



DEPARTMENT OF SPORTS, PARKS & RECREATION

GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES



OFFICE OF THE COMMISSIONER

8201 Subbase, Suite 206 • St. Thomas, USVI 00802 • (340) 774-0255

William D. Roebuck Industrial Park Bldg. 1 Suite 1 • Frederiksted, St. Croix USVI 00840 • (340) 773-0160

Facilities & Hours Of Operation

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> *Altona Lagoon *Altona Lagoon Tot Lot *Basketball Courts * Castle Burke Center * Castle Burke Center *Concessions *Cramer’s Park Cabana *Cramer’s Park Concession *DC Canegata Center | <ul style="list-style-type: none"> *DC Canegata Combo *DC Canegata Stadium *Eliza McBean Clock Tower *Estate Profit Center *Fort Frederik Beach *Parks *Playgrounds *Renholdt Jackson Complex *Strand Street Frederiksted |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
- *Vincent Mason Pool

EVENTS	FREQUENCY	STANDARD RATES	NON-PROFIT	
Weekend only League (Days)	Monthly	\$300.00	\$150.00	<i>Based on 3 month leagues</i>
Without concession	Monthly	\$200.00	\$100.00	<i>Month by month payments</i>
Concession Only	Daily	\$100.00	\$50.00	<i>Full schedule required prior to start of all sporting events</i>
Weekday League (Nights)	Monthly	\$500.00	\$250.00	<i>Standard (\$200)/Non Profit (\$75) for each additional month</i>
Without concession	Monthly	\$300.00	\$150.00	
Concession Only	Daily	\$100.00	\$50.00	
Weekend Tournament	Fri-Sun	\$250.00	\$150.00	
Without concession	Fri-Sun	\$175.00	\$100.00	
Concession Only	Daily	\$100.00	\$50.00	
Tournament	1 Week	\$350.00	\$250.00	
Without concession	1 Week	\$250.00	\$150.00	
Concession Only	Daily	\$100.00	\$50.00	
Concession (food sale)	Daily	\$100.00	\$50.00	
Entire Facility	Daily	\$1,000.00	\$500.00	
Playground/Tot Lot	Daily	\$175.00	\$100.00	
Practice	Daily	\$30.00	\$20.00	
Beach Party	Daily	\$50.00	\$25.00	
Beach Events	Daily	\$200.00	\$100.00	
Community Center	Daily	\$200.00-\$1,500.00	\$100.00-\$750.00	
Special Events (car shows, live music etc.)	Daily	\$500.00-\$5,000.00	\$100.00-\$750.00	
Concerts (3 days)	3 Days	\$5,000.00	\$3,000.00	
Parks (Emancipation & Roosevelt)	Daily	\$175.00	\$100.00	\$100.00/\$50.00 extra day
Park Concerts & Special Events	Daily	\$500.00-\$1,000.00	\$250.00-\$500.00	
Employees of SP&R				Must pay Damage Deposit
Damage Deposits			\$100.00-\$1,000.00	

- *Cleaning /damage deposit is required to hold reservation.**
- All fees must be paid in full two (2) weeks prior to event.**
- Night events may also be subject to a personnel and utilities charge.**
- Cleaning/damage deposit will be determined by DSPR.**



DEPARTMENT OF SPORTS, PARKS & RECREATION

GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES



OFFICE OF THE COMMISSIONER

8201 Subbase, Suite 206 • St. Thomas, USVI 00802 • (340) 774-0255

William D. Roebuck Industrial Park Bldg. 1 Suite 1 • Frederiksted, St. Croix USVI 00840 • (340) 773-0160

Recreation Facility Rental **POLICIES & PROCEDURES**

Classification of Users:

Community / Non-Profit: Defined as any group or Non-Profit Organization determined so by federal regulations. A group may request community/non-profit status, for reservation purposes, through the Facilities Administrative Officer. A copy of the IRS Determination Letter and Certificate of Good Standing must be submitted with the Facility Rental Application. Non-profit entities will be charged ½ of the reservation rate for a park plus the fees for extra staffing. Department of Sports, Parks and Recreation reserves the right to waive fees for any group affiliated with the Government at the discretion of the department head. Fees will be determined for non-profit status from the documents submitted, not the person filling out the form.

Private: Defined as any individual or group not defined as Community / Non-Profit or any group or organization that represents a business or for-profit institution.

Beverage Policy:

- Beverages are not permitted to be served in glass containers.
- Alcoholic beverages are not permitted in playground areas.

League Play/Extended Rental of Facilities: (Initials required if applicable)

- Facility Use Applications requesting extended rental period, must be submitted for a month at a time. _____
- Fields used for league play will be on a limited basis (**3 months**) and must be approved by Department Head. _____
- Approvals are granted after recreation program needs are allocated space.
- Parks and Recreation reserves the right to cancel a reservation of this type a minimum of seven (7) days prior to an event in order to facilitate a public or department event. _____
- Games may begin at 8:00am, with staff and lessee preparations beginning no earlier than 7:00am.
- Field lights will be turned off no later than 10 p.m. Mon.-Thur. and 10:30 p.m. Fri. and Sat. _____
- A complete league schedule must be submitted at least 3 weeks prior to start of play. _____
- Do not play on the field if it is wet or muddy or attempt to repair without facility supervisor approval. _____
- Clean up any litter left by participants in dug outs and on field. _____

Playground/Pavilion Rental: (Initials required if applicable)

- Parks are open to the public cannot be reserved without a building. _____
- Building and/or shelter space is available.
- All other spaces in parks are available to the general public on a first come-first served basis.
- No food and beverages are allowed in play area. _____
- Alcoholic beverages are not permitted in playground areas. _____

Facility Use Application: (Initials required if applicable)

- All persons/organizations wishing to use the facility must fill out a Facility Rental Application for Department Head approval.
- Facility Use Applications must be submitted to the Facilities Administrative Office at the Subbase Location at least two (2) weeks prior to the requested date, otherwise application will not be accepted.
- A signed Facility Use Application, signed Policies and Procedures, clean/damage deposit, and full payment are required to reserve the facility. _____
- Payment can be made at the Subbase Location, 8:00a.m. - 3:00p.m, Monday through Friday.
- The facility is not reserved until payment has been made and Department Head approves the application. _____
- Reservations are accepted on a first paid basis. We cannot hold dates without a clean/damage deposit. _____
- Reservations accepted up to one year in advance for major and annual events.
- Parties on the application must be at least 18 years of age and **MUST** be present during the entire event unless approved 30 days prior to the event date. _____

Recreation Facility Rental POLICIES & PROCEDURES

- The Facility Use Agreement may have a maximum of two (2) adults listed as applicants.
- Only applicants are authorized to sign rental checklists or make changes to your booking.
 - If you will not be available to sign at the end of the event, please indicate who the responsible party is 7 days prior.
- Applicants assume full responsibility for their party and guests in case of damage, theft or disturbances during the event. _____
- Facility Use Applications are available upon request from the Facilities Administrative Office. Please call 340-774-0255 to request the form, or visit the office in the Property and Procurement Building at 8201 Subbase, Suite 206 St. Thomas VI 00802.

Deposit amounts:

- 100% of the Cleaning/Damage Deposit is due at time of submitting the Facility Use Application to secure a facility and reserve a date. _____
- **DAMAGE DEPOSITS ARE REFUNDED LESS A \$25.00 BOOKING AND ADMINISTRATIVE FEE.**
- Refunds are based on the condition of the facility once your event has ended.
- The deposit is forfeited 100% if a disturbance of the peace is determined an hour before, during or an hour after the event. _____
- Refunds will be processed within **5 business days** of your rental. Please note that it can take up to 2 weeks for a check to arrive or a credit to show on a Credit Card Statement. _____
- DSPR reserves the right to adjust or waive deposit amounts based on event.
- Payment methods accepted are: Visa/MasterCard, Cash, Check or Money Order made out to Department of Sports, Parks and Recreation.

Rental Fees:

- Bookings made less than 21 days prior must pay **ALL FEES** in full at the time of booking. _____
- Payment methods accepted are: Visa/MasterCard, Cash, Check or Money Order.
- You are required to have one D.S.P.R staff member on site for every 50 guests attending your event. _____
- For all reservations after a facility's normal operating hours, an additional charge of \$20.00 per hour per staff member(s) plus \$25.00 per hour utilities charge will be required, regardless of classification. _____
- Determination of number of staff members required to work will be determined by DSPR.
- Additional Staff and/or security may be required for groups that are serving alcohol in our facilities. _____

Cancellation/Change of Date Policy and Fees:

- In the unfortunate situation that an event cancel's, the renter agrees and understands that the facility has been turned down to other prospective renters. For this reason, the below cancellation fee schedule will apply
- Cancellations made 30 or more days before the reservation date will be charged a \$50 cancellation fee.
- Cancellations made less than 30 days of the reservation date will forfeit all of their damage/security deposit.
- Change of event date's made within thirty (30) days or more of your rental date will be charged a \$50 fee.
- Change of event date made twenty-nine (29) days or less of your event date will be charged a \$100 fee.

If you violate any terms of this application, including going over your allotted time, you will lose your full deposit and can be charged additional rental and staffing fees.

General Rules and Procedures:

- The renter is required to have a minimum of \$1 million in liability insurance, naming the Government of the Virgin Islands as an additional insured, and a copy of this insurance must be on file with the Commissioner's Office at least one (1) week prior to the event. _____
- All outside vendors are required to have a valid Virgin Islands license (if applicable), food handler's card and health certificate.
- Department of Sports, Parks and Recreation reserves the right to refuse the use of its facility to any group or individual which may be in direct conflict with the goals of the department or the Government of the Virgin Islands. _____
- No program/event may be scheduled that interferes with a regular, planned program or activity sponsored by the Department of Sports, Parks and Recreation.
- Music played at any indoor facility or outdoor picnic shelter area must not be audible from 100 feet away. _____
- No pets allowed at any DSPR facility. _____

Recreation Facility Rental **POLICIES AND PROCEDURES**

- Activities are expected to start and end on time. Curfew time for all Facilities will be set at the discretion of the DSPR. _____
- DSPR staff members are not responsible for chaperoning an event, setting up or decorating for an event, or event clean-up. The Department requires a Recreation Department staff member(s) to be on duty during or after hours at all facilities while the facility is reserved.
- Any group using the facility must be organized with a responsible adult (18 years or older) leader. The activity may be canceled and the participants sent home if the person responsible for the request does not arrive within the first fifteen minutes of the reservation for the facility. All fees are still applicable.
- For events and parties with children in attendance, it is the renter’s responsibility to provide one (1) adult chaperone per every ten (10) children, except for athletic events. The Department will determine the number of chaperones needed for athletic events. _____
- All minors on the premises must have adult supervision at all times.
- No DSPR facility can be used for meetings by candidates for political office or for electoral rallies and/or meetings sponsored by a political party. _____
- Parking is allowed only in designated parking areas.
- All food, beverages, trash, etc. must be removed from the facility and the site returned to its original state at the end of the activity. _____
- Decorations must be approved in advance by The D.S.P.R. The decorations must also be removed at the end of the activity. Decorations can leave no trace on the property.
- Use of drugs or gambling is not permitted in any DSPR facilities. _____
- Smoking is NOT permitted at any DSPR’s facilities. _____
- Underage drinking is NOT permitted and will result in termination of the rental agreement. _____
- If an event is booked as a non-alcohol event and improperly serves alcohol, the rental will be terminated and all damage deposits will be surrendered. _____
- The renter will be held responsible for all damages to D.S.P.R. property. If a facility is not returned to its original state, any future use will require a refundable deposit at an amount to be determined by DSPR or could result in forfeiture of use of any facility by the renter.
- D.S.P.R may require the renter at his/her own expense to provide police officers for security/ safety purposes at functions. The renter will be required to schedule with the VI Police Department.
- The renter agrees that placement and use of any inflatables, tents, sound system or other outside entertainment equipment is subject to approval by D.S.P.R at the time the reservation is approved and it is the renter’s responsibility to provide an outside power source, such as a generator, to power the equipment. D.S.P.R will not provide repair to interruptions to the Parks electrical service on the day of an event that is caused by violation of this policy.
- Water inflatables require approval by DSPR.
- Amplified sound (band, DJ, etc.) is not allowed in parks without department approval. _____
- All event advertisement (i.e. flyers, newspaper ads and social media etc.) must be approve by D.S.P.R prior to distribution. _____

Any violation of these rules, regulations, policies and/or procedures pertaining to the use of the facility will result in forfeiture and possible restriction from future use of any Parks and Recreation Department Facilities.

I hereby acknowledge that I have received, read and understand the Policies and Procedures for Rental Facilities for the Department of Sports, Parks and Recreation and by signing below I am agreeing to the terms and conditions of the Policies and Procedures as written above.

Applicant(s) Signature(s)

Date

DSPR Representative Signature

Date

Recreation Facility Rental **APPLICATION**

Facility Name: _____

Organization / Person Completing Application: _____

Address, City, State, and Zip: _____

Phone: (W) _____ (Cell) _____ (H) _____

E-Mail Address: _____ Event Status: Profit _____ Non-Profit _____ Non-Profit # _____

Date(s) Requested: _____ Day(s) Requested: _____

Type of Event (Please be specific): _____

Type of Music: ___ Bluetooth Speaker ___ Live Band ___ DJ

Type of Equipment: ___ Grill ___ Portable Stove ___ Generator ___ Tent(s) ___ Other: _____

Will Alcohol be served? Yes No

Time Requested (Include Prep., Activity and Clean-up): _____ (a.m. or p.m.) TO _____ (a.m. or p.m.)

Areas Requested: ___ Entire Facility ___ Concession ___ Playground/Pavilion ___ Field ___ Basketball court

___ Community Center ___ Other explain:

Expected Attendance: _____ Admission Charged? No Yes, Amount Charged? \$ _____

	Name of Vendor	Contact Information	Approved
Entertainment			Yes No
Concession			Yes No
Inflatable(s)			Yes No
Other			Yes No

For Community Center Requests Only:

Do you need space in the Lobby/Hallway for a Reception? No Yes

Do you need access to the kitchen? No Yes

What special equipment do you need, such as laptop, projection screen, podium, microphone, etc.? If available, will be provided

In making this application, I or my organization understands the fees, reservation hours, rules and regulations of the Department of Sports, Parks & Recreation and will abide by all rules and assume financial responsibility for any damages to facilities/areas/parks and equipment.

I or my organization further acknowledges that using this facility/area/park and equipment may involve risks and dangers. My organization or I will not hold any person involved with The Department of Sports, Parks and Recreation liable for any accidents or injuries that may occur while using this facility/area/ park and equipment.

I or my organization acknowledge that a copy of the Department of Sports, Parks and Recreation Facility Use Policies and Procedures has been made available to me and my organization.

Applicant Name (Please Print Clearly)

Facilities Administrative Officer Signature Date

Applicant Signature Date

Department Head Signature Date

Approved Denied

Recreation Facility Rental **APPLICATION**

INDEMNITY AGREEMENT

Applicant agrees to be bound by the Recreation Facility Rental Application regulations and policies. Violation of any of these regulations and policies may result in: immediate termination of the event, legal responsibility for damages in excess of the deposit, forfeiture of deposit and future use of the facility.

Applicant agrees to indemnify and hold Department of Sports, Parks and Recreation, its officers, agents and employees harmless from any and all claims, actions, liabilities, cost, including attorney fees and all other costs of defense, arising out of or related to the activities of applicant and participants during the use of the facility under the terms of this application.

Applicant agrees that during the use of the recreation facility, applicant will not exclude any invited individual from participation, deny anyone the benefits, or otherwise subject anyone to discrimination because of the person's race, religion, color, sex, national origin, marital status, familial status, age, sexual orientation, source of income or disability, as outlined in VI Civil Rights Act.

Applicant understands that D.S.P.R makes no warranties or guarantees as to the condition of the facilities or of the equipment covered by this application; and the applicant and other participants will be using the facilities at their own risk.

APPLICANT ACCEPTANCE OF RENTAL AGREEMENT & INDEMNITY:

-Signature is required.

-Signature is acknowledgment that applicant has read and understands the Indemnity Agreement.

Signature of Applicant/Authorized Representative of Organization.

Applicant: _____ Date: _____
 (Must be 18 years of age or older)

Please Note: Your Facility Rental Application entitles you to use only the area(s) you have reserved.

The Facilities Administrative Officer will notify the person making the request if the reservation and any other items requested has been granted or denied. This notification is made by telephone or e-mail. The renter will be required to pick up a copy of the Approved Facility Rental Application once the DSPR Administrative Secretary notifies them or it can be e-mailed to the renter.

OFFICE USE ONLY		Type of Rental: <input type="checkbox"/> Private <input type="checkbox"/> Program Partner <input type="checkbox"/> Community Partner	
<i>Rental Type</i>	<i>Fee</i>	Notes: _____	
Entire Facility	_____	_____	
League	_____	_____	
Concession	_____	_____	
Tot Lot	_____	_____	
Basketball court	_____	_____	
Other:	_____	Insurance required: <input type="checkbox"/> Yes <input type="checkbox"/> No Insurance received	
Special Event	_____	Date: _____ Received by: _____	
Discount/Add'l fees:	_____	Date: _____ Received by: _____	
Total Rental fee:	_____	Date: _____ Received by: _____	
Deposit fee:	_____	Date: _____ Received by: _____	
Deposit returned:	_____	Date: _____ Received by: _____	
Key deposit:	_____	Date: _____ Received by: _____	
Key deposit returned:	_____	Date: _____ Received by: _____	
Date Set-up to Meet with Facility Supervisor:	_____	Method of Payment: (Check, Credit, Cash) # Date _____ Amount	
Rental Approved by: _____ Date:	_____	Posted on Calendar & Approved by DSPR:	