

BOARD POLICY	
SUBJECT	Group Use of New Quarter Park
POLICY NUMBER	BP00-17
ORIGINAL EFFECTIVE DATE	September 5, 2000
REVISION DATE	
HISTORICAL REFERENCE	February 15, 2005 (R05-25); October 16, 2007 (R07-131); September 18, 2012 (R12-118); October 5, 2015; December 6, 2016(R16-130); December 19, 2017 (R17-169); November 20, 2018 (R18-108); October 15, 2019 (R19-111); November 16, 2021 (R21-116); October 4, 2022 (R22-144)

Purpose: This policy governs the operation of New Quarter Park.

Procedure:

1. Statement of Policy and Objectives:

New Quarter Park will be open and staffed for general public use as follows:

April through October – Daily - 8 am to SUNSET.

November through March – Friday – 10 am to 5 pm; Saturday and Sunday – 8 am to 5 pm.

Requests for special event use of the park will be considered on a case-by-case basis.

2. Costs:

Shelter Reservation Fees:

Four group shelters are available for reservations at the following rates:

Large Shelter: \$150 for residents; \$200 for non-residents for a full day.

Medium-size Shelters: \$75 for residents; \$100 for non-residents for a full day.

Other Facilities Fees:

Campfire Circle: \$25 residents; \$50 non-residents

Disc Golf Fees: \$5 per round or \$30 for an annual pass for residents
\$7 per round or \$55 for an annual pass for non-residents

For special events and/or groups of 300 or more, additional costs may be incurred by the sponsoring agency should the Parks and Recreation Manager deem it necessary for the sponsor to provide portable restroom facilities, additional trash dumpsters, supplemental staff, and other miscellaneous services due to the type of event and/or size of the group. The Parks and Recreation Manager will determine what additional requirements/fees will apply on a case-by-case basis.

All requests for refunds must be submitted in writing. Requests must be made 30 days prior to the reservation date. If the County closes the park for inclement weather or any other reason, a refund will be issued unless the event can be rescheduled to a date acceptable to the County and the group.

3. Reservation Procedures:

All requests for shelter/campfire circle reservations and special events at New Quarter Park should be submitted at least 14 working days in advance of the date that the facilities are to be used. Reservation requests will be accepted during regular New Quarter Park office hours. Reservations will be accepted beginning on the first office day in January and will only be accepted for the current year. Persons making applications for a reservation shall be at least 21 years old. The Parks and Recreation Manager may approve annual special events reservations a year in advance.

No park guest or patron may utilize the fire circle to burn material without first submitting an approved Facility Request Form.

York County retains the right to cancel or reschedule reservations when deemed necessary. If this situation occurs, as much notice as possible will be given to those who have reservations. Refunds will not be issued for inclement weather. If possible, the event may be rescheduled.

In the event that significant changes occur with a special event that has been approved for use of the park, immediate notice must be given to the York County Parks and Recreation Division. Examples of significant changes include, but are not necessarily limited to the following: the times of park usage; larger or smaller attendance estimates than what is presented on the Facility Request Form; the nature of the event; or the type of equipment that is needed or being used for the event.

4. Insurance Requirements

A certificate of insurance is required for all user organizations and must be submitted to the Division prior to approval. A list of additional insurance terms and coverage will be provided.

5. Park Regulations:

In general, all rules and regulations established in Chapter 17 of the Code of the County of York (also referred to as the Public Areas Ordinance) apply. In addition, the following regulations shall apply:

- a. Camping is prohibited.
- b. Dogs must be on a leash at all times. Owners must properly dispose of feces from their dogs.
- c. All fires must be contained in the campfire circle and/or cooking grills near the picnic shelters. Fires must not be left unattended and shall be completely extinguished before leaving the park. Water must be brought to all fire sites for safety purposes. Buckets are available from the park staff for such purposes.
- d. The use of gasoline to ignite any fire is prohibited.
- e. Firewood collected from the park for use in an event at the park is restricted to gathering dead material on the ground. Cutting trees or tree limbs is prohibited.
- f. Swimming is prohibited.
- g. Individuals must possess a valid Virginia fishing license in order to fish.
- h. Individuals initiating boating, canoeing, and/or kayaking activities from the park shall wear lifejackets and should check in at the Park office.
- i. The possession and/or consumption of alcoholic beverages and controlled substances are prohibited.
- j. Parking vehicles along the sides of the road is prohibited.
- k. Golfing, horseback riding, flying radio or wire-controlled airplanes, drones, balloons, ATVs, glitter, dirt bikes, and the use of metal detectors are prohibited.
- l. Patrons are responsible for properly disposing of litter and trash resulting from their use of the park facilities.

Additional rules and regulations may be issued by the Parks and Recreation Manager as deemed necessary. Failure of any group to abide by the conditions of use for the park may result in denial of approval for future requests.