



**TOWN OF WARRENTON**  
Parks & Recreation

# Facility Rental/Group Visit Application

Please complete and return the Facility Reservation Application to request a reservation of the WARF facility and return to the front desk, fax to (540) 349-2945 or email to parksandrec@warrentonva.gov. Please note payment will be required at the time reservation has been approved. Requests may take up to 5 business days to be processed.

Name \_\_\_\_\_ Date \_\_\_\_\_

Organization or Group Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Event Description \_\_\_\_\_

Number of Participants to Attend \_\_\_\_\_

For Group Visits only: # of children 5 and under: \_\_\_\_\_ # of children 6 and older: \_\_\_\_\_ # of adults: \_\_\_\_\_

**Requested Area for Event:**

- Aquatic Level Party Room (20)
- Aquatic Level Studio (15)
- Multi-purpose Room (75)
- Concourse Tables
- Veranda
- Lap Lanes  
# of lanes \_\_\_\_\_
- Leisure Pool (see below  
for details)

**Event Type:**

- Meeting
- Workshop
- Group Visit (10-50 people)
- Other \_\_\_\_\_

Date Requested \_\_\_\_\_ Time Requested \_\_\_\_\_

Alternate Date \_\_\_\_\_ Alternate Time \_\_\_\_\_

The following chart shows days of the week and times available for Leisure Pool Group Visits:

	9AM-11AM	11AM-1PM	1PM-3PM	3PM-5PM
Mon				
Tues				
Weds				
Thurs				
Fri				

*\*1 swimming adult for every 5 children ages 5 and under; 1 swimming adult for every 8 children ages 6 and older\**

*\*Group Reservation Rates are \$3.50/youth and \$5.00/adult\**

I agree to indemnify and hold harmless the Town of Warrenton, its employees, and its agents from and against any and all liability for any injury which may be suffered in connection with this reservation. I also hold harmless the Town of Warrenton, its employees, and its agents from and against any liability for any equipment or supplies lost or damaged as a result of this reservation.

I have read and agree to the attached Renter Responsibilities and Expectations, Facility Usage and Reservation Policies and Pool Rules.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Initials \_\_\_\_\_ Date/Time Received \_\_\_\_\_