Town of Warrenton
PARKS & RECREATION
800 Waterloo Road · Warrenton, Va. · 20186
(540)349-2520 · fax (540)349-2945 · www.warrentonva.gov

FACILITY USE / EVENT APPLICATION

Please complete all data as required. Indicate which park or center you wish to use, as well as the specific facility in the park or center. Additional information may be required. Please review all rules of facility use before signing. After signing, please return forms to the Warrenton Aquatic and Recreation Facility. You will be notified about the status of your application by either telephone, fax, email or US mail in 3-5 business days. **PAYMENT OPTIONS:** Visa, Mastercard, Cash or Check.

APPLICANT INFORMATION

Organization/Group/Team Name _____

Address _____ City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone 1 _____ Phone 2 _____

E-Mail _____ Fax _____

EVENT INFORMATION

Event Name _____ Date & Time _____

Type of Event _____ If League, # of Teams _____

Event Description _____

_____

_____

Estimated # and Ages of Participants _____

Is this a fund-raising event? ☐ Yes ☐ No
Will funds be collected on site? ☐ Yes ☐ No
Are you an IRS designated non-profit organization? ☐ Yes ☐ No
Are there any fees associated with this event? ☐ Yes ☐ No
Are you offering anything for sale? ☐ Yes ☐ No
Will 75 or more people attend? ☐ Yes ☐ No Estimated # _____
Will there be paid vendors on site? ☐ Yes ☐ No
Will animals be brought on site? ☐ Yes ☐ No
Will any business be conducted on site? (Ex. advertising/selling) ☐ Yes ☐ No
Is this event during normal facility hours? ☐ Yes ☐ No

FACILITY CHOICE - Refer to facility rate sheet on back of this form

Park/Center _____

Specific Facilities (if applicable) _____

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FACILITY RATE SHEET

	Half Day (7:00 a.m. - 2:00 p.m. or 2:30 p.m. - dusk)	**Full Day**
Academy Hill Park - Open Dawn to Dusk		
Field #1 (Baseball/Softball w/ Football/ Soccer overlay)	$15 per hour	$15 per hour
Eva Walker Park - Open 6:00 a.m. - 10:00 p.m.		
Pavilion	$55.00	$80.00
Rady Park - Open Dawn to Dusk		
Ruritan Shelter	$55.00	$80.00
Field #1 (Baseball/Softball)	$15 per hour	$15 per hour
Field #2 (Football/Soccer Practice)	$15 per hour	$15 per hour
Field #3 (Field by Parking Lot)	$15 per hour	$15 per hour

Please Note: All events and reservations must be scheduled through the Town of Warrenton Parks & Recreation Department, regardless of fee.

USAGE RULES

1. ALCOHOL - Alcoholic beverages are not permitted in, or on any Town of Warrenton Parks & Recreation facility or grounds.
2. PETS - Pets will remain on leash six feet or shorter at all times. Pet excrement must be removed and placed in trash receptacle by the owner. Except for ADA compliant animals, pets are not permitted inside buildings.
3. ORDINANCES - Town of Warrenton Parks Ordinances and rules are posted on park/center bulletin boards. Parks and Recreation and/or the Town Council reserve the right to refuse a request or to cancel any activity if it is not in the best interest of the Town of Warrenton or conflicts with Parks and Recreation philosophy.
4. RULES & REGULATIONS - Rules and regulations shall be adhered to by all persons representing rental group.
5. CANCELLATIONS - Cancellations due to inclement weather must be made at least two hours prior to the event by phoning the Department and speaking to personnel or leaving message on machine that staff monitors. In the event of cancellation by the renter, fees will not be refunded. Efforts may be made to reschedule based on current availability. Repetitious cancellation by the renter may result in nullification of the contract. Refunds may be offered if the Department cancels due to special circumstances.
6. USER RESPONSIBILITY - Users agree to assume responsibility for any liability for injury or damage to their person or the property of the user or others, for injury or damage attributed to Town of Warrenton facilities, personnel and/or property. The Town of Warrenton is not responsible for accident, injury or damage to or loss of property. Rental period will be observed to avoid additional charges of 50% of the base rental fee for each additional 15 minutes the facility is used.
7. CLEANING - All users are expected to leave the facility clean and orderly. User is responsible for additional fees if Department incurs unexpected costs.
8. Users agree that safety and protection of all persons is paramount and assume the responsibility to ensure that use, installation, maintenance, and inspection of all equipment used and/or left onsite at facilities conforms to government and non-government (voluntary) safety standards and/or guidance as posted by the U.S. Consumer Product Safety Commission and the equipment manufacturer's instructions.

   I/We understand that my reservation is for the use of a specific pavilion or field and that the park is a public park that is accessible to all during my reservation period.

   Everything that I have stated on this application is correct to the best of my knowledge. I understand that the Department will retain this application whether or not it is approved. I agree that while we use Parks and Recreation facilities we will not discriminate on the basis of race, creed, color, religion, disability, gender or age. I have read, understand, and agree to abide by the policies, rules and regulations as they pertain to the requested usage.

Printed Name of Applicant _____

Title of Applicant _____

Signature of Applicant _____ Date _____

USAGE RULES - CUSTOMER COPY

Please Keep This Document for Reference

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