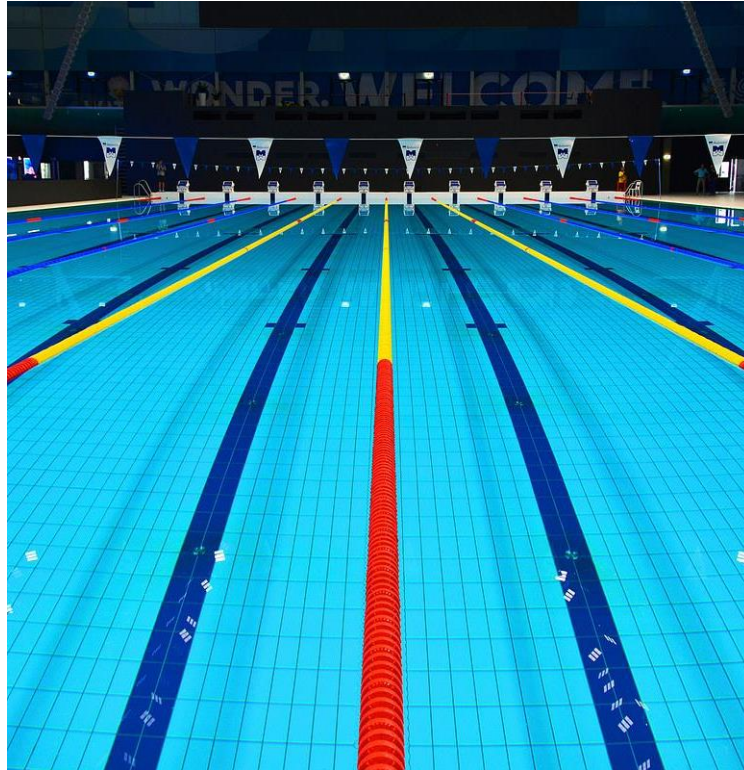
All but two lanes (total of four lanes) can be rented.

Additional Spaces At Recreational Facilities:

Additional spaces are available to rent at Charlottesville Parks and Recreation facilities including multipurpose rooms, wet classrooms, and birthday party space. These rentals are managed through each center and do not follow the allocation windows, rates, or policies outlined here.

Application Windows

Aquatic Facilities



Crow pool application periods and seasons are as follows: (only available 4pm-8pm Monday-Friday)

- **Fall Session (October 1 – March 31):**
Apply August 1 – August 31.
Allocations issued by September 15
- **Spring Session (April 1 – September 20):**
Apply January 1 – January 30.
Allocations issued by February 15

Smith pool application periods and seasons are as follows: (available Monday-Friday)

- **Fall Session (October 1 – March 31):**
Apply August 1 – August 31. Allocations issued by September 15
- **Spring Session (April 1 – September 30):**
Apply January 1 – January 30. Allocations issued by February 15.
- **Hours:** Saturdays no rental hours. Sunday is available on a case-by-case basis.

Section V: Aquatic Facility, Field, Pool and Court Reservations Fees and Procedures



Reservation Fees



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Payment for courts:

- **Resident Rate:** \$5 per hour/per court
- **Non-Resident Rate:** \$10 per hour/per court
- ****Residency:** determined by home address for individuals and physical business location for organizations.

Payment for pools:

- **Crow Resident Rate:** \$23 per hour with lifeguard/ \$30 without lifeguard per lane. **Change: \$30/\$35**
- **Crow Non-Resident Rate:** \$30 per hour with lifeguard/ \$39 without lifeguard per lane. **Change: \$35/\$40**
- **Smith Resident Rate:** \$23 per hour, per lane (must use city guards) **Change: \$30**
- **Smith Non-Resident Rate:** \$30 per hour, per lane (must use city guards) **Change: \$35**
- **Smith Catch Pool:** \$30 per hour (must use city guards) **Change: \$35**
- ****Residency:** determined by home address for individuals and business physical location for organizations.

Payment for Athletic Fields:

Diamonds:

- **Resident Rate:** \$25 per game or hour/per field
- **Non-Resident Rate:** \$35 per game or hour/per field
- **Lights:** \$10 per game

Rectangle Fields:

- Resident Rate: \$10 per game or hour/per field
- Non-Resident Rate: \$15 per game or hour/per field

Cancellation Procedures:

- Full refunds are only provided upon request for cancellations due to inclement weather if courts are deemed unplayable.
- Charlottesville Parks and Recreation reserve the right to cancel reservations at any time.

Reservation Procedures



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- Groups or individuals seeking athletic field reservations shall submit an Athletic Field and Court Request Form. The Request Form is included in Appendix
- Groups or individuals seeking pool rentals shall submit a Pool Rental Request Form. The Request Form is included in Appendix 1.
***Applicable Fees May Be Charged
- Requests received after the defined application period shall be ineligible for initial allocation. Such requests shall be considered in the order or receipt and allocations of athletic field space are not guaranteed.
- All fees associated with allocations and reservations shall be found on the Parks and Recreation Fee Schedule.
- Upon approval of an allocation, groups/individuals shall receive a use agreement form (Appendix _____) and any applicable invoices upon approval of an allocation.
- For profit entities are required to obtain a Business Activity License. The Business Activities License Policy and procedures are included as Appendix 3.
- Groups that wish to use non-athletic field open space in a park for an activity involving over 50 people shall be required to submit a Special Event Application through Parks and Recreation. Additionally, such groups may be required to obtain a Business Activities License where applicable.

Business Activities License (BAL) Procedures



No person shall sell or make an offer to sell goods or services within a park or recreational facility owned by the City of Charlottesville (hereinafter "park or recreational facility") without first obtaining a business activities registration form from the Parks and Recreation Department, paying all required rental and reservation fees, any applicable permit fees, and/or entering into a facilities use agreement where applicable.

This includes, but is not, group instructional services, group coaching and/or group training activities.

Registration for the BAL must be approved by the Director of Parks and Recreation Department, or his designee, before they are able to conduct business activities on Park land or within a recreational facility owned by the City of Charlottesville.

Cancellation Procedures



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In the event that a field, court, and/or pool allocation is made and a cancellation is made less than forty-eight (48) hours before the allocation is to begin, the applicant will not receive a refund. In the event of inclement weather and a cancellation is made less than 48 hours before the field reservation is to begin, the applicant will receive a credit. No credit will be given for cancellations following the beginning of the allocation time period.

Thank you!
Questions?



POLICY – TENNIS/PICKLEBALL COURTS, FIELDS, POOLS & BASKETBALL COURT RESERVATIONS
Effective Date: XX

PURPOSE: To ensure fair and equitable access to tennis/pickleball courts, athletic fields, pools, and basketball courts for community needs.

POLICY STATEMENT: It is the policy of the Charlottesville Parks and Recreation Department that tennis and basketball court reservations and associated fees shall be approved by the Parks and Recreation Director or their designee. Court reservations and fees shall be determined by the procedures identified herein, ensuring accessibility and prioritization of use.

DEFINITIONS

1. **Reservation Priority Sequence:** The order of priority for groups and individuals to reserve courts based on the purpose of use and community benefit.
2. **Application Period:** The timeframe during which groups or individuals can submit applications for court reservations. Requests submitted after this period will not receive priority consideration.
3. **Business Activities:** Defined as continuous, regular activities intended for profit, such as group coaching or instructional services. Individuals engaging in these activities must adhere to the Business Activities License Policy (Appendix 3) and pay all required fees.
4. **Pools:** Charlottesville operates four pools: two (2) indoor pools and two (2) outdoor pools. Smith Aquatic Center and Crow Recreation Center each operate one indoor pool which is open year-round. Washington Park Pool and Onesty Family Aquatic Center are outdoor pools which are open seasonally.
5. **Reservation Window:** all reservations are restricted to a 48 hour window. In that no reservations will be accepted after the 48 hours window in any season. Open courts and fields will become first come/first serve at that point.
6. **Parks & Recreation Owned Property:** parks that are owned by the City of Charlottesville that fall under the purview of the Department of Parks & Recreation.
7. **Charlottesville City Schools Property:** fields, diamonds, courts, and playgrounds that are owned by City of Charlottesville Schools, but are maintained by the Department of Parks & Recreation. These properties are allocated out by Charlottesville Parks & Recreation after the school day and on weekends through an approval process.
8. **Community Groups:** locally-based organizations, clubs, teams, and/or associations made up of residents or stakeholders who participate in support and/or organize athletic activities in the community.

9. **Non-profit Groups and Organizations:** an entity that is created and operated for charitable or socially beneficial purposes rather than profit. Charlottesville Parks & Recreation limits non-profit status to organizations with a 501(c)(3) tax designation status for the purpose of this policy.
10. **For-profit Groups and Organizations:** an entity, such as a corporation, partnership, or sole proprietorship, structured to generate revenue and maximize income for owners, shareholders, or founders.
11. **Private Schools:** a school that is established, conducted, and primarily supported by a non-governmental agency.

COURT AVAILABILITY AND RESERVATION PROCESS

1. Reservation Limits:

- A maximum of four (4) courts may be reserved at any given time at Pen Park.
- A maximum of two (2) courts may be reserved at any given time at Tonsler Park.
- Reservations are limited to a maximum duration of four (4) hours per day, per court, per entity.
- Charlottesville Parks & Recreation reserves the right to exceed maximum counts for court reservations for the purpose of internal programming and events. This reservation will not exceed six courts at Pen Park and three courts at Tonsler Park.

2. Court Availability:

- **Pen Park (Tennis):** Four (4) reservable courts (excluding courts one and two- which will always remain first-come/first serve).
 - Courts three, four, five and six are lined for pickleball and tennis.
- **Tonsler Park (Tennis):** Two (2) reservable courts (excluding courts one and two – which will always remain first-come/first serve).
 - Courts one, two, three, and four are lined for pickleball and tennis
 - After renovations in 2025, there will be two pickleball courts per tennis court.
- **Tonsler Park (Basketball):** Two (2) reservable courts
- Charlottesville Parks & Recreation reserves the right to exceed maximum counts for court reservations for the purpose of internal programming and events. This reservation will not exceed six courts at Pen Park and three courts at Tonsler Park.

Court Single Day Reservations

Applications must be submitted to the Athletics Program Manager via email at athletics@charlottesville.gov or by calling 434-970-3271.

APPLICATION WINDOWS AND ALLOCATION PERIOD:

Court and Field application periods and seasons are as follows:

- **Fall (September 1 – December 31):** Apply August 1 – 10. Allocations issued by August 15.
- **Winter (January 1 – February 28):** Apply December 1 – 10. Allocations issued by December 15.
- **Spring (March 1 – May 31):** Apply February 1 – 10. Allocations issued by February 15.
- **Summer (June 1 – August 31):** Apply May 1 – 10. Allocations issued by May 15.

Crow pool application periods and seasons are as follows: (only available 4pm-8pm Monday-Friday)

- **Fall Session (October 1 – March 31):** Apply August 1 – August 31. Allocations issued by September 15
- **Spring Session (April 1 – September 20):** Apply January 1 – January 30. Allocations issued by February 15

Smith pool application periods and seasons are as follows: (available Monday-Friday)

- **Fall Session (October 1 – March 31):** Apply August 1 – August 31. Allocations issued by September 15
- **Spring Session (April 1 – September 30):** Apply January 1 – January 30. Allocations issued by February 15.
- **Hours:** Saturdays no rental hours. Sunday is available on a case-by-case basis.

PAYMENTS

Payment for courts:

- **Resident Rate:** \$5 per hour/per court
- **Non-Resident Rate:** \$10 per hour/per court
****Residency:** determined by home address for individuals and physical business location for organizations.

Payment for pools:

- **Crow Resident Rate:** \$23 per hour with lifeguard/ \$30 without lifeguard per lane.
- **Crow Non-Resident Rate:** \$30 per hour with lifeguard/ \$39 without lifeguard per lane.

- **Smith Resident Rate:** \$23 per hour, per lane (must use city guards)
- **Smith Non-Resident Rate:** \$30 per hour, per lane (must use city guards)
- **Smith Catch Pool:** \$30 per hour (must use city guards)
 ****Residency:** determined by home address for individuals and business physical location for organizations.

Payment for Athletic Fields:

- **Diamonds:**
 - **Resident Rate:** \$25 per game or hour/per field
 - **Non-Resident Rate:** \$35 per game or hour/per field
 - **Lights:** \$10 per game
- **Rectangle Fields:**
 - Resident Rate: \$10 per game or hour/per field
 - Non-Resident Rate: \$15 per game or hour/per field

CANCELLATION PROCEDURES

1. Full refunds are only provided upon request for cancellations due to inclement weather if courts are deemed unplayable.
2. Charlottesville Parks and Recreation reserve the right to cancel reservations at any time.

Facility, Field, Pool, and Court Reservation Priority Order: *

1. City Parks and Recreation Department recreational sports, programs, or events.
2. City of Charlottesville Public Schools.
3. Albemarle County Parks and Recreation Department recreational sports or events.
4. Albemarle County Public Schools.
5. Non-Profit Youth and Adult Recreational Leagues headquartered in the City of Charlottesville (resident).
6. Non-Profit Youth and Adult Recreational Leagues NOT headquartered in the City of Charlottesville (non- resident).
7. Private school youth athletic teams headquartered in the City of Charlottesville (resident).
8. Private school youth athletic teams NOT headquartered in the City of Charlottesville (non-resident).
9. Community Groups. Community groups (in athletics) are locally based organizations, clubs, teams, or associations made up of residents or stakeholders who participate in, support, or organize athletic activities within a community.
10. For-Profit Entities and Leagues. **

**Organizations engaging in business activities must pay for a business activity license in addition to court reservation fees.

*Reservations submitted after the application period are still accepted but will forfeit priority status.

How to reserve a single day court online:

1. Registration Process: Customers will make a reservation request online: [Current Link](#)
2. Peak Response Times (Monday – Friday, weekly):
 - 9:30A – 11:30AM
 - 2:30PM – 4:30PM
3. Response timelines: Within 24-48 business hours of original request
4. Super Grid: Once reservations are received, reviewed, and approved, the Athletics Manager or other Parks and Recreation staff, will process payment through the permit system which then automatically books on the Super-grid.

RENTAL SPACE AVAILABLE:

- 1) **Crow Recreational Facility:** All pools can be rented.
- 2) **Smith Aquatic Recreational Facility:** All but two lanes (total of four lanes) can be rented.
- 3) **Pen Park Tennis Courts: *Only courts three through eight are available for rentals.***
 - Spring: Four courts open for rentals: two (2) lined tennis only and two (2) lined for pickleball/tennis.
 - Summer: Four courts open for rentals: two (2) lined tennis only and two (2) lined for pickleball/tennis.
 - Fall: Two courts open for rental: two (2) lined for pickleball/tennis.
 - Winter: Two courts open for rental: two (2) lined for pickleball/tennis.
- 4) **Tonsler Park Tennis Courts: *Only courts three and four are available for rentals.***
 - Spring: Two courts open for rentals: Two (2) lined for pickleball/tennis.
 - Summer: Two courts open for rentals: Two (2) lined for pickleball/tennis.
 - Fall: Two courts open for rentals: Two (2) lined for pickleball/tennis.
 - Winter: Two courts open for rentals: Two (2) lined for pickleball/tennis.
- 5) **Tonsler Park Basketball Courts:** Two courts are available for rentals
- 6) Charlottesville Parks & Recreation reserves the right to exceed maximum counts for court and pool lane reservations for the purpose of internal programming and events.

GENERAL RULES COURT, POOLS, AND FIELDS:

- At the end of a playing period, players must promptly relinquish the court to the next group of players.
- Children must not be allowed to be on courts unattended.
- Private instruction or organized club/league play through an agency, organization, business, third person, etc. is not allowed unless a Business Activities License and/or Fee Approval Waiver has been provided by the Charlottesville Parks & Recreation Department.
- All players are expected and required to always wear proper attire. Players may wear tennis shoes or gym shoes. Sandals are not allowed.
- No bicycles, tricycles, skateboards, roller blades, skates, scooters, baby carriages, baby strollers, or pets are allowed on the courts. Motorized activity vehicles are allowed on the perimeter of rental space, but not inside. Service animals are allowed.
- No glass containers are allowed.
- The courts, pools, and/or fields may be closed at any time due to safety reasons, necessary repairs, or maintenance.
- Alcoholic beverages are prohibited.
- No firearms are allowed on City of Charlottesville property including parks per Section 33-10 of the Charlottesville Code of Ordinances.
- Court activities are limited to their designed purpose. Basketball activities on the basketball court and pickleball & tennis activities on the tennis courts.
- To assist in maintaining the cleanliness of the courts, players are expected to remove debris after completing play. Trash cans are located outside the courts for this purpose.
- No chairs are allowed inside the court area.
- Cars must be parked in marked parking spaces.
- Please report any maintenance issues immediately to the Parks & Recreation office (434-970-3271).

Athletic Fields:

The following park locations are available for athletic field reservations. Charlottesville Parks & Recreation owned properties (in green) and Charlottesville City Schools owned (in blue).

Location of Field:	Type of Field:	Typical Use:	Lined	P&R Main.
McIntire Park	Two large diamonds	softball	Yes	Yes
	Upper lot small diamond	little league	Yes	Yes
	Lower lot large diamond	little league	Yes	No
Azalea Park	One large diamond	softball	Yes	Yes
	One rectangular field	flag football	Dependent	Yes
Pen Park	Upper lot diamond	little league	Yes	No
	Lower lot diamond	little league	Yes	No
	One lower lot rectangular field	flag football	No	Yes
Tonsler Park	One large diamond	kickball	No	Yes
	One rectangular field	flag football	Dependent	Yes
Quarry Park	Three diamonds	little league	Yes	Yes/ One Public Field
Washington Park	One diamond	softball	Yes	Yes
	One lower lot rectangular field	flag football	No	Yes
Rives Park	One rectangular field	multi-use	No	Yes
Sunrise Elementary School	One diamond	little league	Yes	No
	One rectangular field	soccer	No	Yes
Greenbrier Elementary School	One diamond	little league	No	Yes
	One rectangular field	soccer	No	Yes
Jackson-Via Elementary School	One rectangular field	soccer	No	Yes
Tall Oaks Elementary School	One rectangular field	soccer	No	Yes
Summit Elementary School	One rectangular field	soccer	No	Yes
Trailblazer Elementary School	One diamond	little league	Yes	Yes
	One rectangular field	soccer	No	Yes
Walker Upper Elementary	One rectangular field	Offline	Offline	Yes

PROCEDURES

1. Groups or individuals seeking athletic field reservations shall submit an Athletic Field and Court Request Form. The Request Form is included in Appendix 1.
2. Groups or individuals seeking pool rentals shall submit a Pool Rental Request Form. The Request Form is included in Appendix 1.

***Applicable Fees May Be Charged

3. Requests received after the defined application period shall be ineligible for initial allocation. Such requests shall be considered in the order of receipt and allocations of athletic field space are not guaranteed.
4. All fees associated with allocations and reservations shall be found on the Parks and Recreation Fee Schedule.
5. Upon approval of an allocation, groups/individuals shall receive a use agreement form (Appendix ____) and any applicable invoices upon approval of an allocation.
6. For profit entities are required to obtain a Business Activity License. The Business Activities License Policy and procedures are included as Appendix 3.
7. Groups that wish to use non-athletic field open space in a park for an activity involving over 50 people shall be required to submit a Special Event Application through Parks and Recreation. Additionally, such groups may be required to obtain a Business Activities License where applicable.

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Signature

Date

Director, Parks and Recreation
Policy Established: XX