

COUNTY OF YORK

MEMORANDUM

DATE: November 13, 2025
TO: York County Board of Supervisors
FROM: Mark L. Bellamy, Jr., County Administrator 
SUBJECT: Board Policies - Proposed Revisions/Additions

Through the adoption of Resolution R94-200 on October 20, 1994, the Board of Supervisors approved the York County Board Policies Manual. Board Policy BP94-01. As set forth in the Manual, establishes an annual review cycle for the Board Policies and any proposed revisions.

In accordance with the referenced policy, the staff and I have completed another review of the Board Policies and have identified the recommended amendments or additions summarized in this memorandum and shown in the attachments.

Existed Policy Revisions

Changes are proposed in the following policies. Substantive changes (i.e., other than minor wordsmithing or to reflect name changes) are highlighted below:

BP94-06: Freedom of Information Act (FOIA)

- The policy updates clarify expectations for timely FOIA responses, reiterating that responses must be provided within five working days, with an optional seven-day extension when necessary.
- Language was added to reflect the County's continued use of the NextRequest FOIA Portal, emphasizing it as the preferred but not mandatory submission method for requestors.
- Additional guidance strengthens the role of the FOIA Officer, requiring departments to notify the Officer of any requests that are complex, sensitive, or unusual so oversight and legal review can occur when needed.
- Clarifications were added to describe acceptable response formats, including partial releases, withholding with citations, and cases where records cannot be located or do not exist.
- The updated policy details what does and does not constitute the creation of a new record, including allowances for scanning, extracting fields, or converting formats.

- Cost-recovery provisions were updated to reflect current practices, including offering cost estimates, pausing response deadlines when estimates or deposits are required, and deeming requests withdrawn after 30 days of non-response.
- The hourly rate for staff time was updated from \$25 to \$29, representing the current median hourly rate of County employees.
- The policy expands the explanation of charges for computer searches, staff research time, printing, GIS products, and electronic media such as thumb drives.
- A reminder was added that outstanding invoices must be paid before new requests are fulfilled.
- The document reaffirms that the County must comply with the Government Data Collection and Dissemination Practices Act, including the required redaction of personal signatures and other protected personal information.

BP07-22: Requesting Support for County Events

- Lists required elements for event-support requests (details, safety, logistics, insurance, marketing, revenue).
- Establishes 15-, 12-, and 9-month submittal deadlines based on expected attendance.
- Outlines cross-department review process and cost-estimate development.
- Clarifies reimbursement expectations and sponsor advertising requirements.
- Establishes facility-specific rules for Riverwalk Landing and NPS Beach Picnic Area.
- Maintains an exempt events list but notes exemptions can be revoked or modified.
- Emphasizes no guarantee of County support for nongovernmental events.

BP12-25: Freight Shed Use Policy

- Clarifies available reservable spaces, occupancy limits, and kitchen features.
- Defines Freight Shed Management duties, inspections, and access control.
- Updates permitted uses, conduct standards, and content restrictions.
- Strengthens rules for alcohol service, caterer requirements, and prohibited items (confetti, sparklers, cooking).
- Establishes set-up and clean-up responsibilities for users and caterers.

- Adds extraordinary-cleaning fees and damage-deposit conditions.
- Updates tiered rental fees, resident/nonresident definitions, and nonprofit eligibility.
- Revises reservation windows, “holds,” deposits, cancellations, and employee-use rules.
- Reinforces parking restrictions and prohibits vehicles on plazas/walkways.

BP16-28: Riverwalk Landing Pier Operations

- Updates seasonal operating hours and holiday closures.
- Defines reservation processes and Dockmaster authority for assignments and safety cancellations.
- Adds rules for commercial vessels, insurance requirements, and prohibited uses.
- Prohibits repairs, alcohol, fishing, swimming, diving, and open fires on piers.
- Establishes quiet hours (11 pm–7 am).
- Updates temporary, overnight, commercial, and tendering fees.
- Adds mooring-ball fees, utility charges, and passenger head taxes.
- Provides discounts and minimum-stay rules for holidays/special events.
- Authorizes promotional-rate waivers by the County Administrator.

BP25-31: Bike Rental Policy (New Policy)

- Establishes County Administrator oversight with Economic & Tourism Development managing operations.
- Requires ID, waiver, and completed payment before releasing equipment.
- Aligns hours with the Welcome Center; allows closures for unsafe conditions.
- Mandates helmets, traffic-law compliance, and no sidewalk riding in business areas.
- Requires daily bike inspections, maintenance logs, and immediate removal of unsafe equipment.
- Sets rental fees for regular and electric bikes.

- Establishes refund rules for weather cancellations only; no partial refunds.
- Creates late-return fees and defines equipment-loss thresholds.

Recommendation

I recommend the adoption of the proposed revisions as presented. Currently, this matter is scheduled to be considered by Board Resolution at your Work Session on December 2, 2025.

Should you have any questions or need additional information, please let me know.

Schott/3326

Attachments:

- BP94-06 Freedom of Information Act
- BP12-25 Freight Shed Use Policy
- BP16-28 Riverwalk Landing Pier Operations
- BP07-22 Requesting Support for County Events
- BP25-31 Bike Rental Policy (New)

BOARD POLICY	
SUBJECT	Freedom of Information Act
POLICY NUMBER	BP94-06
ORIGINAL EFFECTIVE DATE	October 20, 1994
REVISION DATE	January 21, 2025 (R25-15)
HISTORICAL REFERENCE	R90-98; R94-200; R99-171; R01-162 (9/4/01); R05-25 (February 15, 2005); R05-145 (August 16, 2005); Memo from County Administrator - August 3, 2006; October 12, 2010; March 3, 2015; December 6, 2016; March 21, 2017; November 20, 2018 (R18-108); R25-15 (January 21, 2025)

Purpose: _____ To assure access to records in the custody of public officials; to provide guidelines on the availability of records; and to establish authority for carrying out the provisions of the Freedom of Information Act, [Virginia Code § 2.2-3700, et. seq. Section 2-1.340, Chapter 21, Code of Virginia.](#)

Procedure:

1. It is the policy of the County to facilitate public access to the official records of the County and to make such records available and to respond to requests for access pursuant to the Freedom of Information Act (FOIA) in a timely fashion. Public records include any writing or recording – regardless of whether it is a paper record, an electronic file, an audio or video recording or any other format – that is prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of business. All public records are presumed to be open and may be withheld only if a specific, statutory exemption applies. Official records shall be open to inspection and/or copying during regular office hours of the County office/department having custody of them, unless they are records that are excluded from the Act's coverage. Payment for any costs associated with the copying of such documents (both staff time and copy machine costs) shall be the responsibility of the requestor.
2. Records are open to inspection and copying by citizens of the Commonwealth, representatives of newspapers and magazines with circulation in the Commonwealth, and representatives of radio and television stations that broadcast in or into the Commonwealth.
3. Requests for official County records pursuant to the Virginia Freedom of Information Act must designate the record(s) with reasonable specificity. However, a specific reference to the Freedom of Information Act by the requestor is not necessary to invoke the time limits for response by the County. A request need not be in writing, although the person receiving the request may require that the request be reduced to writing for the purpose of documenting or clarifying the scope of the request.

As of February 2023, the County has been contracting with NextRequest, a division of CivicPlus, to utilize that company's online FOIA portal. Although citizens are not required to utilize the portal when submitting FOIA requests, this is the County's preferred method of managing these requests and allows staff to easily track records requests, received/due dates, amounts to be paid, etc. Several staff members have been trained as program users/administrators and are able to respond to requests that target their division (i.e. Building Safety manages requests for Building Permits, etc.).

The FOIA Officer shall be informed of requests for viewing or the production of documents received by departments including specifically any which are identified by the requestor as a "FOIA" request as well as others which are beyond or more complex than the routine requests typically made of the department or office, those which are sensitive in nature, or those of uncertain legitimacy. The

FOIA Officer shall then monitor the Department's process of responding to the request in accordance with FOIA requirements or, in the case of those determined to be more complex, shall assume the responsibility for coordinating and monitoring the process of responding to the request in accordance with FOIA requirements, requesting the County Attorney's legal advice and counsel whenever necessary.

4. The initial response to the request for records shall be provided within five (5) work-days after receipt of the request and shall be one of the following:
 - Advising the requestor in writing or by email that the records are available and can be viewed in the County Offices or will be provided in one or more of various formats (paper copy, electronic copy, etc.) in which they exist or can be reproduced;
 - Advising the requestor in writing or by email that the records are being withheld as permitted by the Act or other statute, including citations of the section(s) of the Code that exempt the records from disclosure and identifying with reasonable particularity the volume and subject matter of the withheld records;
 - Advising the requestor in writing or by email that only part of the requested records can be viewed or made available and specifically noting that the remainder are being withheld to include the specific citations of the Code section(s) that exempt the records from disclosure and identifying with reasonable particularity the subject matter of the withheld portions. When a portion of a requested record is withheld, only that portion of the record that is properly exempt from disclosure may be withheld, and the remainder shall be released;
 - Advising the requestor in writing or by email that the records cannot be found or do not exist. If the person receiving the request knows that another public body has the requested records, the response shall include contact information for the other public body;
 - Informing the requestor in writing or by email that it is not practically possible to identify or collect the requested records within five (5) work days, and explaining why. If this response is made within five (5) work days, the County has an additional seven (7) work days to make one of the preceding four responses. "Day One" is the first work day after the request is received.

Requestors may choose to receive electronic records in any format used by the County in the regular course of business. The County is not obligated to compile information or to create reports that are not already in existence, but may agree to do so under such terms and conditions as may be negotiated with the person making the request. Charges for providing the information, however, shall not exceed those set out in this policy. Excising exempt or irrelevant fields of information from a database or the conversion of a record or data from one available format to another, such as by scanning documents for emailing or copying to a CD [thumb drive](#), does not constitute the creation of a new record or report.

[Once the response is ready, the requestor will be provided the documents and/or notified that the documents are ready for retrieval.](#)

[This procedure may change based upon the reasonable agreement between the requestor and the County, either for clarification or narrowing of any request.](#)

5. Charges

- a. Requestors shall be responsible for the costs of:
 - computer machine search time;
 - staff time for research and review of the records to remove FOIA-exempt materials; and,
 - any copying or document production costs set forth herein.

The Commonwealth requires that those requesting records be informed that public bodies may charge for the actual costs incurred when researching and responding to the request,

and must offer to provide a cost estimate to the requester. The final cost may include the cost required to determine the estimated charges.

If such a cost estimate is provided, the time allowed for response stops running until the requestor responds to the cost estimate. If the time between the notice of the cost estimate notice and the response to the cost estimate notice reaches thirty (30) days, then the request shall be deemed withdrawn. If actual costs exceed the estimate, the requestor shall be required to pay such additional amount.

Requests to provide information and records in computerized formats will be reviewed on a case-by-case basis and charges will be calculated based on material costs and staff time costs, including the staff time involved in the receipt, review, coordination, cost estimating, and response to the request.

Staff time charges will be calculated based on a rate of \$25 ~~\$298~~ per hour (which represents the median hourly rate of pay of County employees, excluding fringe benefits or County overhead costs), or the actual hourly rate of the employee performing the response/review, whichever is the lesser amount. The County shall make every effort to have the work performed by the lowest-level employee reasonably capable of performing the search and copying.

If the charges to search for and reproduce the documents are expected to exceed \$200, the County will require payment of the estimated costs in advance by the requestor. The amount of said advanced deposit shall be half the total amount. If such advance payment is required, the time allowed for response stops running until the requestor responds with the payment. If the time between the request for the advanced deposit and the payment of the advanced deposit reaches thirty (30) days, then the request shall be deemed withdrawn. If actual costs are less than the ~~amount of the paid estimate~~ advanced deposit, then the requester shall be refunded the excess. ~~I, and if actual costs exceed the estimate advanced deposit, then the requester shall be required to pay such additional amount, and the requester shall be so advised at the time the amount of the estimate is communicated.~~ Charges may be paid in cash or by check made payable to the Treasurer, County of York. A receipt (receipts may be obtained through the appropriate department or the Treasurer's Office) will be provided to the requestor.

If the requestor has an outstanding invoice for more than thirty (30) days prior to the current request, then the response shall not be provided until the prior invoice is paid in full.

b. Current charges for the costs incurred in searching and copying official County records have been calculated based on the costs of labor, office machines and materials.

1. Office Copy Production - Five (5) pages, or fewer, and up to fifteen (15) minutes of staff time for accessing, and/or copying the material - No Charge;

2. Printed Materials – Generally, the following will be provided electronically. However, should the requester desire printed materials, the County will provide an estimated fee prior to production for the following:

- York County Code
- Comprehensive Plan
- Annual Budget
- Annual Comprehensive Financial Report (ACFR)
- Utilities Strategic Capital Plan – Water, Wastewater, Stormwater
- Sewer Regulations Manual

Maps/Plats/Plans, including geographic information system requests: All **printed** maps must be picked up at 100 County Drive Yorktown, VA 23692 ~~120 Alexander Hamilton Blvd~~, Information Technology Department – GIS office.

- Data layer sets: Topographic, Tax, Planimetric, Environmental Management, Governmental, Infrastructure

- County-wide categories: census block, voting districts, etc.
- Custom data queries of GIS and real estate information

Fees may include \$2.00 for a thumb drive, \$0.01 per page (black and white) or \$0.05 per page (color) for more than five (5) pages of copies, and production costs for large format or GIS, County-wide materials. All costs will be provided prior to production.

~~b. Current charges for the costs incurred in searching and copying official County records have been calculated based on the costs of labor, office machines and materials and are as follows:~~

~~Office Copy Reproduction: Five (5) pages, or fewer, and up to fifteen (15) minutes of staff time for accessing, and/or copying the material – No Charge;~~

~~More than 5 pages – \$0.02 per page~~

~~More than fifteen (15) minutes staff time – Actual cost based on the staff-time cost calculations set forth in subsection 5.a. above.~~

~~DVD of any recorded program or meeting: \$15.00 per DVD (available for Board of Supervisors regular meetings and work sessions and Planning Commission regular meetings; availability typically expires 30 days after the meeting or upon approval of the meeting minutes, whichever occurs last)~~

~~Thumb drive: \$2.00 per Thumb drive~~

~~Printed Publications/Books/Documents/Maps Reproduced~~

~~Documents and publications are available in a variety of formats, with many being posted on and available for downloading from the County's web site at www.yorkcounty.gov. Included among these are the:~~

- ~~• York County Code~~
- ~~• Comprehensive Plan~~
- ~~• Annual Budget~~
- ~~• Comprehensive Annual Comprehensive Financial Report (CACFR)~~
- ~~• Utilities Strategic Capital Plan – Water, Wastewater, Stormwater~~
- ~~• Sewer Regulations Manual~~

~~These and other documents can be copied to a CD, the cost of which is \$10.00. Paper copies of entire documents, or portions thereof, are available at the "Office Copy Reproduction" cost noted above. Documents that have been commercially printed and bound will be available as long as quantities exist, with the cost being the actual perdocument cost associated with the original printing order.~~

~~Map/Map Products/Plats/Plans~~

Size	Color Computer-Generated	Color Aerial Photos or Solid-Fill Computer-Generated
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8-1/2" x 11" or 11" x 17"	Customers are eligible at no charge for TWO maps within a 24 hour period. Additional maps will require a \$1.00 fee per map.	
18"x24", 18"x36" 24"x36", 36"x36"	10.00	15.00
36"x36"(+) - 36"x72"	\$12.00	20.00
All maps must be picked up at 120 Alexander Hamilton Blvd, Information Technology Department – GIS office. Postage for mailing maps is \$10.00 for a folded map, \$15.00 if sent in a mailing tube.		

c. Custom-produced color map originals

Certain custom map products are available by special request to the Division of Computer Support Services. These map products could take the form of a single tax parcel overlaid with topographic and spot elevations or any combination of available data or require analysis or annotation editing. The base price of \$30.00 includes one map sheet (up to 44" x 76") and one hour of processing time. Additional color copies will reflect costs based on the table above and additional processing time will cost \$20.00 per hour or any part thereof. A minimum of one week will be needed to produce these maps.

d. For geographic information system requests, data availability and charges shall be as follows:

(1) Data is organized by individual GIS data layers, and data layer sets. The data layer sets are organized collections of individual layers into subject matter groupings. Pricing of individual layers and layer sets is based on the York County tile structure, which is comprised of 5,000 feet by 5,000 feet squares. County-wide data layers are available for several layers (see subsection (3) below).

(2) Data layer sets

Each York County tile, or equivalent area (data request need not conform to the exact tile boundary), constitutes one geographic charge unit. Data type is organized by information group. All data is organized into six separate information groups. A single group is one information charge unit. The information groups include:

- Topographic: Contours, spot elevations, annotations and County boundary.
- Tax Parcel: All geographic information pertaining to parcel boundaries, easements, zoning and all annotations.
- Planimetric:
 - edge of pavement
 - parking lots & pads
 - building footprint
 - shorelines
 - County boundary
 - road centerline
 - driveways
 - swimming pools
 - sidewalks
 - railroads

- docks
- land cover
- Environmental Management:
 - Flood zones
 - RPA/RMA
 - NWI Wetlands
 - Soils
 - Land cover
 - Drinking water protection — Hurricane Surge Zones
- Governmental:
 - Election Districts/Voting precincts
 - County Sites
 - Census Tracts
 - County Planning Layer (current land use or Land Use 2025)
 - Zip Code — Zoning
- Infrastructure:
 - Control Monumentation
 - Radio Towers
 - Railroad
 - Fire Hydrants
 - Sewer Lines
 - Road Centerline

Data cost

The charge for each York tile-sized area for an individual layer is \$20.00. The layer set charge per York tile-sized area is \$40.00. This charge covers the cost of setup on the computers and conversion of the data to specified formats.

(3) County-wide Category

County-wide information groups and their associated costs include:

- Streets with street name annotations and County boundary (\$100.00)
- Census block, census tract, zip code and County boundary (\$100.00)
- Voting Districts/precincts (\$100.00)
- Parcels (\$300.00)
- Zoning (\$300.00)
- Individual Planimetric layers (\$100.00 each)
- Land Use: current, 2015, 2025 or 2035 (\$100.00 each)
- Chesapeake Bay Preservation Areas — RPA/RMA (\$100.00)

(4) Format and media for all digital geographic information

All digital geographic information will use York County's state plane geographic reference and will be available in ESRI Shapefile or geodatabase, or AutoCADD DXF format. Data delivery options include email (subject to file size limits), posting to the County's FTP site for download, and CDROM. If CDROM is requested, an additional charge of \$10.00 will be added to cover the cost of the CD and the additional processing time involved.

(5) Data Queries of GIS and Real Estate Information

Custom queries of the data held in GIS and Real Estate format will be performed Exception: The Government Data Collection and Dissemination Practices Act governs the use of certain personal identifying information, to include social security number, driver's license number, and real or personal property holdings derived from tax returns. It also includes any

information used as a basis for inferring personal characteristics, such as finger and voice prints, photographs, or things done by or to such individual. Moreover, the Government Data Collection and Dissemination Practices Act specifies that "Any agency maintaining an information system that includes personal information shall: 1. Collect, maintain, use, and disseminate only that personal information permitted or required by law to be so collected, maintained, used, or disseminated, or necessary to accomplish a proper purpose of the agency..." (Virginia Code § 2.2-3803(A)(1)). Since there is no proper purpose of the County of York to disseminate the signature of an applicant to the extent that it becomes a record in the transaction of public business, the County will redact all signatures in any response to a FOIA request.

BOARD POLICY	
SUBJECT	Requesting County Support for Events
POLICY NUMBER	BP07-22
ORIGINAL EFFECTIVE DATE	October 16, 2007 (R07-131)
REVISION DATE	December 5, 2023
HISTORICAL REFERENCE	September 18, 2012 (R12-118); October 5, 2015; November 20, 2018 (R18-108); October 15, 2019 (R19-111); October 4, 2022 (R22-144); December 5, 2023

Purpose:

1. To outline the process for requesting support from York County for events not conducted by an agency of County government. (Requests from for-profit entities and/or for events sponsored by for-profit entities will not be considered unless a formal approved relationship between the for-profit entity and the York County Board of Supervisors exists.)
2. To facilitate a planned and coordinated approach in evaluating requests for events to be held in York County that have a potential impact on County residents and businesses.
3. To ensure that County support for events is based upon reasonable and quantifiable facts and projections.
4. To establish a formal process to determine both the costs that will be incurred by the County for support of the proposed event and the amount of reimbursement that is to be made by the requesting party to the County for such support.

Background:

The York County Board of Supervisors recognizes the many direct and indirect benefits that events can have on the community. Consequently, the Board of Supervisors provides staff and funding to conduct a wide variety of events and activities for citizens and visitors. In addition, the County works with many other groups to co-sponsor events for the public through the provision of staff, equipment, facilities, advertising, or funding.

With the regional growth in population and construction of facilities that are conducive and desirable for hosting events, interest by non-County governmental parties to sponsor events in York County has also increased. Such interest has generated requests for events to be held in York County that have not been budgeted or planned for. Because of competing priorities and limited resources it would be impossible for the County to support all of the requests for assistance. Therefore, this policy is intended to provide a systematic process for determining whether a proposed event can be supported by County government and to what level it can be supported.

Definitions:

- County Administrator – means the York County Administrator or his/her designee.
- County Support – means the allocation of staff and resources for coordination of and/or working at an event. County support also includes, but is not limited to, equipment, funding, facilities, vehicles, permits, public transportation, advertising, supplies, etc.
- Event – means an activity or program, such as concerts, celebrations/commemorations, cultural performances, sporting competitions, art shows, car/boat shows, farmer's markets, parades, etc.
- Riverwalk Landing – defined as the County-owned property bounded by the Coleman Bridge on the west, the York River on the north, the public restroom building at the Ballard Street/Water Street

intersection on the east, and the Chischiak Watch townhouse property and the parking terrace on the south.

- National Park Service Beach Picnic Area – the park area east of the intersection of Comte de Grasse and Water Streets in Yorktown that is bordered on the north by the York River.

Procedures:

1. Requests for event support from York County shall be made in writing to: York County Economic and Tourism Development, P.O. Box 532, Yorktown, Virginia 23690. The request shall include the following information:
 - a. Detailed description of the proposed event and explanation of the benefits to York County government and the community;
 - b. Type of event (i.e., public, private, free/fee-based, fundraising, etc.);
 - c. Name, address, and phone number of the individual(s)/organization(s) sponsoring the event;
 - d. Type of organization sponsoring the event (i.e., private, profit/non-profit, etc.);
 - e. Outline sponsoring individual(s)/organization(s) experience with conducting this type of or similar event;
 - f. Specific location(s) where the event will be held;
 - g. Proposed date and rain date (if applicable) of event;
 - h. Time schedule for the event, including set-up, take-down, clean-up, and various activity elements;
 - i. Anticipated attendance;
 - j. Description of how the event is being advertised/marketed;
 - k. Description of arrangements/needs to accommodate public health and convenience issues (i.e., trash collection and removal, restrooms, first aid stations, etc.);
 - l. Description of arrangements/needs to accommodate public safety issues (i.e. traffic and crowd control, security, public broadcast systems, etc.);
 - m. Description of arrangements/needs to accommodate utility issues (i.e., electric service, generators, spider boxes, outlets, water hook-ups, phone lines, internet access, etc.)
 - n. Number of parking spaces required and parking locations desired;
 - o. Documentation of Insurance coverage and limits available;
 - p. Revenue/expenditure estimates;
 - q. Amounts and/or estimated value of any sponsorships (i.e. monetary, in-kind, etc.);
 - r. Special requirements of sponsors (i.e., banners, booths, literature distribution, giveaways, use of logo, etc.)
 - s. Statement of where profits made from the event will be disbursed;
 - t. Outline of how much and what kind of County support is being requested;
 - u. Statement as to whether or not the event sponsor intends to reimburse the County for any support provided for the event.

2. Requests for event support shall be submitted according to the following schedule:
 - a. Events with an anticipated attendance of more than 3,000 people – no less than 15 months before the event.
 - b. Events with an anticipated attendance of 1,000 to 3,000 people – no less than 12 months before the event.
 - c. Events with an anticipated attendance of less than 1,000 people - no less than 9 months before the event.

Under special circumstances, the County Administrator may allow exceptions to the above-listed deadlines.

3. Upon receipt of the event proposal and support request, various County agencies will evaluate the proposal, formulate cost estimates to provide the support requested, and prepare an assessment and recommendation for consideration by the County Administrator. County agencies involved in this process will include, but not be limited to: Fire and Life Safety, Sheriff's Office, Public Works, Finance, School Division, Parks and Recreation Division, and Economic and Tourism Development Department. Under certain scenarios, input or permits/approvals for the event may be necessary from agencies such as the National Park Service, Virginia Department of Transportation, Virginia Department of Alcoholic Beverage Control, State Police, United States Coast Guard, and other neighboring jurisdictions.
4. The evaluation process may require submission of additional information, references, etc., from the requesting party.
5. The support cost estimates and recommendations of the pertinent agencies will be forwarded to the County Administrator for final consideration and approval. Notification of the County Administrator's decision as to whether or not the County is able to support the event and, if so, the billable amounts and payment requirements (i.e., deposits, bonds, etc.) will be communicated to the requesting party as soon as possible. Depending on the complexity of the event and/or request, the County's evaluation of the request and final decision as to County support could take as long as two or three months. Nothing in this policy shall be construed as an obligation on the part of the County to support a non-governmental event.
6. If non-reimbursable County support is approved for the event, recognition of such support shall be included in any advertising of the event. Use of the York County logo and/or text recognizing County support shall be approved by the Director of Economic and Tourism Development prior to public release.

Facility Regulations:

In addition to regulations found in Chapter 17 – Public Areas - of the York County Code, any other Board Policy or Administrative Directive, or written agreement, the following regulations shall apply for events held at the facilities listed below:

1. Riverwalk Landing:
 - a. Fundraising events shall be limited to those that are County-sponsored or co-sponsored.
 - b. The Parking Terrace shall remain open for general public use.
2. National Park Service Beach Picnic Area:
 - a. The area shall remain open to the general public during its normal operating hours.
 - b. Admission or registration fees may not be collected on-site.
 - c. There shall be no souvenir sales associated with any authorized event.

- d. Alcohol is prohibited on National Park Service Property.
- e. All posted use regulations for the area shall be observed.

Exemptions:

Attachment A provides a listing of the various groups that have co-sponsored annual events with York County for several years and which, therefore, are considered exempt from submitting proposals under this policy. However, should there be any change to the events listed on Attachment A that would increase the demand for County support, this exemption shall be considered null and void and the conditions outlined in this policy shall apply.

The listing of an event on Attachment A does not guarantee that County support will continue in future years at the same level or even at any level. The County reserves the right to discontinue entirely or to change/reduce the level of service provided for any reason deemed necessary by the County. Notification of any such changes will be made to the event sponsor at the earliest possible time.

Attachment A may be modified administratively by the County Administrator or his/her designee.

ATTACHMENT A

1. Veterans of Foreign Wars 824 - Yorktown 4th of July Parade
2. York County Historical Committee
 - a. Memorial Day and Veteran's Day Ceremonies
 - b. Procession of Lights and Tree Lighting Ceremony
3. Celebrate Yorktown Committee
 - a. Virginia Symphony Concert
 - b. ~~Summer Concert Series~~
4. Eastern Virginia Mountain Bike Association – Bike Day at New Quarter Park
5. Riverwalk Landing Business Association – Farmer's Market
6. Yorktown Foundation
 - a. Tall Ships Committee – Annual Visits of Tall Ships
 - b. Lighted Boat Parade
7. Yorktown Christmas Market on Main
- ~~8. Victory Family YMCA – 10K & 5K and Family Fun Run~~
- ~~9.8. Boots Blues~~, Brews, and BBQ
- ~~10.9.~~ Yorktown Wine & ~~Oyster~~ Festival

BOARD POLICY	
SUBJECT	Freight Shed Use Policy
POLICY NUMBER	BP12-25
ORIGINAL EFFECTIVE DATE	November 15, 2012
REVISION DATE	January 21, 2025 (R25-15)
HISTORICAL REFERENCE	January 7, 2013; March 3, 2015; December 6, 2016; December 19, 2017 (R17-169); November 20, 2018 (R18-108); November 16, 2021 (R21-116); <u>January 21, 2025 (R25-15)</u>

Purpose: It is the intent of the Board of Supervisors to allow private citizens, citizen groups and organizations as well as government-related users to use certain public meeting areas and public spaces in the Yorktown Freight Shed and on its grounds to the extent that such use is consistent with County uses of the building, with any permanent or semi-permanent space allocations the Board has made, and with requirements for operation, maintenance, and supervision of the facilities. The purpose of this policy is to establish the guidelines and procedures for such uses.

Procedure:

1. Available Facilities:

The Yorktown Freight Shed facilities (the Facilities) that may be scheduled and reserved for functions/events consist of the main building, an ancillary catering kitchen, and an outdoor plaza. ~~The outdoor plaza may be covered with a tent available for rental on a separate fee basis.~~ Public restrooms are available in an adjacent structure, easily accessible via an open-air walkway. Public parking is available across Water Street in the Riverwalk Landing parking terrace and in other locations within the Village. Users are advised that the parking terrace may be filled to capacity at certain peak times, particularly when other special waterfront events such as outdoor concerts are scheduled. In those situations, Users may need to park in other lots within several blocks walking distance.

- a. Yorktown Freight Shed. The Yorktown Freight Shed is a single level facility consisting of approximately 1,950 square feet of floor area. Maximum Building/Fire Code occupancy limits are:
 - 390 persons standing;
 - 275 persons seated in presentation format; and,
 - 130 persons seated at tables and chairs for reception/banquet functions.
- b. Riverwalk Plaza. The Riverwalk Plaza is an open-air brick plaza encompassing approximately 2,000 square feet and situated between the Historic Freight Shed and the York River shoreline. The Plaza can be cordoned off from the remainder of the public plaza and open space areas in Riverwalk Landing with portable bollards and designated for the exclusive use of the scheduling party.
- c. Riverwalk Plaza Pavilion Tent. The Riverwalk Plaza will be covered with a 2,000 square-foot pavilion tent. The pavilion tent is not heated or air-conditioned. ~~The County reserves the right to take the tent down in advance of any forecasted weather conditions(s) when there is risk that damage to the tent could possibly occur. The County also reserves the right to suspend setup for an extended period until adverse forecasted weather conditions have completely cleared.~~
- d. Catering Kitchen. The catering kitchen offers prepping counter space, commercial sink, handwashing station, commercial refrigerator, two commercial ice-makers, warming cabinet, two microwave ovens, and a utility cart to support functions scheduled in the Yorktown Freight Shed.

2. Administration/Management:

The County Administrator shall be responsible for the administration and enforcement of this policy and shall designate a County department or specific position to serve as the Freight Shed Management to perform the following functions and duties and such others as set forth herein:

- a. Receiving, evaluating, and acting on all applications for use and scheduling of the Facilities;
- b. Maintaining a schedule of events/reservations and making said schedule available to Users and prospective Users on a real time basis through the use of an appropriate computer-based calendar system;
- c. Showing the facilities to prospective Users, reviewing all Facility policies and procedures with Users, conducting pre- and post-event inspections of the Facilities, and coordinating set-up and clean-up logistics;
- d. Establishing and maintaining an access control system for such times as Users are to be issued access codes, and ensuring that Users are instructed on building opening and lock-up procedures.

3. Permitted Uses:

- a. Special Events such as weddings, receptions, private banquets and parties.
- b. Special meetings of groups or organizations occurring on a periodic basis, but not to become the regularly scheduled meeting place for such groups or organizations.
- c. Arts and Educational Activities such as recitals, art shows, cultural performances, lectures, demonstrations, or other similar programs.
- d. Other appropriate uses as approved by the Freight Shed Management.

4. Hours of Availability:

Only one rental will be accommodated on any given day. Fees will be based on which of the following time periods the renting party desires to use:

- a. Tier 1 hours of availability shall be Monday through Thursday, 10:00 a.m. to 5:00 p.m.
- b. Tier 2 hours of availability shall be Monday through Thursday, 10:00 a.m. to 11:00 p.m.
- c. Tier 3 hours of availability shall be Friday and Saturday 10:00 a.m. to 11:00 p.m.
- d. Tier 4 hours of availability shall be Sunday, 10:00 a.m. to 11:00 p.m.

5. Policies Governing Use and Conduct:

The following rules of use and conduct shall be observed by all users of the Yorktown Freight Shed, the Riverwalk Plaza, Riverwalk Plaza ~~Pavilion~~Tent and the Catering Kitchen (the Facilities). The User (defined as the individual or group renting the facilities) is responsible for ensuring that these guidelines are observed at all times by vendors, participants and/or guests. Failure to adhere to any of the following policies may result in a forfeiture of the user's damage deposit and potential prohibition of future use.

- a. The User is responsible for ensuring lawful and orderly conduct during the period of use.
- b. The User is responsible for all damages to the building or grounds occurring during use.
- c. All Users of the Facilities must limit participation to the posted maximum "allowable" persons in the space per building/fire code regulations.
- d. Riotous, boisterous, threatening, or indecent conduct or the use of abusive, threatening, profane, or indecent language shall not be permitted.
- e. Open invitation parties or similar events where alcoholic beverages are being sold shall

be prohibited.

- f. The User shall not be engaged in advocating social or political change by violence or by other illegal means. This restriction does not prohibit the discussion of controversial subjects in public forum. In the case of Users wishing to use the Facilities for an event that will be open to the general public (i.e., attendees other than individual Users or members of the using group, their specially invited guests, or prospective members), the purpose and/or content of the event shall be of a cultural, historical, educational, governmental, or political nature. Examples would include: recitals, art shows/exhibits, lectures, children and youth programming, historical re-enactments, historic/interpretive exhibits/demonstrations, etc.
- g. The Facilities shall not be used for any purpose described and identified as an obscene exhibition or performance by any applicable law, including but not limited to Chapter 15.5 of the York County Code. Displays of art shall not include material that is obscene as defined by Section 15.5-2 of the York County Code or any other applicable law. Users of the Facilities are responsible for ensuring that the content or subject matter of meetings, performances, displays, and exhibits is consistent with the terms of said Chapter.
- h. No drugs or controlled substances shall be brought onto or used on or within the Facilities property except in accordance with a medical prescription or otherwise as allowed by law. Persons under the influence of illegal drugs shall not be allowed on the premises.
- i. Smoking or vaping is prohibited in the Yorktown Freight Shed, the Riverwalk Plaza ~~Pavilion Tent~~, and the Catering Kitchen.
- j. Betting or gambling in any form is prohibited. This shall not be deemed to prohibit live or silent auctions or raffles conducted in conjunction with an otherwise authorized function.
- k. No pets or animals (with the exception of service animals) are allowed in the Yorktown Freight Shed, Riverwalk Plaza ~~Pavilion Tent~~ or Catering Kitchen.
- l. No sparklers or celebratory throwing of confetti, rice, birdseed, or petals shall be permitted in the Yorktown Freight Shed, Riverwalk Plaza ~~Pavilion Tent~~ or on the Riverwalk Plaza. Failure to adhere may result in "extraordinary cleanup" fees.
- m. No open flames, including without limitation decorative candles on tables unless shielded by a glass bowl or bulb, shall be permitted in either the Yorktown Freight Shed or the Riverwalk Plaza ~~Pavilion Tent~~.
- n. Cooking of any type is strictly prohibited in the Freight Shed kitchen, Freight Shed, Freight Shed Plaza ~~Pavilion tent~~, and all surrounding areas. Failure to adhere to the no cooking policy will result in the forfeiture of damage deposit.
- o. No open flame heaters shall be permitted in either the Freight Shed or the Freight Shed Plaza ~~Pavilion Tent~~. Heaters for use under the Freight Shed Plaza ~~Pavilion Tent~~ must be approved by Freight Shed Management prior to the event.
- p. Collection of donations or admissions shall be permitted for those activities that involve displays, exhibits or performances, provided that the intention to do so is indicated on the Freight Shed Use Agreement. Upon specific approval of the Freight Shed Management, a ticketed event such as a wine festival may be scheduled for the Facilities. Sales of exhibited items, such as artwork, shall be permitted provided that all applicable business license requirements are observed.
- q. No signs, emblems, symbols, or similar items may be erected on the Yorktown Freight Shed grounds or affixed to the interior or exterior of the building by any User without specific authorization from the Freight Shed Management.
- r. All publicity (e.g., posters, brochures, information flyers, radio or television announcements, etc.) must carry the name of the organization sponsoring the meeting. The County of York may not be identified as a sponsor or co-sponsor without prior written approval.

- s. It is expressly understood that permission to use the Facilities does not in any way constitute an endorsement of any organization or group by York County or its officers, agents or employees.
- t. Authorizations for use of the Yorktown Freight Shed shall not be approved for, nor be construed to accommodate, a regular meeting schedule for groups or organizations.

6. Food and Beverage Policies:

- a. Alcoholic beverages may be served at events provided that the User secures all necessary approvals and licenses from the Virginia ABC Board, which the User shall obtain at the User's sole cost. User shall comply fully with all conditions of any such license. Use of a caterer with an ABC license is recommended. The ABC license must be posted on the premises before the start of the event and a copy sent to Freight Shed Management.
- b. The sponsoring User accepts full responsibility for maintaining control of consumption and enforcing moderation. Any behavior which indicates intoxication of any participant shall be cause for consumption to immediately cease, and shall also be cause for future denial of permission for the sponsoring User to serve alcoholic beverages at its functions in the Facilities.
- c. No alcohol may be consumed in any other area except the designated area of the event. No alcohol may be carried outside the Yorktown Freight Shed or Riverwalk Plaza PavilionTent, except within the posted/delineated limits of the Riverwalk Plaza, if applicable.
- d. Use of a caterer is recommended for food and alcoholic beverage service. Caterers must be appropriately licensed to do business, unless exempt from licensing requirements under applicable law, and must have all applicable Health Department and ABC Board permits.
- e. If using the kitchen facilities, the user is responsible for provision of all necessary serving utensils, paper goods, silverware, beverage containers or servers. The use of deep-fat-fryers is prohibited, whether in the Yorktown Freight Shed, Catering Kitchen or anywhere on the brick plaza surrounding the facilities. Failure to leave the kitchen area in a clean and sanitary condition, as determined by the Freight Shed Management following use, can result in the assessment of "extraordinary clean-up" fees and denial of facility use in the future.
- f. Potholders, protective plates, or trivets shall be required for hot dishes to be set on any of the tables inside the Yorktown Freight Shed. Any damage to tables or furnishings due to neglect, the placement of hot dishes/containers or food/beverage spillage, and the cost of any necessary cleaning/repairs, shall be the responsibility of the User.

7. Set Up:

- a. The User is responsible for supplying information on the Yorktown Freight Shed Use Agreement form concerning the desired set up of the facilities including the number and placement of chairs and tables fourteen (14) days before event. Unless otherwise arranged between the User and the Freight Shed Management all set-up and take-down of Facility-supplied tables/chairs/etc., will be the responsibility of the Freight Shed Management. In no case shall the User be allowed to re-arrange any of the interior permanent fixtures or furnishings in the facility for use outside on the Freight Shed Plaza or under the Freight Shed Plaza Paviliontent.
- b. White folding chairs are available for use outside in the Freight Shed Plaza Paviliontent area, and the Freight Shed Management will provide instructions concerning set-up/take-down responsibilities and procedures to Users. White folding chairs are also available for permitted events outside in the Stage Performance area, in conjunction with a freight shed reservation.
- c. The User is responsible for supplying such items as easels, display boards, and other equipment needed for their function. Equipment located in the facility (e.g., the podium and microphone) may be used, subject to approval by the Freight Shed Management.
- d. Set-up of furniture and equipment by the Freight Shed Management will occur

- e. Parking at curbside on Water Street in front of the Yorktown Freight Shed or in the cobblestone square is not permitted. User's or Caterer's delivery vehicles may be parked temporarily in the pull-off area marked for loading and unloading, east of the Freight Shed. Upon completion of unloading/loading, the vehicle shall be moved off the street and parked in an authorized parking space. Driving or parking vehicles on the brick plazas or walkways adjacent to the Yorktown Freight Shed and Catering Kitchen is strictly prohibited. Vehicles in violation of this regulation shall be subject to ticketing, towing and/or the User/Caterer responsible for the vehicles may be barred by the Freight Shed Management from future events and subject to loss of damage deposit
- f. Any equipment or building malfunctions or damage discovered by the User or Caterer during set-up/preparations for an event shall be reported immediately to the Freight Shed Management.

8. Clean Up:

- a. Users shall be responsible for all clean up following the conclusion of the use of the facility. All trash shall be removed from the premises at the User's expense, with the exception of closed bags of non-toxic trash that can fit cleanly and neatly into the five (5) trash receptacles provided (four [4] in the Freight Shed and one [1] in the Catering Kitchen). Loose trash or bags full of trash shall not be left inside or outside either of the buildings and shall be disposed of by the User. Everything brought to the facilities by the User, caterer, rental company, or guests shall be removed on the same day of the event. Failure to adhere to these guidelines will result in loss of damage deposit.
- b. Upon completion of any event where food or drink was provided to event guests, the following clean up shall be performed by the Caterer and/or User:
 - All spillage and sticky residues caused by the use of punch bowls and/or fountains shall be thoroughly cleaned from the surfaces of cabinets, tables and the floor.
 - Microwaves and food warmers provided for use in the kitchen shall be checked for any remaining food items, and such food items shall be removed and properly disposed. The insides shall be wiped out and thoroughly cleaned of any food spills that occurred during the event.
 - The refrigerator in the Catering Kitchen shall be checked for remaining food items and flowers, and such items shall be removed and properly disposed. The inside shall be wiped out and thoroughly cleaned of any food spills that occurred during the event.
 - Tables and counters in the Freight Shed and Catering Kitchen shall be wiped clean of food spills and debris and the sink in the Catering Kitchen shall be cleaned of all food remains and rinsed. All food remains or other such items collected by these operations shall be properly disposed.
 - Event-related food spills and/or trash on the floor of the Freight Shed, the floor of the Catering Kitchen, or on the exterior brick plaza areas surrounding the buildings shall be thoroughly cleaned up and properly disposed.
 - NOTE - Normal cleaning supplies (e.g.; rags, spray cleaners, paper towels, etc.) shall be the responsibility of the User or Caterer. Neither the Freight Shed Management nor the County of York will provide such cleaning supplies.
- c. The cost of any clean-up by Freight Shed Management required as a result of the User's failure to do so, including the removal of items left behind or the disposal of any trash above and beyond the allowable five (5) bags, shall be charged to the User at the rate of \$75/hour and shall be deducted from the Damage Deposit. The User shall be responsible for any costs in excess of the Damage Deposit amount as may be assessed by the Freight Shed Management upon post-event inspection of the Facilities.

9. Fees:

Yorktown Freight Shed	Pricing	Notes
T1	Monday – Thursday – (10:00 am - 5:00 pm)	
Private - York County Resident/Employee	\$1,600 300 flat rate	Includes use of venue from 10am-5pm; use of all furniture to include white folding chairs; use of tent behind the freight shed; use of caterer's kitchen
Private - Non-Resident	\$1,850 flat rate	
Non-profit Groups	\$1,200 flat rate	
T2	Monday – Thursday – (10:00 am - 11:00 pm)	
Private - York County Resident/Employee	\$1,800 2,200 flat rate	Includes use of venue from 10am-11pm; use of all furniture to include white folding chairs; use of tent behind the freight shed; use of caterer's kitchen
Private - Non-Resident	\$2,100 2,600 flat rate	
Non-profit Groups	\$1,350 1,700 flat rate	
T3	Friday - Saturday – (10:00 am - 11:00 pm)	
Private - York County Resident/Employee	\$3,600 000 flat rate	Includes use of venue from 10am-11pm; use of all furniture to include white folding chairs; use of tent behind the freight shed; use of caterer's kitchen
Private - Non-Resident	\$4,200 3,500 flat rate	
Non-profit Groups	\$2,250 700 flat rate	
T4	Sunday – (10:00 am - 11:00 pm)	
Private - York County Resident/Employee	\$2,500 3,000 flat rate	Includes use of venue from 10am-11pm; use of all furniture to include white folding chairs; use of tent behind the freight shed; use of caterer's kitchen
Private - Non-Resident	\$3,000 600 flat rate	
Non-profit Groups	\$1,750 2,100 flat rate	
January, February and March	20% discount applied to applicable fees above for events held during January, February and March.	
Reservation/ Damage Deposit	\$500	<u>Reservation/Damage Deposit is a deposit that is required to finalize the reservation and will be refunded with no damage to the facilities and adherence to use policies. This deposit is non-refundable upon cancellation.</u> Necessary to finalize the reservation and is due when reservation agreement is received. Applied to balance due; non-refundable upon cancellation.
Damage Deposit	\$200	Refundable with no damage and adherence to use policies.
Gross Receipts	In addition to the Flat Rates set forth above, any event involving revenue generation from ticket sales, admission charges, sale of artwork, etc. shall be assessed an additional fee equal to 15% of the total gross receipts. Non-Profits may be exempt from gross receipts upon approval from the Freight Shed Management.	

Reservation/~~Damage~~ Deposit (due with the reservation agreement) - \$500 is necessary to finalize the reservation and will be refunded with no damage to facility or equipment, adherence to use policies and no extraordinary clean-up is required A check will be sent via regular mail to the address listed on the reservation agreement. ~~This deposit is non-refundable upon cancellation. will be applied to balance due and is non-refundable.~~

Damage Deposit – The \$200 damage deposit will be refunded after the post rental facility inspection, provided there is no damage to facility or equipment, adhered to use policies and no extraordinary clean-up is required. A check will be sent via regular mail to the address listed on the reservation agreement 2-3 weeks after the event is held.

The damage deposit and the final balance of rental fee (full fee amount for event minus reservation deposit) are is due 60 days prior to the event.

In addition to the rental fees set forth above, any event involving revenue generation from ticket sales, admission charges, sale of artwork, etc. shall be assessed an additional fee equal to 15% of the total gross receipts.

10. Determination of Resident/Non-Resident and Non-profit Group Status

For the purposes of this Policy, *resident* and *non-resident* distinctions shall be as follows:

- Individual facility reservations, a County resident is defined as anyone permanently living within the geographical boundaries of York County, Virginia. The resident may only rent the facility for themselves or immediate family (spouse, parent, guardian, brother, sister, son, daughter, parents-in-law, grandparent, grandchild, step-parent, step-brother, step-sister, step-child). York County Tourism Development reserves the right to request proof of residency. All others will be considered non-residents;
- Group or organization facility reservations eligibility for County resident fees requires that the group or organization be based in the County (e.g., charter, mailing address, etc.) and that at least 80% of the organization's members or players are permanently living within the geographical boundaries of York County, Virginia. York County [Economic and Tourism Development](#) reserves the right to request proof of residency. All others will be considered non-resident groups/organizations;

For the purposes of determining eligibility for reduced fees for County of York employees, distinctions shall be as follows:

- For individual facility reservations, a County employee is defined as a full-time employee. The employee may only rent the facility for themselves or immediate family (spouse, parent, guardian, brother, sister, son, daughter, parents-in-law, grandparent, grandchild, step-parent, step-brother, step-sister, step-child).
- Retirees, part-time or work-as-required are not eligible for the County of York reduced employee fee.

For the purposes of determining eligibility for reduced fees, the term Civic/Non-profit Groups shall be limited to Federal, State, and Local Government Agencies as well as those which are based in York County (i.e., chartered/registered with a York County mailing address for the group and/or its principal officer); or, one that is provided financial support by or through the York County Arts Commission. Non-profits may be exempt from gross receipts upon approval from the Freight Shed Management.

11. Reservations

- a. The Facilities may be reserved or by Private Users other than non-profit groups as defined in section 10 above as much as 18 months in advance.
- b. Non-profit Groups, as defined in section 10, may reserve twelve (12) months in advance.
- c. Requests for a "hold" on a desired reservation date may be directed to members of the Freight Shed Management or may be made in writing. In the event of an overlap of desired dates, the "hold" request made directly to the Freight Shed Management shall be considered the primary request. Temporary holds on dates shall be valid for a maximum of ten (10) business days. A completed Reservation Agreement form and full payment of the Reservation/[Damage](#) Deposit must be made within ten (10) business days of the temporary hold being placed on a desired date. Failure to make the Reservation/[Damage](#) Depos—it within those ten (10) business days will void the Reservation "hold" and open that date / time to other interested parties.
- d. Reservations are not firm until the Reservation/[Damage](#) Deposit has been paid. The balance of rental fee ~~(full fee amount for event minus reservation deposit)~~ is due 60 days prior to the event. Failure to complete payment for a reserved date will void the reservation and open that date/time to other interested parties.
- e. Payment: Payment may be made by cash, check, or money order. Payments will only be accepted in person during regular business hours at the following address: 121 Alexander Hamilton Boulevard, Yorktown, Virginia. Check or money order can be mailed

to Freight Shed Management P.O. Box 51, Yorktown, VA 23690. Checks should be made payable to Treasurer, County of York. Fees may be charged for returned checks. Credit Card payments are subject to a 3% non-refundable charge of the total amount charged.

- f. Change of Event Date: If a User finds it necessary to change a reservation date, the request must be made in writing (letter or email) at least 60 days prior to the original confirmed event date. One such change-of-date request will be processed without need for payment of a new reservation deposit. Any subsequent change-of-date requests for the event must be accompanied by an additional \$2500 non-refundable reservation damage deposit.
- g. Cancellation: Reservation deposits are non-refundable. No refunds of other event fees paid in advance will be made unless a written request (letter or email) has been made at least 60 days prior to the event date. The Freight Shed Management shall have the authority to waive these restrictions when an event cannot be held due to extraordinary circumstances such as structural damage to the building, an extended power outage, or a severe weather event such as a hurricane or blizzard.
- h. County Government-Related Events: Each County of York department will be allotted three uses of the Freight Shed per calendar year, Monday – Thursday only, at no cost. The Facilities may be reserved no sooner than six months before the requested date. All cancellations must be made three months in advance of the event date. All cancellations made less than three months from the event date will result in a forfeiture of one of the three allotted uses. Each request must have the approval of the individual Department's Director. Failure to adhere to all other established Freight Shed use policies may result in the denial of use for future events.
- i. All fees shall be subject to change upon approval of the appropriate authority (Board of Supervisors or County Administrator).

12. Miscellaneous:

- a. Users shall provide, at their own expense, any security which is desired or which the Freight Shed Management recommends in addition to the normal security provided by the County for purposes it may deem appropriate. Freight Shed Management may require private security for any function that involves the serving of alcoholic beverages other than beer, wine or champagne, or that will accommodate more than 200 attendees.
- b. The County of York is not responsible for property placed in or on the premises.
- c. The Freight Shed Management shall have the right to cancel approved reservation dates due to unforeseen circumstances that threaten public safety or the safety of attendees such as inclement weather or electrical outages. In such cases, the Users will be given the opportunity to re-schedule the event to another available time or, at the User's request, will be entitled to a full refund.
- d. The Freight Shed Management shall have the right to limit or prohibit the use of amplified sound or music on the Plaza or in the Pavilion Tent (e.g., bands or DJ's) when such activity would present potential conflicts with other activities or events scheduled at Riverwalk Landing.
- e. The Freight Shed Management shall have the right to request any person or persons failing to abide by the Freight Shed rules to leave the premises, and to request the assistance and intervention of the York County Sheriff's Office as necessary.
- f. This policy shall apply to all prospective Users applying to use the Yorktown Freight Shed. No group or individual shall be excluded from equal access to the Freight Shed because of considerations of race, sex, religious or political persuasion, or because of the political, religious, or social aims expressed by the individual or group, or by any group's members.
- g. The use of the Facilities may be denied to any individual or group which has, at any time prior to any requested use, been responsible for, or caused, any damage to the Freight Shed or to property owned by the County of York or any other tenant of Riverwalk Landing through or because of acts of vandalism, violence, or rowdiness, or which

has failed to clean up facilities, whether such damage was caused by any members of such group, or by any invitees to any approved meeting. Subsequent approval for use of the Facilities may, in the Freight Shed Management's discretion, be conditioned upon a higher insurance level than is set forth above or additional security and custodial charges. However, no individual or group shall be denied access under this section to the use of the Freight Shed building or facilities because of damages not caused directly by the group or individual group members, or invited guests.

- h. The procedures, requirements and conditions set forth in this policy shall control the use of the Freight Shed, notwithstanding any provisions more or less restrictive as may be set forth in Board Policies dealing with the use of other County buildings.
- i. The County Administrator or his designee shall have the authority to interpret, supplement, or make exceptions to the operational and procedural requirements set forth herein when deemed necessary for the safe, effective, and appropriate use of the Facility.
- j. The Yorktown Trolley is not available to hire or charter service and will not deviate from its pre-determined/regular routes.

BOARD POLICY	
SUBJECT	Riverwalk Landing Pier Operations
POLICY NUMBER	BP16-28
ORIGINAL EFFECTIVE DATE	December 6, 2016
REVISION DATE	January 21, 2025 (R25-15)
HISTORICAL REFERENCE	R05-65; AD10-62; December 19, 2017 (R17-169); November 20, 2018 (R18-108); October 4, 2022 (R22-144); January 21, 2025 (R25-15)

Purpose: To highlight the Yorktown Waterfront by increasing the usage of the piers by daily, overnight, recreational, and larger private boats while working in partnership with the waterfront businesses to explore opportunities to partner and increase awareness for the piers and businesses.

Background:

By the adoption of R05-65, the York County Board of Supervisors recognized the need to set fees as part of implementing an operational plan in anticipation of the opening of the Riverwalk Landing Piers. The Board further acknowledges that efficient and fair use of this public resource requires the administration of comprehensive operating policies and procedures. In 2016, the County Administrator enlisted the expertise of local businesses, the boating community and staff to review the policies and recommend changes to the pier operation.

Definitions:

Commercial Vessels – Cruise ships, charter boats, and vessels operated by for-profit businesses.

Core Facility Hours – The hours during which the Dockmaster’s Office is open and staffed.

Extended Stay Boater – A recreational/non-commercial vessel that stays tied to the piers for more than 4 hours during the core facility hours, or for any length of time during non-core hours.

Dockmaster – Full-time and/or seasonal part-time staff assigned to operating and overseeing the use of the Riverwalk Landing Piers.

Dockmaster’s Office – The building located at 425 Water Street, Yorktown, Virginia 23690.

Holiday and Special Event – The holiday and special event will be subject to the conditions as outlined in this policy and the Appendix. A current list of these dates is listed in Appendix A and will be updated annually by the County Administrator without need for Board action.

MARSEC – Maritime Security Levels I, II or III as defined by the federal Maritime Transportation Security Act 33 CFR Part 105 (Navigation and Navigable Waters) security regulations.

Mooring Balls - A system of mooring balls located east of the Riverwalk Landing Piers.

MTSA – Federal Maritime Transportation Security Act (33 CFR Part 105).

Public Areas Ordinance – Chapter 17 of the “Code of the County of York, Virginia” known as “The York County Ordinance Regulating Conduct in the Public Areas of York County.”

Pump Out – Sewage disposal system located on the T-pier especially designed for marine use.

Riverwalk Landing Piers – Two piers on the York River in Yorktown generally located adjacent to Water Street between the Coleman Bridge and Ballard Street. One pier is T-shaped and is known as the commercial pier; the other pier is L-shaped and is known as the recreational pier.

Temporary Boater – A recreational/non-commercial vessel that docks at the piers for a period not exceeding 4 hours and with none of that time being outside the core facility hours.

Procedures:

1. Operating Schedule:

Core facility hours (i.e., when the Dockmaster's Office is staffed and open) are as follows:

April 1 through Thursday before Memorial Day (7 days per week)

Sunday through Thursday 10 a.m. – 6 p.m.

Friday, Saturday, Holidays & Special Events 10 a.m. – 9 p.m.

Friday before Memorial Day to Labor Day

Piers open from 10 a.m. - 9 p.m., 7 days a week.

November 1 through November 31

Piers open from 10 a.m. – 5 p.m., Thursday - Sunday

December 1 through March 31:

Available to recreational boaters but no office hours; excluding special events. Boaters must contact the posted phone number for security purposes and to obtain the security code for the gate to the docks. Payment arrangements will be made at this time. Water, electricity, and pump-out services are not available during this time.

Holidays: Closed:

Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.

Core facility hours may be adjusted when necessitated by the docking reservation schedule, inclement weather, holiday usage, or special events.

2. Reservation Procedures:

Reservations for recreational/non-commercial docking will be taken on a first-come, first-served basis pending available space. Reservations for any date during a calendar year can be requested beginning the first business day of that calendar year. Reservation requests can be made by phone, VHF radio, email, or in person to the Dockmaster. For holiday and special event dates a deposit is required at time of reservation and minimum night stay may apply. Fees and dates are in Appendix A of this policy.

Reservations for commercial, specialty and other non-recreational vessels will be handled on a case by case basis by the Dockmaster.

The Dockmaster reserves the right to assign docking space. The Dockmaster can also regulate pedestrian traffic on the piers and/or cancel docking reservations for public safety related reasons including, but not limited to inclement weather, slippery pier surfaces, heightened wave action, high winds, crowd control, malfunction of the pier system/infrastructure, damage to the piers, repair work, presence of hazardous materials, a boating accident, investigation of a boating accident, rescue situation, medical response, or security issues.

The Dockmaster shall have the authority to refund docking and reservation fees if weather conditions pose a safety risk to the boaters or vessels or if structural issues require that the piers be close.

3. Fee Schedule:

The fees and charges established herein are based on the proposals and revenue projections approved by the Board as part of the annual budget process. These fees and charges are shown on Appendix A of this policy and will be updated as changes are approved by the Board of Supervisors.

4. Rules and Regulations:

All rules and regulations established in the York County Code and the listed below shall apply. Additional rules and regulations may be issued as necessary by the Board, or by the County Administrator pursuant to his authority under the terms of Chapter 17 of the York County Code.

- a. All vessels must register with the Dockmaster upon arrival. An after-hours check-in system is available for boaters arriving when the Dockmaster Office is not open.
- b. Use of docks by commercial boats is limited to cruise ships, tall ships, research vessels, and for hire vessels when no other safe or accessible dockage is available in the immediate vicinity with County approval and proper insurance. Use of the piers by commercial boats to tender passengers or crew or pick-up supplies is not allowed without written approval from the County and proper insurance.
- c. All vessels shall be appropriately licensed and insured. The County will not be liable for any loss, damage, or injury suffered by persons or vessels accessing, egressing, and while docked at the piers.
- d. No maintenance, painting, or repair of vessels at the piers is permitted.
- e. Piers must be kept clear of material and hazards such as hoses, cushions, tables, chairs, coolers, etc.
- f. The owner/operator of vessels utilizing the piers shall be held responsible for his or her guests and any damage by said vessel or guest.
- g. Consumption of alcoholic beverages is prohibited on the piers.
- h. Boisterous conduct and loud music will not be tolerated. "Quiet hours" will be observed from 11:00 pm until 7:00 am.
- i. No fishing, swimming, or diving is permitted from the piers. No swimming or diving from vessels moored at the piers.
- j. Open fires are not permitted.
- k. All refuse and trash must be placed in receptacles provided on the shore.
- l. Pets must be leashed at all times while on the piers and surrounding waterfront land and parks.
- m. No rafting will be allowed unless specifically authorized by the Dockmaster.
- n. The Dockmaster reserves the right to deny access and revoke docking privileges to any persons or vessels failing to comply with the above rules and regulations.

Appendix A Fees and Charges

Docking Fees:

Temporary Stays (during core facility hours):

Weekday Rates (Monday-Thursday) Free for up to 4 hours - \$5 after 4 hours until piers close
Weekend Rates (Friday – Sunday) \$5 for up to 4 hours and an additional \$10 after 4 hours until piers close
Holiday & Special Events \$5 for up to 4 hours and an additional \$10 after 4 hours until pier close

Any fee paid for the day will be credited if the boater decides to stay overnight.

Space for temporary stay boaters cannot be reserved as the Dockmaster must maintain space for guests staying overnight that have made reservations.

Overnight stays:

Weekday Rates (Monday-Thursday) \$1.75 per foot per day
Holiday and Weekend Rates (Friday – Sunday) \$2.25 per foot per day
Commercial Rate \$3.50 per foot per day
Tendering Rate \$1,000 per vessel per day

For holiday and special event dates a deposit equal to one night stay is required at time of reservation and minimum night stay may apply. See list below:

- Required 2-night minimum stay and deposit: Fourth of July
- Required deposit, no minimum stay required: [Yorktown Wine & Oyster Festival](#) and [Boots, Blues, Brews, and BBQ](#)

When reservations are canceled less than two weeks prior to the reservation date, deposits will not be refunded. If the boater does not dock during the first night of their reservation and has made no contact with the Dockmaster regarding their intentions, the remainder of their reservation period may be offered to other interested parties and no refund of deposits will be issued.

Other Specials and Discounts for overnight stays (Only one discount can be applied per stay)

- 10% discount for current membership in a Yacht club, Boat US membership, or for a group of 6 or more boats traveling together with a reservation
- Multi-night discount (stay 7 consecutive nights get one weekday night free)

Mooring Balls: ~~may be used free of charge for up to 72 hours.~~ \$340 per day for vessels using mooring balls to use the marina facilities to include, four-hour dinghy dockage, pump out, water, and access to boaters' restroom [for up to 72 hours. Reservations can be made at the Dockmaster office.](#)

Utility Fees:

30 Amp Electric Service - \$8.00 per connection for up to 24 hours
50 Amp/twin 30 amp Electric Service - \$12.00 per connection for up to 24 hours
100 Amp/twin 50 amp Electric Service - \$20.00 per connection for up to 24 hours
Sewer Pump-Out - \$5.00 for up to 20 gallons; no charge for Overnight boaters
Water Service (Commercial Vessels Only) - \$50 per 1,000 gallons

Domestic and Foreign Flag Commercial Passenger Vessels

Passenger Head Tax \$20 per passenger per day

(this fee applies to all passengers aboard the vessel not just those disembarking from the ship)
Tendering Rate \$1,000 per vessel per day
Commercial Docking Rate \$3.50 per foot per day

Security Charges:

Charges for security will apply to vessels that fall under the requirements of the Maritime Transportation Security Act (MTSA.) Security charges shall be based upon existing MARSEC Level conditions and predetermined rate of pay for security officers provided by York County.

Special or Promotional Rates:

In support of Special or Promotional Events, the County Administrator or his designee may waive or reduce the normally applicable fees and charges.

Promotional and Miscellaneous Items:

Promotional and minor supplies may be stocked and sold to the boaters to market the piers; fees shall be set at the amount necessary to cover at least all direct costs.

BOARD POLICY	
SUBJECT	Bike Rental Policy
POLICY NUMBER	BP25-31
ORIGINAL EFFECTIVE DATE	
REVISION DATE	
HISTORICAL REFERENCE	

Purpose: To establish policies and procedures for the operation, maintenance, and public use of the Yorktown Bike Rental Program to ensure safety, accountability, and alignment with County goals for tourism, recreation, and environmental sustainability.

Procedure:

1. Administration/Management:

The County Administrator shall be responsible for the administration and enforcement of this policy and shall designate the Department of Economic and Tourism Development to oversee the following functions and duties and such others as set forth herein:

- a. Administer all aspects of the County-operated Bike Rental Program, including oversight of operations, staffing, and customer service;
- b. Receiving, evaluating, and act on all rental requests and ensuring proper scheduling, inventory management, and compliance with County policies and procedures.
- c. Maintaining accurate records of bike rentals, revenues, and signed waivers, and making rental availability on a real time basis through the use of an appropriate computer-based calendar system;
- d. Managing bike inventory, conducting pre and post rental inspections of the bikes and related equipment, and coordinating the pickup and return process;

2. Hours of Availability:

Standard operating hours will correspond with the Yorktown Welcome Center, unless otherwise approved by the Director of Economic and Tourism Development or their designee.

Operations may be suspended or closed during inclement weather, hazardous conditions, or other circumstances deemed unsafe by staff or public safety officials. Notices of temporary closure shall be posted at the Yorktown Welcome Center.

3. Rental Operations

Bikes shall be rented on a first-come, first-served basis. Users must present valid identification and complete a rental agreement and waiver prior to equipment release. Staff shall verify that all required forms and payments are complete prior to releasing equipment.

3. Liability and Insurance

All users must sign a Wavier and Release of Liability form before renting equipment. The County shall maintain appropriate insurance coverage for program operations as determined by the County's Risk Management Office.

4. Safety and Maintenance Requirements

Helmets are required for all riders. Riders must obey all traffic laws and posted regulations. Bikes may not be ridden on sidewalks in business areas. Staff shall provide safety instructions.

All bikes must be inspected daily for safety by designated staff. Maintenance logs shall be conducted. Damaged or unsafe equipment must be removed from circulation immediately.

5. Fees

Rental fees shall be established by the Board of Supervisors:

Equipment Type	Rental Rate	Duration
A. Regular Bike	\$10	1 hour
B. Electric Bike	\$25	1 hour

Refunds: Refund may be issued only in cases of program cancellation due to inclement weather, unsafe riding conditions, or other circumstances as determined by County Staff. No refunds will be provided once rental period has begun. Customers who arrive late will not receive partial refunds. Any approved refunds shall be processed in accordance with County financial procedures.

Late Charge: A late charge of \$5 per 15 minutes past the schedule return time will be applied, up to the equivalent of an additional hourly rental rate. Continued failure to return equipment within one hour of the schedule return time will result in additional hourly charges and may be considered equipment loss after two hours, subject to replacement cost.