



County of Henrico, Virginia

Division of Recreation and Parks

Policy Title: General Rules and Regulations for Henrico County Parks

Policy Number: RP0001

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This policy applies to all properties and facilities owned, maintained, or operated by the County of Henrico, Virginia for public recreational use (“Park”), including picnic facilities, playground facilities, recreation facilities, and athletic facilities. The rules and regulations listed below implement the provisions of Chapter 14 of the Henrico County Code and are in addition to the rules and regulations published in the Shelter Rental Policy, Sports Manual, Recreation Center Rental Policy, and any other policy adopted by the Director of Recreation and Parks (“Director”). The Division may establish rules and regulations specific to individual properties, facilities, amenities, or programs. In the event of a conflict, Chapter 14 supersedes all Division policies; property, facility, amenity, or program specific policies supersede this policy.

Rules and Regulations

1. Activities conducted by Park users must be orderly and lawful, and not of a nature to incite others to disorder.
2. Park users must abide by lawful orders and requests from authorized County employees or representatives.
3. Park users must comply with all signs posted by the County.
4. No person may harass, intimidate, or solicit Park users or loiter with the intent to harass, intimidate, or solicit Park users.
5. No person may engage in disorderly behavior or use facilities for other than their intended purposes. For the purposes of these rules and regulations, disorderly behavior includes, but is not limited to, sexual activity, possession or consumption of controlled substances, possession or consumption of alcohol where alcohol is not permitted, discharging a firearm, illegal gambling, and disorderly conduct and activities prohibited by law. The following activities in restroom facilities are examples of misuse of facilities and are expressly prohibited: sleeping, loitering, washing clothes, and bathing in fountains or washbasins. The foregoing lists are incomplete and intended for illustrative purposes only.
6. No person may enter or remain in a Park when the Park is closed, except with the prior written approval of the Director or a law enforcement officer or county employee in the course of their employment.
7. No person may swim, bathe, or wade in bodies of water, including, but not limited to, streams, rivers, ponds, or lakes within a Park without the prior written approval of the Director.
8. No person may possess, use, or discharge any fireworks, firecrackers, or explosives of any kind in a Park.
9. No person may abuse, deface, damage, or remove any Division property.

10. Park users must place all garbage, litter, and trash in the proper trash or recycling receptacles.
11. No person may camp in any manner in a Park without prior written approval of the Director.
12. No person may use a device designed or used for producing or reproducing sound, except in accordance with Section 14-44 and 14-53 of the Henrico County Code.
13. No person may erect or post any signs, banners, pennants, notices, advertisements, or the like in or on facilities, structures, or property except in accordance with Section 14-44 of the Henrico County Code.
14. No person may use, consume, possess, or serve alcoholic beverages in a Park, except in accordance with appropriate and valid permits from the Division and the Virginia Alcoholic Beverage Control Board and within designated areas of the Park. Individuals wishing to host an event which includes the use, consumption, possession, or service of alcoholic beverages must complete the Division's Special Event Permit process.
15. No person may urinate or defecate except in available permanent or portable restroom facilities.
16. The Division is not responsible for damage, destruction, or loss to personal property.
17. Personal property left in a Park after closure may be removed by Division staff at the owner's expense.
18. Archery and golfing are prohibited except at locations and times specifically designated by the Director.
19. Groups or individuals may reserve shelter facilities through the Division. Groups or individuals that obtain a reservation will receive a permit from the Division. The permit must be available for inspection at all times when the permittee is using the shelter facility.
20. Shelter facilities are available on a first-come, first-served basis unless reserved through the Division.

21. A permit for a shelter facility reserves that facility only. A shelter permit does not reserve other Park amenities unless specifically noted in the permit.
22. Generally, pets are allowed in outdoor areas of Parks in accordance with Section 14-45 of the Henrico County Code. However, pets (but not service animals) are prohibited in skate parks, pump tracks, spray parks, athletic fields and courts, and where indicated by specific signage.
23. Pedestrians have the right of way on trails unless otherwise noted. Bicyclists and other wheeled trail users must yield to non-wheeled trail users, unless the trail is clearly marked otherwise.
24. Trail users must stay within existing designated trails, except when necessary to allow another user to pass. No person may bicycle, hike, skate, ski, or ride horses off established trails, walkways, or roadways without the express written permission of the Director. No person may create any new trails without the express prior written permission of the Director. In addition, horseback riding may only be conducted in designated outdoor areas of Parks in accordance with Section 14-45 of the Henrico County Code.
25. A Park Use Agreement is required for the following uses: public assemblies, parades, competitions, festivals, or other events involving twenty-five people or more.
26. No person may use a generator in any Park without the express prior written permission of the Director.
27. No person may erect or construct any structure of any kind, or install or perform any maintenance on any utility, equipment, or other device on, below, over, or across a Park without the express written permission of the Director or in accordance with the terms of an existing easement duly recorded.
28. No person may in any way alter, damage, remove, or deface any facilities, features, vegetation, man-made objects, or equipment in a Park; nor may any person erect or store personal property, or plant vegetation, or deposit debris or refuse in a Park without the express prior written permission of the Director.

29. No person may damage, disturb, or remove any historic artifacts, historic features, or other man-made object from a Park without the express written permission of the Director. For the purposes of these regulations, “historic artifacts” are any material remains that give physical evidence of human occupation, habitation, use, or activity; and “historic features” include, but are not limited to, walls, fence lines, cellars, fire pits, mill races, trenches, tent platforms, quarries, or any other man-made arrangement of materials or trace thereof.
30. No person may use a metal detector or similar device within a Park without the express prior written permission of the Director.
31. No person may feed any wild animal within a Park unless such feeding is expressly authorized by posted signage or by the Director in writing.
32. No person may abandon, release, plant, or cause to be abandoned, released, or planted, any animal, plant, fungi, seeds, spores, or other organism in a Park without the express prior written permission of the Director.
33. No person may disturb or modify woodlands, streams, stream banks, meadows, ponds, lakes, or other areas within a Park without the express prior written permission of the Director.
34. No person may remove or use any wood, wood chips, sod, earth, humus, rocks, minerals, fossils, sand, water, or any other material from a Park without the express prior written permission of the Director.
35. No person may climb on buildings, backstops, dugouts, fences, goals, pavilions, basketball nets or rims, or any other Park structure not intended for climbing play.
36. Pursuant to Section 14-43 of the Henrico County Code, no person may sell or offer for sale, hire or lease or let out any object or merchandise, property, privilege, service or any other thing, or engage in any business or erect any building, booth, tent, stall, or any other structure whatsoever, except for bona fide camping purposes, within any Park, except as approved in writing (a) through a Food Vendor Permit or a Park Event Permit or (b) as provided below in paragraph 37 of this policy.

37. Sports leagues, sports associations, and similar sporting organizations may apply to reserve athletic facilities for game play pursuant to the Sports Manual. Certain athletic facilities include designated concessions areas or spaces otherwise suitable for concessions. If the permit includes approval for use of such a concession area or space, the permittee may sell items, such as food, beverages, clothing bearing the marks of the organization or teams within the organization, and similar goods to serve the participants and spectators in connection with gameplay. The permittee must conduct such sales in compliance with all applicable laws, regulations, and permits, including the Henrico County Code and Division rules. The permittee is responsible for obtaining all licenses and permits required or necessary to conduct such sales and for collecting all applicable taxes and remitting the same to the appropriate taxing authority.
38. No person may solicit payment from others in a Park in a manner that suggests the payment is in exchange for admission to a Park or an amenity, area, event, or facility within a Park, unless the Director has approved in writing an admission fee in connection with a Park Event Permit.
39. All approvals relating to paragraphs 36 through 38 must be in writing from the Director or the Director's designee, and the permittee must maintain a copy of any such approval on site at all times while the approval is in effect.
40. Fishing with a cast net is not permitted in any pond or lake under the control of the Division. Only hooks connected to a line, such as on a rod-and-reel device, under the control of an individual possessing a valid fishing license may be used for fishing.

Athletic Facilities

Athletic Facilities are defined as all courts, ball diamonds, rectangular fields, skate parks, athletic tracks, sand volleyball courts, and any other area or space designated for athletic activities that is owned, maintained, or operated by the County for public recreational use. For details in addition to the rules and regulations set forth below, please refer to the Sports Manual.

1. All organized play requires a permit issued by the Division.
 - a. The term “organized play” includes use by individuals or teams which are part of a group, team, league, or association.
 - b. No individuals or teams may engage in organized play in any Park without the express prior written permission of the Division, which may be obtained by completing the Division’s Sports Manual Agreement process.
2. Organized play by individuals or teams is restricted to the areas and times assigned in the applicable permit.
3. The Division will schedule organized play in accordance with the Sports Manual.
4. No person may recklessly hit, throw, or kick sporting equipment outside of the designated playing area.
5. No person may use natural turf fields during wet or inclement conditions.
6. Athletic facility closures are at the discretion of the Division.
7. For patron safety, only coaches, game officials, and players are allowed within the playing area of athletic facilities, All others must stay no less than 15 feet from the playing area unless otherwise established by signage or game officials.
8. Synthetic Turf Fields
 - a. No person may smoke on or within 10 feet of any synthetic turf field.
 - b. Any items, including metal cleats, that may puncture the synthetic turf are prohibited.

- c. No person may possess, use, or discharge, any fireworks, firecrackers, or explosives of any kind on any synthetic turf fields.
 - d. Fires and grills may not be on or within 10 feet of any synthetic turf field.
 - e. Unauthorized vehicles on synthetic turf fields are prohibited.
- 9. Failure to abide by the terms and conditions in the Sports Manual, the Sports Manual Agreement, or these rules and regulations may result in the forfeiture of the individual's or group's opportunity to use the athletic facility and is grounds for denying future applications for use.
- 10. Basketball, tennis, and pickleball courts are available on a first-come, first-served basis, unless otherwise posted by the Division.