



**CITY OF CHARLESTON
WEST VIRGINIA**
COUNCIL MEMBER – AT LARGE



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Parks & Recreation Committee, Chair
Facilities, Vice Chair
Public Safety Committee

A meeting of the Council Committee on Parks and Recreation will be held on **June 1, 2026**. The meeting will begin promptly at 5:30 PM.
AV ROOM #308, CITY HALL
Charleston, WV

Agenda

APPROVAL OF PREVIOUS MINUTES

1. 11-17-2023

RESOLUTIONS

1. Resolution No. 26-049 – Adopting the initial rental fees for Parks and Rec pursuant to Bill No. 8076.

DEPARTMENT UPDATES

ADJOURN

CC/ns

***Meetings may be recorded and broadcast via internet <https://charlestonwv.civicclerk>**

MINUTES

**PARKS AND RECREATION COMMITTEE MEETING
THE MEETING WAS HELD AND MADE AVAILABLE TO THE PUBLIC OVER ZOOM
AT CITY HALL**

5:00 P. M., JUNE 6, 2023

Caitlin Cook, Chairperson, called the meeting of the Charleston City Council Committee on Parks and Recreation to order at 5:00p.m., June 6, 2023.

Committee Members Present:

Caitlin Cook, Chair
Bruce King, Vice Chair (arrived at 5:13)
Patrick Salango
Frank Annie
Chad Robinson

Committee Members Absent:

Michael Ferrell
Pat Jones

Other Councilmembers Present:

A roll call was taken, and it was determined that a quorum was not present.

Resolution No. 26-049

Introduced in Council:

May 4, 2026

Introduced by:

Joseph Jenkins and Caitlin Cook

Adopted by Council:

Referred to:

Parks and Recreation and
Finance

1 Resolution No. 26-049 - Approving, pursuant to Municipal Code §§ 82-3 and 82-125, Regulations
2 and Schedule of Fees, Rates, and Charges for Use of City Parks and Public Grounds Facilities, as
3 recommended by the Director of the Parks and Recreation Department, and reflected in Exhibit
4 A attached hereto.

5
6 Now, therefore, be it Resolved by the Council of the City of Charleston, West Virginia:

7
8 That, pursuant to Municipal Code §§ 82-3 and 82-125, the Regulations and Schedule of Fees,
9 Rates, and Charges for Use of City Parks and Public Grounds Facilities, as recommended by the
10 Director of the Parks and Recreation Department, and reflected in Exhibit A attached hereto, is
11 approved.



CITY OF CHARLESTON, WEST VIRGINIA
Parks and Recreation Department

Regulations and Schedule of Fees, Rates, and Charges for
Use of City Parks and Public Grounds Facilities

Submitted to City Council on _____, 2026.

Approved by City Council in Resolution No _____ on _____, 2026.

§ 1. General Scope and Authority.

The Director of the Parks and Recreation Department (hereinafter, the “Director”) is authorized pursuant to City Code §§ 82-43, 82-45, and 82-125 to establish, equip, maintain and operate recreational parks, playgrounds and other recreational facilities for public uses; set fees, rates, and charges for their use; and to collect revenues therefrom. Further, the Director is authorized pursuant to § 82-3 to promulgate such rules and regulations as he may, from time to time, deem appropriate to protect and preserve the parks and the right of the public to use the parks. In accordance with the authority granted by City Council in City Code §§ 82-3 and 82-125 to the Director, with the approval of the City Manager, and as approved by City Council, the following rules and regulations (hereinafter referred to as the “Regulations”) and schedule of fees, rates, and charges (hereinafter referred to as the “Fee Schedule”) for the use of City parks and public grounds under the Department’s authority contained herein are hereby established, as amended.

§ 2. Definitions.

- (a) **“Artificial Turf Field”** means a City-owned Athletic Field with synthetic turf surfaces, subject to additional restrictions to preserve turf quality and safety.
- (b) **“Athletic Field”** means an Athletic Field (or sports field), excluding Playing Courts and golf courses or frisbee golf courses, under the authority of the Department specifically marked and prepared for playing sports or games, or for hosting athletic events or activities,

including, but not limited to, baseball, softball, soccer, football, lacrosse, and other similar sports or activities played in or upon a field.

- (c) **“Concessions”** means the sale or distribution of food, drinks, or merchandise at a City facility.
- (d) **“Educational Group”** means any public school (e.g., Kanawha County Schools), private school, or home school association physically located within the City of Charleston boundaries.
- (e) **“Local Recreation Provider”** means a nonprofit organization based in the City of Charleston that:
 - (1) Is formed for the purpose of recreation and registered as a nonprofit organization with the West Virginia Secretary of State’s Office;
 - (2) Has a governing board and bylaws specific to Charleston operations; and
 - (3) Demonstrates that at least 85% of its participants are City of Charleston residents (residency may be verified through rosters, utility bills, or photo identification). Examples include volunteer youth sports leagues and senior leagues. Travel based teams are excluded from this designation.
- (f) **“Nonprofit Organization”** means an organization established for charitable, educational, recreational, or community purposes that does not distribute profits to owners or shareholders. Proof of nonprofit status must be provided with an official document (such as a tax-exemption determination letter or incorporation certificate) from the issuing authority.
- (g) **“Park Facility”** means City Athletic Fields, Playing Courts, gymnasiums, golf courses, frisbee golf courses, pools, shelters, and all other park facilities or public grounds under the Department’s authority which are held open for public use.
- (h) **“Park Facility Use Agreement”** means a written or digital agreement or permit issued by Charleston Parks and Recreation granting a User Group specific rights to use designated Athletic Fields, Playing Courts, or other park facilities for approved activities. The agreement outlines dates, times, permitted activities, and any applicable fees or conditions.
- (i) **“Person”** means any individual, corporation, partnership, association, club and any other group acting as a unit.
- (j) **“Playing Court”** means a designated indoor or outdoor court, excluding Athletic Fields and golf courses or frisbee golf courses, under the authority of the Department specifically

marked and prepared for playing sports or games, or hosting athletic events or activities, including, but not limited to, basketball, pickleball, tennis, or volleyball, and other similar sports or activities played in or upon a court.

- (k) **“Resident”** means any individual whose primary home address is located within the official boundaries of the City of Charleston.
- (l) **“Tournament Coordinator”** means the individual person responsible for planning, scheduling, and managing a tournament event, including submission of schedules, insurance, payment, and post-event reporting.
- (m) **“Unauthorized Use”** means claiming exclusive use of a Park Facility under the authority of the Department without an approved Park Facility Use Agreement, or giving, loaning, or transferring your reserved field time to another person or group.
- (n) **“User Group”** means any person that has entered into a Park Facility Use Agreement or has otherwise been granted permission for exclusive use Charleston Parks and Recreation Athletic Fields, Playing Courts, or other park facilities.
- (o) **“Visitor Impact Report”** means a post-event report required from Tournament Coordinators that documents participation numbers, visitors, and other community impacts resulting from the event.

§3. Park Facilities reserved for use for events; otherwise, open to the public.

- (a) These Regulations and Fee Schedule recognize that the Director is authorized to reserve Park Facilities exclusive of the public or other User Groups for events and organized play, and in such cases to impose fees and charges for such uses. In all other instances, except as otherwise provided herein, the use of Park Facilities which are held open for public use shall be made available to the general public during regular park or facility hours on a first-come, first-served basis without the imposition of fees.

(b) Reservations required to reserve facilities.

Reservations are required for exclusive use of any Park Facility to be granted.

- (1) **Rental Requirements and Guidelines.** All rental requests must be submitted through Department’s RecDesk. During the submission of a rental application, the applicant must provide the purpose for the use; submit proof of insurance in an amount of not less than \$1,000,000.00 in general liability coverage naming the City as an additional insured; and sign appropriate agreements required by the Department. Additional information may be required by the Department depending on the length and purpose of the rental.

(A) Organizational Rentals. If the rental application is made by an organization or league, a list of all participating sports teams or organizations participating in the event must be provided at the time of submission.

(B) Long-Term or Seasonal Rentals. A full and complete schedule of all scheduled events, games, and practices must be submitted with any rental request that extends beyond three (3) consecutive days or includes dates spanning across multiple weeks or months. If a User Group anticipates the need for additional dates due to playoffs or championship games, Parks and Recreation must be notified at least two (2) weeks prior to the potential extension dates.

(C) Additional hours or dates requested by a User Group may be approved by the Director, subject to additional fees and charges as applicable in the discretion of the Director.

- (2) No holds on facilities prior to actual reservation.** Facilities are not “held.” Reservations are secured only after approval of the application and payment of applicable deposits and fees.
- (3) The Department reserves the right to allocate Park Facilities with consideration of seasonal demand, wear-and-tear, and the City’s needs.**
- (4) Park Facility Use Agreements are not transferable or assignable in any way; facilities use privileges may not be loaned, transferred, or sublet.**

(c) Prioritization of User Groups.

Park Facility rentals will generally be approved on a first-come, first-served basis. However, in the event of a date conflict, priority will be given in the following order:

- (1) City of Charleston – City programs, events, and co-sponsored activities.**
- (2) Local Recreation Providers – Nonprofits with at least 85% Charleston residents. Proof of residency may be required.**
- (3) Educational Groups – Schools and home school groups within Charleston.**
- (4) Other Groups – Businesses, clubs, or individuals not fitting the categories above.**

(d) City events exempt.

As stated in City Code § 82-125, events produced or originated by the City of Charleston are specifically exempted from payment of rental fees, damage deposits, or other charges listed in this amendment.

§ 4. Park Facilities rules and regulations.

- (a) General Rules. Public use of Park Facilities and all Park Facility Use Agreements shall be subject to the following rules and restrictions:
- (1) User Groups are only granted exclusive use of the specific Park Facility or Facilities designated in their Park Facility Use Agreement, and may only conduct activities listed in such Agreement. If requested, outdoor restrooms will be included, and will be unlocked by the beginning of the reservation.
 - (2) All events permitted in a Park Facility Use Agreement, including matches, games, and practices, scheduled during the approved rental dates and times must involve the person, team, or organization listed on the rental agreement.
 - (3) Modifications to Park Facilities, including its structures, Athletic Fields, Playing Courts, or temporary or permanent equipment (for example and without in any way providing an exclusive listing: painting, moving, removing, or modifying lines; installing, moving, removing or modifying nets, backstops, fences, or other equipment or structures; or otherwise modifying, moving, removing, or doing any other thing or performing any other act which causes damage to City property) by any person are strictly prohibited without prior written approval.
 - (4) Damage caused by any person or User Group to any Park Facility, equipment, or other City property must be repaired at the person's or User Group's expense.
 - (5) City staff provide general maintenance and determine Athletic Field or Playing Court playability and Park Facility operability or usability. The City reserves the right to close all or any part of any Park Facilities or cancel a Park Facility Use Agreement at any time due to an emergency, severe weather, vandalism, poor playing conditions, situations that may result in damage or personal injury, or for any other reason deemed necessary in the interest and sole discretion of the City. It is the User Group's and any Tournament Coordinator's responsibility to obtain facility closure information.
 - (6) All persons or User Groups must supply their own equipment unless they specifically request and receive approval to use equipment provided by the City.
 - (7) Vehicles must remain in designated parking areas; no driving or parking on Athletic Fields, Playing Courts, grass, or turf.
 - (8) Amplified music or loud noise must comply with City noise ordinances, and may be restricted at staff discretion in the interests of the City and the public.
 - (9) All animals must be properly restrained at all times while in park areas, using a leash,

harness, or other safe and secure method. Animals are not permitted on Athletic Fields or Playing Courts.

- (10) The use or possession of smoking materials, alcohol, drugs, tobacco, or vaping products is strictly prohibited in all City of Charleston Parks and Recreation facilities, outdoor areas, and within 50 feet of any City-owned facility or recreation area.
- (11) A User Group may charge admission fees for an event. If an admission fee is charged for an event, signage must state that park entry for non-event purposes is free, as applicable.
- (12) Unless otherwise specifically permitted by the City, all events subject to a Park Facility Use Agreement must occur during regular park hours, and must end by:
 - 11:00 pm, Memorial Day through Labor Day; or
 - 9:00 pm, Labor Day through Memorial Day.
- (13) Reservation of Athletic Fields, Play Courts, gymnasiums, or pools for practice sessions will be limited to two (2) hour increments to allow fair access for all User Groups. Additional hours may be approved by the Director of Parks and Recreation and may incur additional fees.
- (14) Concessions. Park Facilities rental does not include concession rights; concessions may only be granted at the discretion of the Parks and Recreation Department.
- (15) All areas must be left clean. All persons and User Groups are responsible for removing garbage, securing restrooms, and ensuring Park Facilities (including, but not limited to, Athletic Fields, Playing Courts, dugouts, and surrounding areas) are left tidy.
- (16) It is the responsibility of teams and organizations to ensure all participants and spectators understand and follow the regulations.

(b) Rules specific to Athletic Fields and Playing Courts, generally.

The following rules apply to all Athletic Fields and Playing Courts:

- (1) Do not use tape, chalk, or paint to mark lines without written permission.
- (2) Hitting, kicking, or throwing balls into or against fencing, backstops, dugouts or other structures, or in non-designated areas is strictly prohibited..
- (3) Leaning, sitting, climbing, or hanging on or from rims, goals, nets, posts, fences or other such equipment or fixtures is prohibited.
- (4) Do not drag nets, benches, or other heavy items across the Athletic Field or Playing

Court surface.

- (5) All users must respect time limits when others are waiting to use the Athletic Fields or Playing Courts.

(c) Rules Specific to Artificial Turf Athletic Fields.

The following rules apply to any Athletic Field which has artificial turf installed on part or all of its surface:

- (1) No food, drinks (other than water in non-breakable bottles only), gum, seeds, metal cleats, motorized or non-motorized wheeled items, fireworks, remote-controlled devices, golfing, stakes, tents, inflatables, or heaters may be used on, in, or immediately near the artificial turf or other playing surface or dugouts.
- (2) Proper footwear must be worn at all times. Any footwear worn on the artificial turf must have a rubber sole or otherwise be specifically designed for use on artificial turf.
- (3) Tents, inflatables, or heaters may be used outside the fenced areas and sufficiently far enough away from the artificial turf so as to ensure the Athletic Field and the artificial turf will not in any way be damaged by them.

(d) Rules specific to outdoor Playing Courts, generally.

- (1) No food, drinks (other than in non-breakable bottles only), gum, seeds, cleats, motorized or non-motorized wheeled items (including, but not limited to, skateboards, bicycles, scooters, or other wheeled devices), golfing, or stakes may be used on or immediately near the playing surface.
- (2) Proper footwear (non-marking athletic shoes) must be worn at all times. Cleats, boots, or hard-soled shoes are prohibited.
- (3) Portable nets may only be used if approved by staff and equipped with protective feet or padding to prevent surface damage.
- (4) Playing Courts designated by the City as tennis and/or pickleball courts are for tennis and pickleball play only, unless otherwise approved by Charleston Parks and Recreation.

(e) Rules Specific to golf and frisbee golf courses.

The following rules apply to all golf courses and frisbee golf courses:

- (1) Motorized golf carts are not permitted. Manual golf bag carts are permitted.

- (2) Proper footwear must be worn at all times. No cleats or other footwear that could damage the greens are allowed.

§ 5. Facility fees, rates, and charges.

(a) Except as otherwise specifically provided herein, all fees, rates, and charges provided in this Fee Schedule indicate rates for exclusive use by a User Group of a Park Facility, calculated on a on a per-Athletic Field, per-Playing Court, or per-other individual Park Facility basis.

(b) **Hourly and daily rates generally.** Except as otherwise specifically provided herein, hourly rental rates apply for reservations lasting up to four (4) consecutive hours per day. If additional time is needed beyond four hours, the daily rate will apply.

(c) **Fee adjustments and exceptions.** Notwithstanding any other provisions herein, the following adjustments and exceptions apply to the fees, rates, and charges:

(1) Kanawha County Schools and Local Recreation Provider are exempt from all fees and charges related to the reservation or rental of Athletic Fields, Playing Courts and field equipment.

(2) Nonprofit Organizations are responsible for 50% of all listed fees and charges for reserving or renting Athletic Fields.

(3) The City of Charleston Parks and Recreation Department reserves the right to reduce or waive fees for any reason.

(d) Payments and deposits.

Except as otherwise agreed in writing by the Department in a Park Facility Use Agreement, all payments of required deposits and rental fees must be made in full by cash, check, certified check, or money order no later than two (2) weeks prior to the scheduled Athletic Field reservation date. Payments may be submitted at any of the City of Charleston Recreation Centers. The refundable deposit for golf course rentals will be returned within ten (10) business days following the event, after an assessment of the field's condition has been completed. All or part of the deposit may be withheld if damages, excessive wear, or additional cleanup are required as a result of the event. If partial or full payment is permitted otherwise as permitted herein, the User Group will be invoiced the amounts due. In the event any invoice is not timely paid as required, the Department may in its discretion refuse to permit the User Group to reserve and rent Park Facilities in the future.

(e) Cancellations and refunds.

The City retains the sole authority to determine Athletic Field or Playing Court playability and Park Facility operability or usability. The City reserves the right to close Park Facilities for safety, weather, or maintenance reasons, or for any other reason in the interest and discretion of the City.

- (1) If Charleston Parks and Recreation cancels or declares a safety closure or weather-related closure prior to the start of an event, user groups will either be refunded or not invoiced – whichever applies.
- (2) If Charleston Parks and Recreation cancels or declares a safety closure or weather related closure after the start of an event, the City will work with the user group to reschedule the remainder of the event to a mutually agreeable date and time when possible; if the City and user group are unable to agree on a new date and time for the event to proceed, then the City may issue a partial or pro-rated refund in the City’s sole discretion of any rental fees other than those applicable to initial setup and/or takedown of Athletic Field or Playing Court equipment rental.
- (3) User groups may receive a refund of applicable deposits and rental fees only if the following occurs: the user group must notify Charleston Parks and Recreation Athletic Field scheduler of the cancellation of the event at least 48 hours prior to the scheduled rental date and time. User groups that do not timely notify Charleston Parks and Recreation of the event cancellation as required will not be entitled to a refund and/or they will be billed for Athletic Field or facility use.

(f) In addition to any other fees, rates, or charges set forth specifically in these Regulations and Fee Schedule, the rental fees, rates, and charges schedule for the use of Park Facilities and equipment are as follows:

(1) Athletic Field, Playing Court (excluding gymnasiums), and Golf Course Fees:

Baseball / Softball Diamond (Natural Grass)	\$20 per hour (maximum 4 hours)	Lights Included (where available)
Baseball / Softball Diamond (Artificial Turf)	\$30 per hour (maximum 4 hours)	Lights Included (where available)
Baseball / Softball Diamond (Natural Grass)	\$200 per Athletic Field (Full Day)	Lights Included (where available)
Baseball / Softball Diamond (Artificial Turf)	\$300 per Athletic Field (Full Day)	Lights Included (where available)
Multipurpose Athletic Field (Artificial Turf)	\$30 per hour (maximum 4 hours)	Lights Included (where available)
Multipurpose Athletic Field (Artificial Turf)	\$300 per Athletic Field (Full Day)	Lights Included (where available)
Tennis / Pickleball Court	\$20 per hour per court (maximum 4 hours)	Lights Included (where available)

Tennis / Pickleball Court	\$200 per court (Full Day)	Lights Included (where available)
Basketball Court (Outdoor)	\$20 per hour per court (maximum 4 hours)	Lights Included (where available)
Basketball Court (Outdoor)	\$200 per court (Full Day)	Lights Included (where available)
Golf or Frisbee Golf Course (Exclusive Use)	\$2,000 Plus \$500 Deposit (Deposit Refundable)	Lights Included (where available)
Sand Volleyball Court	\$10.00 per hour per court (maximum 4 hours)	
Sand Volleyball Court	\$100 per court (Full Day)	
Golf or Frisbee Golf Course (Individual Admission)	Free	No lights available.

(2) Community Centers (excluding swimming pools): For private use, exclusive of the general public, of the North Charleston Community Center, 42 Martin Luther King Jr., Community Center, Kanawha City Community Center, Roosevelt 43 Neighborhood Center:

Gymnasium	\$50.00 per hour	
Meeting room	\$20.00 per hour	

(3) Cato Park (excluding swimming pools):

Shelter	Free	
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(4) Swimming Pools:

Adult admission	Free	
Child age __ & above admission	Free	
Children age __ or under admission	Free	
Pool Rental	Special Events Only	

(5) Athletic Field, Playing Court, or Gymnasium Equipment Rental:

If an Athletic Field or Playing Court rental requires an initial setup and/or takedown of any temporary fencing, portable nets, portable baseball mounds, goals, or other field or court equipment, it will be at the cost of the group or individual renting the Athletic Field(s), with a fee of \$75 per Athletic Field, Playing Court, or Gymnasium.

(6) Haddad Riverfront Park, City Center Slack Plaza and Magic Island Park:

The fees, rates, and charges for rental of Haddad Riverfront Park, City Center Slack Plaza, and Magic Island Park are as follows:

- (A) The rental fee for private rental of entire park is \$100.00 per hour (a 2-hour minimum is required), up to a maximum charge of \$800.00 for an entire day. Rental time shall include the time necessary for set-up and tear-down if the User Group requires exclusion of general public during this time. Stage is included in the rental fee for Haddad Riverfront Park and City Center Slack Plaza.
- (B) Damage deposit for private rental in the amount of \$250.00 is required. The damage deposit is fully refundable if no damage occurs. However, the deposit is forfeited if the rental is canceled by the User Group less than 20 days prior to rental date).
- (C) Fees include normal, daily park maintenance. Should special set-up, clean-up, or other efforts be necessary, the rate will be \$20.00 per hour per employee. These fees will be negotiated as part of the reservation process and will be fully disclosed to renters prior to completing rental agreement.
- (D) Portable Stage. The portable stage measuring 24' x 20' may be rented at a rate of \$500 per day. Damage deposit for portable stage rental in the amount of \$500.00 is also required. The damage deposit is fully refundable if no damage occurs.
- (E) Notwithstanding any other provision in this section, the rates herein pertain to the rental of each park, except for the purposes of commercial concert entertainment. In such cases, rental agreements shall be negotiated by the Director, with such contract presented for City Council's approval prior to confirmation.

(7) Skate Park of Charleston (106 Pennsylvania Avenue):

Full Skate Park Facility	\$30 per hour (maximum 4 hours)	Lights Included (where available)
Full Skate Park Facility	\$300 for Full Day	Lights Included (where available)

(8) All other Parks and Public Grounds:

The Fees for the use of all other parks and public grounds under the Department's authority shall be as follows:

All other Park Facilities not listed specifically herein	Fees, rates, and charges subject to the discretion of the Director	
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(9) Charleston Parks and Recreation staffing fees.

In addition to any other fees, rates, and charges contained in these Regulations and Fee Schedule, the City of Charleston reserves the right to assign Parks and Recreation staff to rentals requiring additional maintenance or support, such as multi-Athletic Field, all-day, or multi-day events. Staffing decisions are at the discretion of the Director of Parks and Recreation. When required, the renter will be charged \$20 per hour per staff member (minimum four hours). Further, the Director may charge additional incidental fees and charges for the use of park amenities, equipment, supplies, or additional services as determined by the Director.

§6. Tournament Guidelines

In addition to any other provisions herein, the following rules apply to events which are deemed to be a tournament by the Director:

- (a) Coordinators must submit a written game or match schedule, including any playoffs or championship games or matches, at least five (5) business days before the event.
- (b) Coordinators reserving multiple Athletic Fields or Playing Courts must provide insurance and will be charged for each separate Athletic Field or Playing Court reserved.
- (c) Final payment and a Visitor Impact Report are due within ten (10) business days of invoice.
- (d) Tournament field space must be applied for annually; availability is not guaranteed.

§7. Violations. Violation of any federal laws, the laws of the State of West Virginia, City Code, or of these Regulations and Fee Schedule may result in immediate removal from the facility of any person or user group, and may result in the denial of future reservations.

§8. The Director may grant exceptions to these Regulations and Fee Schedule when it is deemed in the best interest of the City.