



PARKS AND RECREATION ADVISORY BOARD

CALLED MEETING AGENDA
Monday, September 14, 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. Information Items

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

V-1 Charlottesville Parks Foundation

Jeffrey Fracher, Chair of the Foundation, providing an update on the Foundation.

VI. Action Items

Items requiring formal Board action and a vote.

VI-1 Allocation Policy Presentation

Staff presentation of revisions made to the draft allocation policy based on feedback from the Board and community members.

VI-2 Public Comment (Allocation Policy)

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

VI-3 Vote on Allocation Policy

Board review and vote on the department's proposed allocation policy for reserving tennis/pickleball courts, fields, pools, and basketball courts.

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.

Individuals with disabilities who require assistance or special arrangements to participate in the public meeting may call (434) 987-1267 or submit a request via email to ada@charlottesville.gov. The City of Charlottesville requests that you provide 48 hours' notice so that proper arrangements may be made.



PARKS AND RECREATION ADVISORY BOARD

MINUTES of the CALLED MEETING Monday, August 10, 2026, 5:00 p.m. CitySpace 100 Fifth St NE, Charlottesville

I. CALL TO ORDER – Tina LaRoche

I-1 ROLL CALL

- (1) Board Members Present
 - (a) Tina LaRoche, Vice Chair
 - (b) Amanda Burns
 - (c) Adam Courville
 - (d) Patrick Healy
 - (e) Jennie Taylor
 - (f) Mark Dennison, Chair
 - (i) Arrived at the end of Roll Call
 - (ii) Quorum established
- (2) Board Members Absent
 - (a) Campbell Buie-Moltz
 - (b) Marina di Michele
 - (c) Betsy Roettger
 - (d) Paul Shockley
- (3) Staff Present
 - (a) Riaan Anthony, Director
 - (b) Kelly Ledbetter, Deputy Director
 - (c) Annie Sechrist, Recreation Programming Division Manager
 - (d) Lori Lawson, Administrative Assistant
 - (e) Katie Lockhart, Deputy Director
 - (i) Arrived during Response to Public Comments (First Opportunity)

I-2 AGENDA APPROVAL – Mark Dennison

- (1) Motion to approve
 - (a) Motion: Burns; Second: LaRoche
 - (b) Vote – 6 in favor, 0 opposed, 0 abstained
 - (c) Motion passed

I-3 MINUTES APPROVAL – Mark Dennison

- (1) Motion to approve minutes from June 24, 2026, Called Meeting
 - (a) Motion: Taylor; Second: Healy
 - (b) Vote: 5 in favor, 0 opposed, 1 abstained (Courville)
 - (c) Motion passed

II. PUBLIC COMMENT (FIRST OPPORTUNITY)

Jackie Temkin shared ideas about school ID cards as identification for youth using Parks & Recreation amenities and facilities. She requested that the link on the Department Website that allows people to make donations be featured more prominently. She praised the recent Splash & Bash event.

III. BOARD RESPONSE TO PUBLIC COMMENT – Mark Dennison

Ms. Burns requested that the Donation link be emailed to the Board. She led a discussion on student IDs and privacy policies. Deputy Director Lockhart arrived.

IV. ANNOUNCEMENTS – Mark Dennison

Deputy Director Ledbetter shared the following:

- Upcoming events: Cville Bricks LEGO Event at end of August, Halloween Downtown Monster Mash at the Pavilion on October 24, and Grand Illumination December 5 Downtown.
- Outdoor pools will only be open on the weekends from now through Labor Day

Deputy Director Lockhart shared the following:

- Riverview Restrooms - open and operational. Will be changing them to unisex bathrooms once the signage and locks are ready
- Downtown Mall Crossings - substantially complete with just a bit of granite work remains.
- Riverview Restoration Project – bid deadline was pushed back because there were so many questions from bidders.
- Washington Park Restrooms – Work should start in Winter with target opening date in Spring 2027.

The Board asked for clarification of the Department's role in encampment cleanup efforts and whether additional staff or funding had been allotted for it.

Response: Staff have been working for the past year to clean and maintain the area including arranging for the dumpster, port-a-potties, and handwashing stations, and pulling trash twice a day. Outside contractor will do a big final cleanup and then staff will work to restore damaged plantings. Staff was given additional funds to hire contractors to assist. Department is responsible for ongoing maintenance and landscaping at the Holiday Drive shelter site. Mr. Anthony is part of an internal group handling the transition plan that is being implemented September 1 to vacate 0 East High and Free Bridge.

Director Riaan Anthony shared the following:

- Butterfly Festival is September 27 at Darden Towe Park

- Seasonal update video that highlights upcoming events and projects posted on Facebook. Requested that Board help promote these.
- Staff heard the Board's request that City residents have access to program registration prior to non-residents. This will be instituted for Winter Session Programming. Registration for residents will open one day prior to the general registration period.
- Smith Annual Maintenance Project – reopening was delayed two days due to a mechanical issue that happened.

V. ACTION ITEMS – Mark Dennison

No Action Items.

VI. INFORMATION ITEMS – Mark Dennison

VI-1 Allocation Policy Presentation – Annie Sechrist

Historically field and court allocations lacked consistency and framework which led to inconsistencies in staff implementation. Started reviewing during Master Planning Process which highlighted need for more systematic approach. Reviewed usage data, looked at reservation data, got feedback from public, took info from Master Planning Process feedback. Staff feel like proposed policy promotes more equitable access.

The presentation included user group definitions, priority order, reservation windows, athletic field inventory, fee structures, signage, partnerships, and impacts to organizations. The Board discussed how priorities would be assigned to groups who fall into the same category. Questions were asked about availability of school fields to outside groups and information about how many courts and fields of each type are currently reservable vs. walk-on use. The Board also discussed operational impacts, processing cancellation fees, enforcement of reservations, partnerships, signage, and advertising.

Ms. Sechrist noted that the proposed rental fees were approved by the Board and are awaiting final approval from the City Manager. Goal is for field and courts to remain affordable and accessible to the community.

VI-2 Public Comment on Allocation Policy

Alexandra DeGuzman – Apex Performance Center: suggested outfitting other tennis courts like the one at Tonsler which has pickleball nets that can be rolled out. Wondered if outside organizations could sponsor tennis courts the way that Little League gets organizations to sponsor ball fields.

Chris Carr – COO of Brooks Family YMCA: asked City to advocate for the field at the Early Learning Center (formerly Walker Elementary) be reopened for use by other organizations. Suggested converting diamond fields to rectangle fields to allow a variety of uses. Asked for clarity on what it means to be a Partner Organization and to be designated as one. Asked for a specific policy since lots of groups all fall into the same priority category and there will need to be a system for allocating within that category.

Matt Wilson – SOCA: SOCA has been around since 1982 and has run their recreational soccer program for 45 years. Requested that City recognize the long-term relationship and take that into account during the allocation process. Asked if it would be possible for long-term groups to be assured they will receive allocation each year so there is incentive for the organization to invest in the upkeep and improvement of the fields. Noted that there are no standard sized soccer fields in the City's portfolio, and that the fields that are available aren't highly maintained as sports surfaces.

Jackie Temkin – Girls Rule the Court: thinks overall proposal is great and irons out a lot of issues in the past. Mentioned that not all non-profit programs are "leagues" and asked if that language could be changed to say "sport program."

Ms. Sechrist clarified that non-profit status equals fee waivers. We have a strong relationship with Albemarle Parks & Recreation, and we can call on them when we can't accommodate all requests.

Mr. Anthony thanked everyone for their input. Reminded everyone that Parks & Rec doesn't have the final say on which school facilities are available.

VI-3 Board Response to Public Comment on Allocation Policy

Mr. Healy thanks Ms. Temkin for mentioning the operational aspect of this policy. Noted that we want to be mindful about outcome when making allocations within the system.

Mr. Dennison reminded everyone that the Board also has an email address and welcome emails.

VII. CHAIRPERSON MATTERS – Mark Dennison

None.

VIII. BOARD MATTERS – Mark Dennison

Ms. Taylor recognized Ellen Joy for coordinating the LEGO competition.

Mr. Healy asked about privacy and QR codes on the trail that has codes identifying plants and trees.

IX. DIRECTOR'S REPORT – Riaan Anthony

Update on Swords into Plowshares project. There are three proposed art installations at Market Street Park and two other parks. Staff is working closely with the organization who is sponsoring the project.

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. Asked about how to get the sign Ordinance changed so that programs using fields and courts are allowed to put up signage. Mr. Anthony responded that Craig Fabio in Neighborhood Development Services (NDS) could answer questions about the existing Ordinance.

XI. BOARD RESPONSE TO PUBLIC COMMENT – Mark Dennison

Ms. Burns emphasized the importance of looking at equity when scheduling events. Appreciated staff moving the last summer concert to occur on Sunday rather than Saturday. Attendance was good and included groups that often don't attend the Saturday events. She enjoyed seeing different groups commingling.

XII. ADJOURNMENT

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

Project Overview: August 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	September 2026	GREEN	staff requested phasing options; study under review by P&R and Utilities
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)
Oakwood Cemetery	\$ 276,080.00	Oakwood Cem Drainage (P-01077)	in progress	Fall 2023	Fall/Winter 2026	YELLOW	dewatering still in progress; should be able to establish a final course of action in late summer
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 (Sep); Council meeting in Fall
Rivanna Restoration at Riverview Park	\$ 1,122,804.54		bidding		Spring/Summer 2027	YELLOW	two bids were received, both well over the budget; project team is reevaluating
Pollocks Branch Bridge	TBD	Pollock BR Bridge (P-01135)	design	Fall 2017	Summer 2027	YELLOW	working on bid package
Lower Meadow Creek Trail	\$ 455,352.00	Trail Lower Meadowcreek (1000042)	pre-bid	Spring 2023	Summer 2027	GREEN	preparing bid documents; should post in September
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 completed since last Advisory Board meeting
COMPLETE previously reported to Board



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

Proposed Standard Operation Procedure Update 2026

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.
6. Private school youth athletic teams.
7. 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.

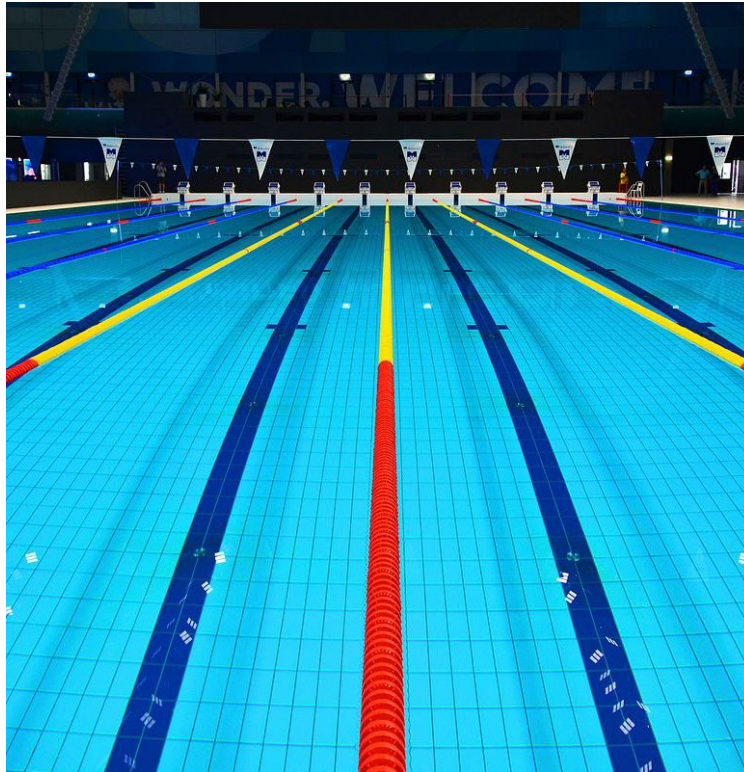
Athletic Fields Inventory

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
Early Learning Center	One rectangular field	Offline until spring 2027	Offline until spring 2027	Yes
Charlottesville Middle School				

Application Windows

Aquatic Facilities



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

- **Fall Session (September 1 – February 28):** Apply July 1 – July 31. Allocations issued by August 15
- **Spring Session (March 1 – August 31):** Apply January 1 – January 30. Allocations issued by February 15.

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

- **Fall Session (September 1 – February 28):** Apply July 1 – July 31. Allocations issued by August 15
- **Spring Session (March 1 – August 31):** Apply January 1 – January 30. Allocations issued by February 15.
- **Hours:** Saturdays no rental hours. Sunday is available on a case-by-case basis.

Reservation Procedures



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Conversation about internal process:

What if groups with the same priority ranking have a
conflict over requested space?

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.
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 (September 1 – February 28):** Apply July 1 – July 31. Allocations issued by August 15
- **Spring Session (March 1 – August 31):** Apply January 1 – January 30. Allocations issued by February 15.

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

- **Fall Session (September 1 – February 28):** Apply July 1 – July 31. Allocations issued by August 15
- **Spring Session (March 1 – August 31):** 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.
6. Private school youth athletic teams.
7. Community Groups. Community groups are locally based organizations, clubs, teams, or associations.
8. For-Profit Entities and Leagues. **

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

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

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 programing 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

Early Learning Center	One rectangular field	Offline until spring 2027	Offline until spring 2027	Yes
Charlottesville Middle School				

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 or 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.

Cancellation Procedure

If the applicant is unable to utilize the time and field allocated, cancellation notification to Parks and Recreation is required at least forty-eight (48) hours prior to the reservation in order to receive a refund of applicable fees.

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.

Signature

Date

Director, Parks and Recreation
Policy Established: XX