

Memorandum

To: Powhatan County Parks and Recreation Staff  
From: Megan Heatwole, Director of Parks and Recreation  
Subject: Parks and Recreation Facility Use  
Date: 12/6/2024

A facility use policy has not been established since the renovation and Parks and Recreation occupancy of the Pocahontas Landmark Center (PLC) gymnasium. A guideline for PLC facility use is being established because The PLC is the central City community-wide recreation programming facility with much community interest in its usage. To that end, a set of user priorities, rental fees and deadlines for room and facility reservations are necessitated. The guidelines also take into consideration public perception of fairness and conflicts of interest. We will use general definitions and spirit of rule from the State and Local Government Conflict of Interest Act, as it relates to our civic leaders, as a standard for our policies. Though this does not directly relate to our level of public service, we can certainly use the general definitions and spirit of rule as a standard for our policies.

The following guidelines regarding PLC use are being provided until a formal policy is adopted. Facility reservation priorities are as follows:

- Priority 1: County Government & Educational Uses**
  - Powhatan County Recreation Programming
  - Powhatan County Public Schools
  - Other Powhatan County Departments
- Priority 2: Non-profit, Community Group, and Civic Club Uses**
  - Powhatan County Parks and Recreation Affiliated Leagues
  - Powhatan County Non-Profits at a 50% discount
  - Partner Organizations at a 50% discount or in-kind donation commensurate with rental value
- Priority 3: For- Profit Uses**
  - Private Party Rentals
  - Businesses and companies

FY25 Facility Rental Fees:

Training Room	\$30 Residents/ \$45 Non-Residents (hourly)
Gymnasium	\$50 Residents/ \$65 Non-Residents (hourly)
Pickleball Court	\$5 hourly, per court   \$250 daily (6 courts)
Fields	\$12.50 hourly, \$100 daily Resident   \$20 hourly, \$160 daily Non-Resident
Partners	50% discount OR in-kind services

Parks and Recreation Established Program Seasons:

1. Winter (December-March)

2. Spring/ Summer (April-July)
3. Fall (August-November)

Seasonal Facility Use Request Deadlines

Priority 1 & 2: 60 days in advance

Priority 3: 30 days in advance

Priority 4 & 5: 10 days in advance

Reservation conflicts within priority rankings shall be resolved on a first-come, first-serve basis derived from the date and time of the reservation request.

Facility Reservation Deadlines by Program Season:

Winter (December-March)

1<sup>st</sup> Friday in October      Recreation Programs

2<sup>nd</sup> Friday in October      Affiliated Leagues, Public Schools & Partners

November                      Open to for-profit and outside agencies

Spring/ Summer (April-July)

1<sup>st</sup> Friday in February      Recreation Programs

2<sup>nd</sup> Friday in February      Affiliated Leagues, Public Schools & Partners

March                              Open to for-profit and outside agencies

Fall (August-November)

1<sup>st</sup> Friday in June              Recreation Programs

2<sup>nd</sup> Friday in June              Affiliated Leagues, Public Schools & Partners

July                                      Open to for-profit and outside agencies

These new guidelines are starting points and will help us morph these parameters into a formal facility use policy. Because recreation programmers are expected to offer new programs each guide period, there is no way to know what rooms will be needed until the programs are manufactured each season. Hence, the facility cannot be booked more than 4 months in advance without management approval. All recreation staff may program in areas of interest outside their subdivisions with the approval of the Director and in coordination with designated area managers and coordinators.

Play Powhatan!

References:

Code of Virginia: State and Local Government Conflict of Interests Act

<https://law.lis.virginia.gov/vacodepopularnames/state-and-local-government-conflict-of-interests-act/>