



Park Facility Request Form



Contact Person: _____ DOB: ___/___/___ Gender: ___ M ___ F

Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: (Hm): (____) _____ (Wk): (____) _____ ext: _____ (Cell): (____) _____

Emergency Contact: Name: _____ Relation: _____ Phone: (____) _____

Organization / Business (if applicable) _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: (____) _____ Email: _____

FACILITY REQUESTED: (see Park Facility Fee Schedule for list of facility fees.)

Spilman Park ___ Shelter #1 (seats 60-80) ___ Multipurpose Field

Lenn Park ___ Pavilion with Kitchen** (seat 60-80 outside plus 60 inside)
___ Multipurpose Field #1 ___ Multipurpose Field #2
___ Adult Softball Field #1 ___ Adult Softball Field #2

Mtn Run Lake Park ___ Jaycees Shelter #1 (seats 12-16) ___ Dawn Lions Shelter #2 (seats 36-48)
___ Rotary Club Shelter #3 (seats 44-60) ___ Mid-Day Lions Shelter #4 (seats 40-56)

DATE(S) REQUESTED: ___/___/___ to ___/___/___ DAY(S): M Tu W Th F Sa Su

TIME: **Half Day:** 8:00am-1:30pm (Morning) 2:30pm-8:00pm (Afternoon)

Full Day: 8:00am-8:00pm (All day)

Lenn Pavilion Only:

Within the time you booked, when do you want Staff to meet you to **open the building? _____

Within the time you booked, when do you want Staff to return to **close the building? _____

Are you booking a Field? If yes, list times of requested usage: _____

1. Are you a Culpeper County resident? Yes No (See #22 of Rules for Use)
2. Type of event to be held? _____
3. Is event for personal/family use? Yes No If No, for whose benefit? _____
4. Will you have live music, a caterer, moon bounce, DJ, or any **paid service**(s) at this event? Yes * No
a. If yes, please explain _____ Refer to #15 & 18 in Rules for Use.
5. Will the event be open to the public? Yes No
a. Is admission to be charged or money being collected at the event? Yes No
6. Is there a third-party agreement with a profit-making organization? Yes No
a. If yes, name of organization: _____
7. Number of people expected to attend: _____

OFFICE USE ONLY

Rental (& Deposit) Fee Paid by: _____ Date: _____ Cash / Ck # / CC: _____

Changes / Stipulations: _____

Yes No * Certificate of Liability Insurance Required (\$1,000,000)

Processed by: _____ Title: _____ Date: _____

**CULPEPER COUNTY PARKS & RECREATION
FACILITY AND FIELDS
Rules for Use**

Unless otherwise stated, all reservations must be completed a minimum of 30 days in advance. Culpeper County Department of Parks and Recreation reserves the right to cancel any activity at any time. Cancellations by any other entity (or person) should be made as soon as possible so that others may use the facility or field. Cancellations made less than 45 days prior to the reserved event are not timely, and shall result in the forfeiture of all deposits and/or fees paid in acquiring the permit for the event. (Events cancelled on event-day due to severe weather conditions may receive additional consideration.)

Non-compliance with any these rules or applicable term or condition of use may result in the revocation of any permit issued and denial of future applications for use of a County facility or field.

*****PLEASE READ CAREFULLY*****

- 1) All sponsors¹ and participants must adhere to the applicable rules, regulations and ordinances of Culpeper County (“County”).
- 2) **All Set-up and Clean-up times are included in the Sponsor’s reservation times.** Access to the facility prior to or after approved reservation times will result in additional fees.
- 3) Pavilion or Shelter reservations are made on either half-day (8:00am-1:30pm or 2:30pm-8:00pm) or Full Day (8:00am-8:00pm). 1:30-2:30pm is reserved for the cleaning / sanitizing the building. Reservations requesting usage of the 1:30pm-2:30pm time frame will be reserved at the full day rate.
- 4) All signage/decorations must be affixed by non-damaging tape only and removed at the end of the sponsor’s reservation time.
- 5) No rice, glitter, confetti, sparklers, or similar material shall be used or thrown inside or outside a reserved facility. (In lieu of these prohibited materials, a sponsor may utilize birdseed and bubbles but only on the outside of a facility.)
- 6) No flammable liquids or materials shall be used without prior written approval by the County of Culpeper Parks and Recreation Director or designee (hereinafter “Director”).
- 7) No open flames are allowed within any park structure (inside the activity room or under a park shelter), with the exception of Sterno canned fuel burners and candles (other than birthday candles, lighted candles must be covered with globes).
- 8) Charcoal grills are provided at the Pavilion & Shelter. These are available for the sponsor’s usage. Sponsor must provide charcoal and must ensure that all coals are fully extinguished (by dousing with water) prior to leaving.
- 9) A fire pit is available at the Lenn Park Pavilion and a fireplace / grill is available at Mountain Run Lake Park’s Jaycees Shelter #1 for the sponsor’s usage. Sponsor must provide wood as no collection of wood is allow on park property. Any damage to surrounding trees or plant life will be in violation of County Ordinance, Chapter 10-B and shall be a considered a Class 1 misdemeanor. Sponsor should supervise fire pit at all times during usage and must ensure that all coals are fully extinguished (by dousing with water) prior to leaving.
- 10) Sponsor may bring their own propane or charcoal grills, in good condition, to be used at either a Picnic Pavilion or Picnic Shelter. Small grills may not be placed on any department provided tables.
- 11) No smoking, alcoholic beverages or controlled substances are permitted anywhere within the Park.
- 12) At the end of its reserved time, a sponsor must leave the facility clean and orderly (refer to ‘*Clean and Orderly Expectations*’). Clean and orderly shall include, but not be limited to, having removed all decorations utilized for the event, and ensuring that all trash is placed in trash cans. For Parks with dumpsters on site (Lenn, Culpeper Sports Complex, & Spilman) sponsor will ensure that all trash cans in and immediately around the facility are emptied and deposit all trash and litter in trash dumpster provided at the facility. (Should trash dumpster be full, trash shall be neatly

¹ The term sponsor shall be used to identify any organization or person applying to utilize a County field or facility, and shall be inclusive of its duly elected officer or appointed representative who executes receipt of this form.

CULPEPER COUNTY PARKS & RECREATION FACILITY AND FIELDS

Rules for Use

bagged and placed in the trash cans next to the full dumpster.) Each sponsor, without regard as to whether it was required to pay a deposit, agrees to be financially responsible for the payment of any cleaning fees and costs incurred by the County to clean a facility that was not left clean and orderly. A sponsor who was required to submit a deposit agrees that its deposit may be used to offset these costs.

- 13) No sponsor or participant may damage public property. Damage beyond normal wear and tear may result in the forfeiture of any deposit paid, may result in the invoicing of any damages cost, may result in civil collection action and/or litigation against you, and may also result in criminal charges should such damage appear to be the result of intentional conduct.
- 14) No private vehicles are permitted in or shall be parked on any area other than those designated parking areas.
- 15) Any food/drink concessionaire or caterer utilized shall operate in compliance with Culpeper County Health Department regulations, and shall possess the proper permit(s), if any, from the Culpeper County Health Department. Any applicant wishing to use a private caterer or concessionaire for any event must provide the business name on the application. Any applicant using a paid vendor such as a concessionaire(s), caterer(s), DJ service, moon bounce company, etc. is required to provide the Department with a Certificate of Liability Insurance from said vendor in the amount of one million dollars (\$1,000,000.00) **naming the County of Culpeper, 302 N. Main St, Culpeper, VA. 22701 as an Additional Insured** to the policy, a minimum of 5 business days to receive final approval of the application.
- 16) No money or admission fees shall be collected on the premises at any time without prior approval by the Director.
- 17) The number of people in the facility and its rooms shall not exceed established and posted capacities or designee.
- 18) Live music or DJ's are prohibited without prior written approval by the County of Culpeper Parks and Recreation Director or designee.
- 19) All vendors and contractors who provide equipment or services for a rental must be approved in writing and in advance by the Director or designee and may be required to provide a certificate of liability insurance. (see #15 above)
- 20) Set up of a moon bounce or other amusement device requires a 'Special Event Amusement Device Permit' to be obtained through the Culpeper County Building Department and moon bounce requires its own generator and a certificate of liability insurance (see #15 above).
- 21) Pet owners must pick up and dispose of their pet's feces. Feces must be securely enclosed in a bag or other wrapping prior to disposal in the trash receptacles provided on site. Pets must be kept on a leash no longer than six feet long, and remain under the control of their handler at all times.
- 22) To provide "Residency" fees, the County reserves the right to require the applicant to provide two (2) documents to verify residency in Culpeper County. These documents must be from the following list of accepted verification: DMV issued Driver's License / Photo Identification; Previous Year "Real" Tax or "Personal Property" Tax Documentation; Voter Registration Card; Utility bill with physical address.

Additional Terms for Mountain Run Lake Park Rentals

- 23) Any fishing or boating at Mountain Run Lake requires additional permits that must be obtained from the Town of Culpeper, 400 South Main Street, Culpeper, VA. 540-829-8220.

Additional Terms for Lenn Park Pavilion Rentals

- 24) The County reserves the right to arrange for a park monitor to provide access to the site, or in the alternative, it may be arranged for the key or code to access the pavilion, which may be picked up or obtained one (1) business day prior to scheduled rental (between 8:00am – 4:00pm) and must be returned within one (1) business day of scheduled rental (between 8:00am – 4:00pm), unless other arrangements are made in advance. Failure to return a key within the designated time frame will result in the invoicing of any re-keying cost and/or may result in civil collection action and/or litigation against you. If the sponsor loses the key, or fails to return it for any reason, the sponsor will be responsible for the cost of re-keying the entire building – a cost estimated at approximately \$1,000.00.

CULPEPER COUNTY PARKS & RECREATION FACILITY AND FIELDS

Rules for Use

- 25) Sponsors access to the Activity Room must be **within** the designated rental hours. For Morning or All-Day rentals – 8:00am is the earliest access to the building. For Afternoon rentals – 2:30pm is the earliest access to the building. CCPRD Staff will provide access to the building at the time requested on the permit. Only the Sponsor (person who’s name is on the permit) will be given access to the building. If the sponsor wishes someone else to be authorized to meet CCPRD Staff to open the building, this must be sent to the Department in writing to Parks@CulpeperCounty.gov a minimum of 2 business days prior to approved rental.
- 26) CCPRD Staff will return to inspect and close the building at the designated closing time requested on the permit.
- 27) Up to sixty (60) chairs, six (6) 6-foot and two (2) 8-foot folding tables are provided with your rental. Additional chairs and tables may be separately rented from an outside vendor, at the sponsor’s own cost (see #19 above).
- 28) Four 6’ tables and 16 chairs will be set up in the Activity Room upon sponsor’s arrival. You may move these around, set up more tables & chairs, or take down tables & chairs as needed. All tables & chairs must be wiped down with provided cleaner before returning to original locations. When you leave the building, tables and chairs must be re-set as you found them on your arrival.
- 29) Department provided plastic folding tables and chairs may **not** be moved from the pavilion area and may **not** be used on grass or gravel surfaces. Department provided wooden picnic tables may be used on grass and/or gravel surfaces in the immediate area around the pavilion. All tables and chairs must be returned to their original locations prior to the sponsor vacating the facility. A penalty and additional cleaning fee will be assessed to the sponsor in the event the facility’s tables and chairs are used for purposes other than their stated use or in locations other than stated above.
- 30) A noticeable odor may be detected upon occasion due to sulfur in the well water.
- 31) The Activity Room temperature controls will be set at 73 degrees Fahrenheit.
- 32) Trash cans, push broom, and dust pan will be provided with your rental.
- 33) No pan or deep frying is allowed.
- 34) The event sponsor will supply plastic, vinyl or cloth table coverings to protect all dining and serving tables.

I, as an individual or as a duly elected or appointed representative of the referenced (below) organization, do hereby certify that I am authorized to sign this document and to agree to the terms of use and conditions as set forth herein.

I further certify that the organization I represent agrees to be financially and legally bound by the conditions of use, and also agrees to protect, indemnify, and defend and hold harmless the County of Culpeper, the Culpeper County Board of Supervisors, and the Culpeper County Parks and Recreation Department, its officers and employees from any and all claims, liabilities, damages and/or costs and fees, including professional fees, directly or indirectly related to the use of the premises utilized by my organization or any of its invitees or guests.

I certify that prior to signing this document; I have read and understand these rules of use and conditions.

I understand that my organization or I may be required to provide a certificate of liability insurance; and, if required, facility approval WILL NOT BE GRANTED until said certificate is received.

I have the authority to sign this application on behalf of my group or organization.

Print Name	Signature	Date
------------	-----------	------

ORGANIZATION NAME (If applicable): _____

Organization Contact Telephone Number: _____

Organization Contact Email: _____

**CULPEPER COUNTY PARKS & RECREATION
FACILITY AND FIELDS
Rules for Use**

COVID-19 Acknowledgements

1. While engaging in the setup, clean up or actual event – please make sure that you, your patrons and guests, and your organization officials are following state and federal public safety laws and regulations in regards to COVID-19, as well as current public safety standards and guidelines articulated by the Virginia Department of Health, the Centers for Disease Control and Prevention, etc., as may be appropriate pertaining to all event spectators, participants, guests and event staff / volunteers while at Parks & Recreation facilities.
2. As a reminder, it will be your organizations sole responsibility in the course of your activities to manage and enforce compliance with the law, regulations, and all other prudent safety practices consistent with the above. The County of Culpeper and its Parks & Recreation Department will not oversee or manage compliance with state and federal law and regulations, or the terms outlined in any other appropriate guidance documents regarding social distancing, physical contact, hygiene, sanitation, etc.
3. Prior to your event, please be aware that per the Policies and Procedures outlined in the Parks and Recreation Outdoor Athletic Facilities or Park Facility Request Form – Rules for Use and the attendant agreement: You agree to assume all risks and liabilities in connection with the use of the facilities requested, and release, absolve, and agree to save, defend, hold harmless and indemnify including without limitation, property damages, personal injury or death, the County of Culpeper, its officers, employees, and agents; from and against all liability for claims or judgments arising out of the use of the requested facility by the sponsor, or arising from the actions of the sponsor, or its agents, employees, members, or invitees.

Print Name	Signature	Date
------------	-----------	------

ORGANIZATION NAME (If applicable): _____