



CULPEPER COUNTY FIELDHOUSE

FACILITY RESERVATION PACKET



UPDATED: 7.16.2024



**CULPEPER COUNTY FIELDHOUSE
16388 COMPETITION DRIVE, CULPEPER, VA 22701
PHONE: (540) 727-3412**

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ABOUT THE CULPEPER COUNTY FIELDHOUSE

The Culpeper County Fieldhouse is located within the Culpeper Sports Complex at 16388 Competition Dr., Culpeper, VA 22701 and showcases over 16,000 SF of recreation and leisure space. Some of the facility’s signature amenities include a full-size high school gymnasium lined for basketball, pickleball, and volleyball, six (6) retractable basketball hoops, portable bleachers, dropdown court divider, patron lockers, three (3) multi-use classrooms, aerobics studio, and the Culpeper County Parks & Recreation offices.

CONTACT INFORMATION

Culpeper County Parks & Recreation - 16388 Competition Dr., Culpeper, VA 22701
 Ph: 540.727.3412 | Email: Parks@CulpeperCounty.gov
 *Website: www.CulpeperRecreation.com | *Facebook: [Culpeper County Parks & Recreation](https://www.facebook.com/CulpeperCountyParks&Recreation)
 *YouTube: [Culpeper County Parks & Recreation](https://www.youtube.com/CulpeperCountyParks&Recreation) | *Instagram: [Culpeper County Parks & Recreation](https://www.instagram.com/CulpeperCountyParks&Recreation)

FACILITY HOURS OF OPERATION

Monday-Saturday	8:00am – 9:00pm
Sunday	10:00am – 6:00pm

FACILITY RESERVATION HOURS

All facility reservations for use of the Culpeper County Fieldhouse must be made in-person Monday – Saturday from 8:00am to 8:00pm or on Sunday from 10:00am – 5:00pm. For Themed Party Packages, please review page 4.

Monday-Saturday	8:00am – 8:00pm
Sunday	10:00am – 5:00pm

PRIORITY OF USAGE

- a. Culpeper County Parks & Recreation Programs, Activities, and Special Events;
- b. Culpeper County Parks & Recreation Co-Sponsored Activities and/or Organizations
- c. Public Programming & Events
 - a. A Culpeper-based individual, agency, and/or organization can receive the public rate if their event is free and open to the public.
- d. Private Events: Individuals / Businesses / Organizations
- e. Culpeper County Public School System (CCPS)



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ROOM INFORMATION & CAPACITIES

For All Events: A \$35.00 Setup Fee will be assessed to all private rentals for the use of tables, chairs, and equipment. Any furniture or setups to be arranged will be completed by Recreation Staff. Applicants must review and select an event/room diagram showing the placement of tables and chairs to Recreation Staff when the rental application is submitted and/or a minimum of 14-days prior to the event date.

Room	Dimensions	Standing	Seated	Table and Chairs Available
Gymnasium	107' x 80'	555	120	No
<ul style="list-style-type: none"> ▪ Full Size Basketball Court 80' x 54' - Features: Mondo Advance Vulcanized 8mm Flooring, six (6) Retractable Basketball Hoops, four (4) Tip n' Roll Bleachers, 8' x 5' Scoreboard, 12' Scoring Table and Chairs, Volleyball System, Futsal Goals, Wall Padding, and Dropdown Curtain. ▪ Half Size Basketball Courts ▪ Pickleball Courts 20' x 44' - Features: Three (3) Regulation Size Pickleball Courts and Nets ▪ Full Size Volleyball Court 60' x 30' - Features: One (1) High School Size Volleyball Court and Net with Inground Sleeves • Half Size Volleyball Courts - Features: Two (2) Recreational Size Volleyball Courts and Nets with Inground Sleeves 				
Additional Note: Food and/or beverages are not permitted in the Gymnasium. If you are planning on serving refreshments at your event, you must also reserve a Classroom.				
Single Classroom	22' x 27'	25	25	Yes
- Features: Wall to Wall Carpet, Counter, Sink (available in only two of the three classrooms), Tables, Chairs, Television with Audio Visual Capabilities (available in only two of the three classrooms).				
Two Classrooms	44' x 27'	50	50	Yes
- Features: Wall to Wall Carpet, Counter, Sink, Tables, Chairs, two (2) Televisions with Audio Visual Capabilities, and Tuckaway Partition.				
Three Classrooms	66' x 27'	75	75	Yes
- Features: Wall to Wall Carpet, Counter, two (2) Sinks, Tables, Chairs, three (3) Televisions with Audio Visual Capabilities, and two (2) Tuckaway Partitions.				
Aerobics Studio	29' x 44'	25	N/A	No
- Features: Mondo Advance Vulcanized 8mm Flooring, 36' x 6' Wall Mirror, Wireless Music Controls with Blue Tooth Capabilities, three (3) Televisions with Audio Visuals, and Aerobics & Tumbling Equipment. ***The Department reserves the right to charge a rental fee for fitness equipment usage for private events/programs.				



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RESERVATION RATES

ROOM	Private Event / Private Event Non-Resident	**Public Event Rate
Gymnasium-Basketball, Volleyball, Three Pickleball Courts (2-hour minimum reservation)		
Full Gym-	* \$75 per hour/\$300 per hour	\$45 per hour
Half Court-	*\$35 per hour / \$140 per hour	\$21 per hour
Classrooms-(4-hour minimum reservation)		
One Classroom-First four hours	*\$25 per hour / \$100 per hour	\$15 per hour
Additional Hour(s)	\$15 per hour / \$30 per hour	\$9 per hour
Two Classrooms-First four hours	*\$37 per hour / \$150 per hour	\$23 per hour
Additional Hour(s)	\$30 per hour / \$60 per hour	\$18 per hour
Three Classrooms-First four hours	*\$63 per hour / \$225 per hour	\$37 per hour
Additional Hour(s)	\$45 per hour / \$90 per hour	\$27 per hour
Aerobics-(2-hour minimum reservation)		
Aerobics-First Two Hours	*\$63 per hour / \$225 per hour	\$37 per hour
Additional Hour(s)	\$45 per hour / \$90 per hour	\$27 per hour
<u><i>Additional Information</i></u>		
<i>*All rentals will be charged a Setup Fee for use of tables, chairs, and equipment: \$35</i>		
<i>**Public Event Rate: A Culpeper-based individual, agency, and/or organization can receive the public event rate if the event/program is free and open to the public.</i>		

NEW!!! THEMED PARTY PACKAGES

Are you looking for a lively and fun venue for your next party or celebration? If so, Culpeper County Parks & Recreation offers a variety of Party Packages at the Culpeper County Fieldhouse. Whether you are a sports fanatic, video gamer, an aspiring gymnast, or even an avid nerf player, we have just the right package for you!!! All of our packages include a four-hour classroom rental.

DAY AND HOURS OF AVAILABILITY

Day of the Week	Classroom Rental Time	with	Gymnasium and/or Aerobics Rental Time
Saturday	11:00am – 3:00pm		Noon – 2:00pm
Saturday	4:00pm – 8:00pm		5:00pm – 7:00pm



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CULPEPER COUNTY FIELDHOUSE - PARTY PACKAGE OPTIONS

- 1.) "The Champion" Sports Package: Enjoy a four (4) hour party classroom rental with two (2) hours of private gymnasium rental time. Party organizer will choose one sport setup from a list of available options (basketball, indoor soccer, pickleball, volleyball, dodgeball, or yard games).
 - a. Additional sport setup fee: \$25.00 – the Department will divide the gymnasium in half by using the drop-down curtain positioned in the ceiling.
- 2.) "The Nerf Wars" Package: The Nerf Wars Party Package provides up to 30 pairs of eyewear and up to 2,500 darts for ammunition for a good old fashioned nerf war!!! **A select number of Nerf blasters are available for use, but please bring your own if you have them.** Culpeper County Parks & Recreation will setup barriers and blockades throughout the playing area perfect for hiding and ambushing. Get ready for the most active party you've ever attended!!!
 - a. Only available for setup in the gymnasium.
- 3.) "The Preschool Tumble" Package: The Preschool Tumble Package provides a safe and fun environment for those youngsters that like to move!!! Various tumbling equipment will be setup in the aerobics studio along with accompanying music so your participants can have an unforgettable experience.

PARTY PACKAGE	Resident Rates	Nonresident Rates	Max Capacities
"The Champion" Sports Package			
Two Classrooms (4 Hours) + Full Gymnasium Rental (2 Hours)	\$318.00 (Save \$50.00)	\$518.00	50
Three Classrooms (4 Hours) + Full Gymnasium Rental (2 Hours)	\$393.00 (Save \$75.00)	\$593.00	75
"The Nerf Wars" Package			
Two Classrooms (4 Hours) + Full Gymnasium Rental (2 Hours)	\$318.00 (Save \$50.00)	\$518.00	50
Three Classrooms (4 Hours) + Full Gymnasium Rental (2 Hours)	\$393.00 (Save \$75.00)	\$593.00	75
"The Preschool Tumble" Package			
One Classroom (4 Hours) + Full Aerobics Studio Rental (2 Hours)	\$249.00 (Save \$50.00)	\$349.00	25
Two Classrooms (4 Hours) + Full Aerobics Studio Rental (2 Hours)	\$295.00 (Save \$50.00)	\$395.00	50
Three Classrooms (4 Hours) + Full Aerobics Studio Rental (2 Hours)	\$398.00 (Save \$50.00)	\$498.00	75



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Additional Information

**All rental rates include setup of classrooms to include tables and chairs and any package specific equipment such as sports setups, Nerf barriers, and tumbling equipment.*

****Party Package Rates do not include any additional fees for add-on equipment (i.e., video gaming systems, snow cone machine, and/or popcorn machine, etc.). See below for add on information.*

ADD-ON SERVICES

Culpeper County Parks & Recreation offers several add-on services and equipment rentals. **These add-on fees are separate from Party Package Rates and cannot be utilized without a party package rental** (i.e., Champion, Nerf Wars, or Preschool Tumble Party Package).

- a. All add-on equipment and services must be confirmed a minimum of 14-days prior to your event.
 - b. Equipment and services are available on a first come ~ first served basis.
 - c. Add-on services are not guaranteed to be available.
-
- 1) Video Gaming Add-On: The video gaming add-on includes the rental of a gaming system and two (2) controllers that are ready for play on the television within the classroom(s). As a reminder, Culpeper County Parks & Recreation has a limited selection of video games, but partygoers are invited to bring their own. Culpeper County Parks & Recreation will not be responsible for any damaged, lost, or stolen items. **Pricing: \$50.00 per system (Available-Xbox Series X and Nintendo Switch) / \$10.00 per extra controller**
 - 2) Movie Night Add-On: The movie night add-on includes use of our 14' inflatable movie screen, projector, commercial popcorn machine, popcorn kernels, oil, and individual serving bags. *Renters must provide their own movies.* **Pricing: \$75.00**
 - 3) Snow Cone Machine Add-On: Includes use of our commercial snow cone machine, snow cone cups, and choice of two flavors. *Renters must provide their own ice for the snow cone machine.* **Pricing: \$50.00**
 - 4) Commercial Popcorn Machine Add-On: Includes use of our commercial popcorn machine, individual serving bags, popcorn kernels, and oil. **Pricing: \$50.00**
 - 5) Renters are responsible for any damages to the facility and/or its property. Damage beyond normal wear and tear may result in the forfeiture of any deposit paid, may result in the invoicing of any damage 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.



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POLICIES GOVERNING THE USE OF THE CULPEPER COUNTY FIELDHOUSE

- 1) The application to use the Culpeper County Fieldhouse must be submitted to the Recreation Staff on duty or via the Department's online reservation platform. Culpeper County Residents may reserve the facility up to one (1) year before the desired date. Non-County Residents may reserve the facility up to six (6) months before the desired date. Any rentals for government use, other than activities sponsored by the Culpeper County Parks & Recreation Department, may be confirmed up to 90-days before the desired date.
- 2) Unless otherwise stated, all reservations must be completed a minimum of 45-days in advance.
- 3) 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: one (1) of the following; DMV issued Driver's License / Photo Identification or Utility bill with physical address AND 1 of the following; Previous Year "Real" Tax or "Personal Property" Tax Documentation; or Voter Registration Card.
- 4) The Culpeper County Parks & Recreation Department reserves the right to cancel any activity at any time. Cancellations by any other entity or sponsor must be done in writing or by email and should be made as soon as possible so that others may use the facility and/or field. Cancellations made less than 60-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 the day of the event due to severe weather conditions may receive additional consideration.
- 5) In-person Reservations: All Rental Fees must be paid when the rental application is submitted to Recreation Staff at the time of reservation. The Parks & Recreation Department will not hold any facility reservations without the proper payment and documentation.
- 6) Online Reservations: All Rentals Fees must be paid within 48-hours of approval by the Parks & Recreation Department. In the event that the necessary reservation fees are not paid within the allotted time frame, the rental reservation will be cancelled.

Additional Note: Non-compliance with any of these rules, applicable terms, and/or conditions of use may result in the revocation of any permit issued and denial of future applications for use of a County facility or athletic field.

- 1) All renters and participants must adhere to the applicable rules, regulations and ordinances of Culpeper County ("County").
- 2) Conduct: In addition to complying with the other policies and procedures contained in the facility reservation packet and outlined in the policies governing use of the facility, the sponsor and guests, independent contractors, and vendors must comply with all instructions and requests made by the Parks & Recreation Staff concerning conduct during the event. The Recreation Staff reserves the right to require the immediate removal from the premises any person or persons causing a disturbance or engaging in any conduct that, in the sole discretion of the Recreation Staff, is threatening or dangerous to people and/or property. The County and Recreation Staff are not responsible for any damages or delays caused by the removal of such person(s).
- 3) All set-up and clean-up times must be noted and included in the sponsor's reservation time(s) – SEE RESERVATION APPLICATION FOR DETAILS. Access to the facility prior to or after the approved reservation times is not permitted and will result in additional fees. Caterers and other vendors are not permitted to enter the facility before the event setup time in order to prepare for an event.



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- 4) No materials or equipment, including decorations, signs or posters, shall be attached to the Culpeper County Fieldhouse or its property (Culpeper Sports Complex). **Nothing shall be affixed to the walls.** 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 outside of the facility.
- 5) No flammable liquids or materials shall be used without prior written approval by the County of Culpeper Parks & Recreation Director or his/her designee (hereinafter "Director").
- 6) The use of open flames, candles, sparklers or fireworks are prohibited within any park and/or facility, with the exception of Sterno canned fuel burners and birthday candles.
- 7) No smoking, vaping, alcoholic beverages, and/or controlled substances are permitted anywhere within the park and/or facility.
- 8) At the end of its reserved time, the sponsor must leave the facility clean and orderly (refer to 'Clean and Orderly Checklist'). 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 the proper receptacles. 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.
- 9) No private vehicles are permitted in or shall be parked on any area other than those designated as public parking areas.
- 10) 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, 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, Virginia and Board of Supervisors, 302 N. Main St, Culpeper, VA. 22701 as an additional insured to the policy, a minimum of 30-business days to receive final approval of the application.
- 11) No money or admission fees shall be collected on the premises by a non-governmental user at any time without prior approval by the Director or his/her designee. Leagues and Organizations with an approved and active Memorandum of Understanding (MOU) with the County of Culpeper will be permitted to follow the terms and conditions of the agreement.
- 12) The number of people in the facility and its rooms shall not exceed the established capacities. Event capacities for the rented rooms must be strictly adhered to. If room capacities are not adhered to, Recreation Staff have the right to end your event prior to the established completion time. Room capacities differ, so please refer to the reservation packet for specific room capacity information. Multiple event status checks are conducted by the Recreation Staff to ensure that room capacities are adhered to. If the number of attendees at your event exceeds the specific room capacity, you will be asked to remove guests from the event. If guests are not removed and the room capacity continues to be exceeded, your event will be terminated. **Please remember that children, performers, photographers, caterers and any other vendors that you have servicing your event count in your total room capacity number.**
- 13) The Culpeper County Parks & Recreation Department shall assume no responsibility for any property placed in or on our premises.



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- 14) Any furniture or setups to be arranged will be completed by Recreation Staff. Applicants will review provided event/room diagrams showing the placement of tables and chairs to Recreation Staff when the rental application is submitted or a minimum of 14 days in advance of the event.
- 15) Culpeper County Parks & Recreation Facilities are provided in “as is” condition. The Culpeper County Parks & Recreation Department makes no warranty of guarantee as to the condition of the facility or the condition of the availability of the equipment provided. We would like to inform applicants/participants of the Culpeper County Fieldhouse that the County of Culpeper may have sovereign immunity to claims arising from the use of this facility.
- 16) Other programs/events may occur in the facility at the same time as your event.
- 17) No changes in setup may be made on the day of the event. The applicant must prepare, setup, host, and clean up the event within the event time block rented. The applicant is responsible for managing the time block rented to accommodate the entire event. No extra time will be given before or after the event. **Additional hours cannot be purchased on the day of the event.** The Recreation Staff will notify the applicant an hour before the event time ends to ensure proper event time management. If the applicant goes beyond their event time, they may be assessed additional rental fees and may not be able to rent the facility in the future. **Any changes to the initial requests made must be done by the applicant in writing a minimum of 14-days prior to the event.** All changes must be approved by the Recreation Staff.
- 18) Guests are required to wear proper attire when visiting the facility.
- 19) Live music and/or DJs are prohibited without prior written approval by the Culpeper Parks & Recreation Parks & Recreation Director or his/her designee and may require a certificate of liability insurance.
- 20) All vendors and contractors who provide equipment or services for a rental must be approved in writing and in advance (minimum of 30-days) by the Director or his/her designee and may be required to provide Certificate of Liability Insurance naming the County of Culpeper as an additional insured.
- 21) Moon bounces and/or other amusement devices are not permitted within or immediately adjacent to the Culpeper County Fieldhouse without prior written permission from the Culpeper County Parks & Recreation Director or his/her designee. Please note that a sponsor can reserve an outdoor field for the placement of a moon bounce and/or amusement device. 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.

INCLEMENT WEATHER / CANCELLATION

To ensure safety, it is the policy of the Culpeper County Parks & Recreation Department that during inclement weather or in weather-related emergencies, Culpeper County Parks & Recreation programs, events, classes, and rentals at Culpeper County Parks & Recreation facilities may be cancelled and/or facility operating schedules adjusted.

***Inclement Weather – Severe or harsh weather that may cause a disruption in the delivery or availability of Culpeper County Parks & Recreation classes, events, facilities, programs, and/or rentals.



**Culpeper County
Parks & Recreation Department
FACILITY RENTAL APPLICATION**



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This **FACILITY RENTAL APPLICATION** must be completed and returned to the recreation staff on duty. The applicant must read the Policy Governing Use of the Culpeper County Fieldhouse included in this guide. The full rental payment must be submitted with this application at the time of rental. Payment can be made by Cash, Credit Card (Visa, Master Card, American Express, Discover, or checks payable to Culpeper County Parks & Recreation. Applications are accepted no more than a year in advance and no less than 45 days before the event. For additional information, please contact the recreation office at (540) 727-3412. Cancellations must be completed in writing a minimum of 60 days in advance.

Applicant Name: _____ 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: _____

Specific Area(s) Requested:
 One Classroom Two Classrooms Three Classrooms Aerobics Studio
 Full Gymnasium Half Gymnasium Volleyball Court Pickleball Court / One Two Three

Reservation Date(s): _____
 Reservation Time(s): **Setup** - _____ to _____ / **Event** - _____ to _____ / **Cleanup** - _____ to _____

1. Are you a Culpeper County resident? Yes No
2. Type of event to be held? _____
3. Is this a Party Package? Yes No - **please refer to page 12**
4. Is event for personal/family use? Yes No If No, for whose benefit? _____
5. 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 _____
6. 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
7. Number of people expected to attend: _____

OFFICE USE ONLY

Rental Fee Paid by: _____ **Date:** _____ **Cash / Ck # / CC:** _____

Changes / Stipulations: _____
 Yes No * Certificate of Liability Insurance Required (\$1,000,000)

Processed by: _____ Title: _____ Date: _____



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PARTY PACKAGE INFORMATION SHEET

Reservation Date: _____ Expected number of party package participants: _____

****Themed party packages are reserved for Saturdays only.*

PACKAGE REQUESTED:

The Champion – (Includes four (4) hour classroom rental and two (2) hour full gymnasium rental)

CHOOSE ONE: Basketball Indoor Soccer Volleyball

Pickleball Dodgeball Yard Games (Includes Kanjam, Spikeball, kickball bases & ball, football)

CHOOSE ONE: Two Classrooms (Max Capacity-50) Three Classrooms (Max Capacity-75)

CHOOSE ONE: 11:00am-3:00pm (Gym 12:00pm-2:00pm) 4:00pm – 8:00pm (Gym 5:00pm-7:00pm)

Nerf Wars- (Includes four (4) hour classroom rental and two (2) hour full gymnasium rental)

CHOOSE ONE: Two Classrooms (Max Capacity-50) Three Classrooms (Max Capacity-75)

CHOOSE ONE: 11:00am-3:00pm (Gym 12:00pm-2:00pm) 4:00pm – 8:00pm (Gym 5:00pm-7:00pm)

Preschool Tumble-(Includes four (4) hour classroom rental and two (2) hour aerobics studio rental)

CHOOSE ONE: One Classroom (Max Capacity-25) Two Classrooms (Max Capacity-50)

Three Classrooms (Max Capacity-75)

CHOOSE ONE: 11:00am-3:00pm (Aerobics 12:00pm-2:00pm) 4:00pm – 8:00pm (Aerobics 5:00pm-7:00pm)

ADD-ONS REQUESTED:

1. Video Gaming System- Gaming System (Choose one-**includes two controllers**): Xbox Series X Nintendo Switch

Additional Controllers Type: _____ Qty: _____

2. Movie Night (Must bring own movie)

3. Snow Cone Machine – *select two*. (Must bring own ice) Blue Raspberry Grape Cherry Strawberry

4. Popcorn Machine



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Parks & Recreation Department
FACILITY RENTAL APPLICATION**



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ACKNOWLEDGMENT

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 I, or 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 & 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.

_____ Signature _____ Date
Print Name

Organization Name (If applicable): _____

Organization Contact Telephone Number: _____

Organization Contact Email: _____



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RULES OVERVIEW FORM-

****To be completed at check in by renter & staff****

Name: _____ Date: _____ Event Time: _____ to _____

Room Set up: _____

FACILITY RESERVATION GUIDE:

***Please read your facility reservation guide completely. This form does not replace the guide, but highlights key components of your event.
***Applicants are responsible for being at the event. Applicants should check-in & out with our staff upon arrival and before leaving the event.

CHANGE OF CONTRACT:

***Any changes to the contract must be made in writing by the applicant on the contract. All correspondence concerning the reservation will only be made between the applicant and a recreation staff member.

EVENT TIMES:

***Applicants are responsible for setting up, hosting the event and cleaning up after the event within the requested hours. The applicant’s event needs to be completed and cleaned up when the scheduled time expires as stated on the contract/application. For example, if the event time is 5pm-8pm, all guests must be on their way out of the facility and in the process of vacating the building by 8pm. If guests are not vacating the facility upon event expiration time, proper supervisors and authorities will be promptly notified, and will provide assistance in ending the event. If your event does not begin on time, your event time **WILL NOT** be extended. You will still be expected to vacate the facility by the event end time on your application.

DECORATING THE CENTER:

*****Glitter, confetti, rice, and birdseed** are **NOT** permitted in the facility. Birdseed is permitted outside toward the parking lot area.
***Balloons must be weighted down so that they do not rise up to the ceiling.
***You may not decorate the trees, plants or flowers. This includes stringing lights, or hanging anything off of the limbs.
*****Nothing may be affixed to the walls.** No materials or equipment, including decorations, balloons, signs or posters, shall be attached to the Culpeper County Fieldhouse or its property.
***The use of open flames, candles, sparklers or fireworks are prohibited within any park and/or facility, with the exception of Sterno canned fuel burners and birthday candles. All lighted candles must be covered with globes.
***Any items brought in must be approved by the recreation staff minimum of 14-days prior to your event date. Ex: Arches, podiums, etc.
***Platforms or stages are not permitted to be set up. All equipment and or decorations must be approved by the recreation staff.
***Table cloths are required for all tables and for use of the rolling cabinets located in classroom #2.

ROOM CAPACITIES:

***Event capacities for the rented rooms must be strictly adhered to. If room capacities are not adhered to the recreation staff has the right to end your event. Multiple event status checks are conducted by the recreation staff to ensure that room capacities are adhered to. If the number of attendees at your event exceeds the specific room capacity, you will be asked to remove guests from the event. If guests are not removed and the room capacity continues to be exceeded, your event will be terminated. Please remember that children, performers, photographers, caterers and any other vendors that you having servicing your event count in your total capacity number.

CLEAN-UP TIME:

***Trash must be emptied and placed in the proper receptacles upon completion of the event. No food, trash, or waste should be left outside.
***Floors are your responsibility to sweep, clean and spot mop – if necessary. Any food, drink, or trash must be cleaned.
***Please ensure that all tables and chairs are clean of food and debris after your event is over.
*****PLEASE ASK THE RECREATION STAFF FOR ANY ASSISTANCE YOU MAY NEED. THEY CAN SUPPLY ANY MATERIALS NEEDED FOR CLEAN UP.** ***

DAMAGE TO THE FACILITY AND/OR EQUIPMENT:

***Renters are responsible for any damages to the facility and its property. Damage beyond normal wear and tear may result in the forfeiture of any deposit paid, may result in the invoicing of any damage 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.

SIGNATURE OF APPLICANT _____ DATE _____



**CULPEPER COUNTY FIELDHOUSE
16388 COMPETITION DRIVE, CULPEPER, VA 22701
PHONE: (540) 727-3412**

CLEAN AND ORDERLY CHECKLIST

****To be completed at the end of the rental****

Below is a check list for clean-up procedures after an event. Please check if the cleaning has been completed. If it has not been completed, please make a note of the problem in the notes section below. Please review this form with the applicant/renter after the event and have them sign it.

Name: _____ Date: _____

Event: _____ Event Time: _____ to _____

- Yes No Trash Is Properly Disposed of in the receptacle(s) within the room
- Yes No Mop and/or Vacuum the Floor – *if needed*
- Yes No No confetti/glitter used – *if yes, renter required to clean.*
- Yes No Clean Sink / Counter Tops / Equipment
- Yes No Party Rentals and Personal Property Removed
- Yes No Clean Floors of Trash and Food-If excessive mess, renter will be responsible for vacuuming.
- Yes No Return All Borrowed Items: (Please list items borrowed in the notes section below.)
- Yes No Vacate Premises on Time

Notes: _____

ROOM(S) RENTED:

- One Classroom Two Classrooms Three Classrooms Aerobics Studio
- Gymnasium Half Gymnasium

EQUIPMENT(S) RETURNED:

- Gaming Systems Video Games Video Game Controllers
- Snow Cone Machine Popcorn Machine Sports Equipment

Additional expenses will be incurred due to damages: _____

Applicant Signature: _____ Date: _____

Staff Signature: _____ Date: _____