

**City of Wheeling Field Rental Information**  
Wheeling Parks and Recreation Department  
2150 Chapline Street, Suite 133, Wheeling, WV 26003  
304-234-3641

**Step 1 – Submit a Request**

1. Complete the Field Request Form and submit to [wheelingrec@wheelingwv.gov](mailto:wheelingrec@wheelingwv.gov) by the appropriate deadline.
2. See below for processing priority.
3. Submitting a request form does not guarantee rental.
4. Rental requests will not be considered if there is a past due balance on the organization's account.
5. Rental requests will be accepted or denied within 3 weeks of the deadline date.

**Step 2 – Secure a Permit**

1. The City of Wheeling Parks & Recreation Department Athletic Program Coordinator will process field request forms according to the processing priority listed below. The coordinator will then contact the potential renter in order to verify requests and/or availability in regards to the rental application.
2. A confirmation email will be sent to the renter when the permit date and time are scheduled along with a contract.
3. The renter will submit their Certificate of Insurance naming the City of Wheeling as an additional insured on a policy with limits of no less than \$1,000,000. Please refer to the sample certificate provided.
4. Once the signed contract and insurance is submitted and approved, the renter will receive the final permit, thus securing the rental.

**Step 3 – Payment Process**

1. Once the insurance is submitted and the renter has the permit, the following process will be applied for payments:
  - a. For seasonal permits and tournament permits, 50% of the final balance is due prior to the start of the rental. The remaining balance is then calculated after rainouts, makeups and additional fees and is due 30 days after the last practice or tournament date.
  - b. For single use permits, the full amount must be paid in full at least 10 days prior to reservation.
2. The Athletic Program Coordinator will email final invoices. Invoices must be paid in full within 30 days of rental.
3. In the event that the 50% of the final balance is not paid before the start of the rental, the permit can be revoked.
4. In the event that the final payment is not received within 30 days of rental, future reservations will not be processed.

**Cancellation/Refund Process**

1. The City of Wheeling reserves the right to close fields due to safety issues or inclement weather. In the event of inclement weather and fields are closed, the renter will receive a rainout credit. If the renter is unable to apply the rainout credit, a full refund will be given.
  - Renters failing to honor any field closures are subject to additional fees to cover costs and repairs and any future permits will be revoked.
  - It is the responsibility of the renter to know the status of field conditions to maintain safe and playable fields for all groups. Please call the Field Conditions Weather Line for updates.
  - The field(s) may not be used and activities must be cancelled when any of the following conditions exist:
    - Standing water on the infields of ball fields or goal mouths/midfield
    - Muddy infields
    - If mud cakes or clings to shoes
    - Steady rain or snow is falling
    - Grass is sparse or field is worn badly and ground is saturated or if turf can be displaced from the ground.

2. In the event the renter decides not to use the field, a 30 day notice must be given to the Athletic Program Coordinator via email in order to receive a credit. If it is after the 30 day notice or no notice is given, the renter will be charged the full amount as stated in the permit. It is the responsibility of the renter to accurately determine the number of fields and hours of usage. Unused fields or games/practices ending early will not be refunded.

**Determination of future ability to rent field(s)**

The Athletic Program Coordinator reserves the right to cancel or reschedule a rental at any time. Actions which may warrant cancellation include:

- Fees and/or required documentation are not submitted prior to the deadline.
- Damage to field(s) and/or surrounding property.
- Participants, spectators, coaches, or officials have demonstrated problematic, dangerous, and/or violent behavior.
- Sub-leasing of time is strictly prohibited. Renters found to be sub-leasing will lose all current and future access to field rentals.
- The organization is in violation of the City of Wheeling’s non-discrimination policy which prohibits discrimination on the basis of race, religion, color, gender, national origin, age, disability, or any other basis prohibited by state or federal law.

**Processing Priority**

1. City of Wheeling Parks and Recreation Programs
2. Ohio County School District
3. Wheeling Parks and Recreation Community Sports Partner
4. Returning user groups/returning requests
5. New user groups/new requests

\*If a conflicting request exists on the same day for the same facility, the following criteria will be used to determine approval:

- Economic impact to the city of Wheeling, West Virginia.
- Number of fields and or days rented.
- Pre-existing event with proven history
- Major tournament (state, regional, national or international).
- Rental history and past compliance with Parks and Recreation policies and procedures with the requesting person/organization.
- Current condition of fields and impact to them and the complex.

Rental Season	Requests Due By	Renter notified on or before
March 1 <sup>st</sup> – May 31 <sup>st</sup>	December 1 <sup>st</sup>	December 22 <sup>nd</sup>
June 1 <sup>st</sup> – August 31 <sup>st</sup>	February 1 <sup>st</sup>	February 22 <sup>nd</sup>
September 1 <sup>st</sup> – November 30 <sup>th</sup>	April 1 <sup>st</sup>	April 22 <sup>nd</sup>
December 1 <sup>st</sup> – February 28 <sup>th</sup>	August 1 <sup>st</sup>	August 22 <sup>nd</sup>

\*Weather pending: Water is on from April 15<sup>th</sup> – October 15<sup>th</sup>.



**Field Request Form**

Please complete the information and submit to [wheelingrec@wheelingwv.gov](mailto:wheelingrec@wheelingwv.gov)  
**Submitting a request form does not guarantee rental.**

**Applicant's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

<b>Sport and Purpose:</b>						
<b>Circle One:</b>	Baseball	Softball	Soccer	Lacrosse	Football	Other
<b>Circle One:</b>	Practice	Game	Tournament			

<b>Specifics:</b>				
Field (One Field per line)	Day(s) Requested	Date(s)	Start & End Times (include set up & tear down)	Additional (bases, line & drag, lights, etc.)
<i>Example: I-470 Field 3</i>	<i>Friday, Saturday, Sunday</i>	<i>May 27 – 29</i>	<i>5pm – 9pm</i>	<i>Lights from dark - end</i>

**Applicant Signature:**

As the applicant, I have read and agree to the policies and procedures laid out in the City of Wheeling's Field Rental Information. I hereby agree and understand that it is my responsibility to oversee all parties affiliated with the rental and to ensure compliance with all policies, rules, regulations, ordinances, and guidelines of the City of Wheeling, Parks and Recreation Department. I understand that any violations may result in immediate cancellation of the reservation(s) and/or revocation of the current and/or future permit(s).

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Office Use Only			
DATE RECEIVED: _____	APPROVED	DENIED	ADJUSTMENTS: _____

## **FEE CHART**

Field Rental \$150 per field, per day (Includes Initial Field Prep)

Field Lights additional \$20 per field, per day

Additional Field Preparation \$40 per prep

Quick Dry \$10 per bag

The City of Wheeling reserves the right to discount fees based upon type of tournament, length and size of tournament, and other economic impact factors.

**Parking/Gate Fees** – No collection of parking/gate fees is permitted unless prior written approval from the Director of the City of Wheeling Parks and Recreation Department is provided.

**Vendor Permits** – ONLY Tournament T-Shirts can be sold without a permit. The sale of any additional merchandise will require approval. Field rental permit holders must notify WPRD at least 10 business days in advance of all vendors attending the event. Once approved by WPRD, the permit holder will receive vendor set-up instructions. \$25 fee per vendor/per site will be added to the field rental final invoice. A fee of \$200 per vendor will be charged for failure to notify WPRD by the above mentioned deadline.

**Permit Holder** – Permit holders must be on site for their entire event. If a permit holder is not able to be on site at any point, they must contact a Wheeling Parks and Recreation Department representative and designate a temporary replacement/contact person. Permit holders will provide WPRD representative with the designee's name, contact number and primary location during the event.

**Field Conditions** – WPRD will determine if fields are playable after rain. We reserve the right to postpone or cancel any event if it could, in our opinion, damage any city facilities. Permit holders and/or customers may not attempt to improve field conditions by digging, dragging, brooming or applying any drying agents without prior approval by WPRD.

**Electric** – Hookups and generator use are not available unless prior arrangements are made with WPRD.

**Restrooms** – Permit holder is responsible for keeping onsite restrooms free of vandalism during their event.

**Additional Rules/Contract** – The City of Wheeling Parks and Recreation Department reserves the right to update rules/guidelines and require additional contract(s) be signed prior to event(s). This could be done to stay in line with any changes/updates in local, state or national guidelines due to the COVID-19 pandemic or any other reason.

**Payments** for all deposits and fees can be made by cash, check or credit card.

Checks payable to **City of Wheeling**. Please send to:

Wheeling Parks and Recreation Department

2150 Chapline Street

Suite 133

Wheeling, WV 26003