



FLUVANNA COUNTY DEPARTMENT OF PARKS & RECREATION
FACILITIES, PARKS AND EQUIPMENT USE APPLICATION

Applicant Name: Organization Name:
(Must be over 21 years of age and must be present during the event)

Address: (Street Address) (City, State, Zip)

Phone (Day): (Evening) (Cell)

Email:

Type of Event:

Event Description (Be thorough and specific):

Day(s): M T W TH F Sat Su Date(s):

Anticipated number of Participants: (Under 18 yrs.) (18+)

Start time(s): End time(s): Total Hours:

FACILITIES, PARKS AND EQUIPMENT FEE'S

(\*) \$100 Deposit required when shown at these locations.

Non-county residents please add 15% to rental fee.

Non-profits 50% off with proof of 501C.

Staffing fee of \$15 per hour at facilities during non-business hours.

Pleasant Grove Park/Museum

- House Grounds \$75 per day\*
Pole Barn \$75 per day\*
Stage \$100 per day\*
Electrical Use \$25 per day\*
Athletic Fields \$10 per hour
Softball Field \$10 per hour
Baseball Field \$10 per hour
Tournaments \$75 per day\*
Kitchen \$10 per hour\* (\$25 Deposit)
Meeting Room \$10 per hour\* (Seat 6 people)

Heritage Trail Pavilions

- Large (40 people) \$50 per day\*
Small (25 people) \$25 per day\*

Civil War Park

- Park \$75 per day\*

Bremo Park-Closed Under Construction

- Picnic Shelter \$75 per day\*
Softball Field \$10 per hour
Tournaments \$75 per day\*

Fluvanna Community Center \*

- Meeting Room (30 people) \$20 per hour
Auditorium (125 people) \$75 per hour
Kitchen \$10 per hour

Carysbrook Recreation Complex

- Athletic Field \$10 per hour
Athletic Field (lights) \$20 per hour
Tournaments \$75 per day\*
Gymnasium (w/ tarp) \$75 per hour\*
Gymnasium (w/o tarp) \$50 per hour\*

\*Additional Rental Equipment

- Tables: \$3 EACH per day: # (\$50 Deposit)
Round Tables: \$5 EACH per day: # (\$50 Deposit) Seats 8 to table
Chairs: \$1 EACH per day: # (\$50 Deposit)
Tent Canopy 18'x30': \$100 per day (\$100 Deposit)
Tent Canopy 14'x20': \$75 per day (\$100 Deposit)

OFFICE USE ONLY

Rental Deposit Amount: \$ Date Paid: Staff Initials: CK# Cash CC

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Deposit Returned: (Date) (Initials) (Signature)

Facility Supervision Needed: No Yes

Copy of liability insurance with the County listed as an additional insurer. No Yes Law Enforcement required No Yes

## POLICIES AND GUIDELINES FOR FACILITY USAGE

The facilities of the Fluvanna County Department of Parks & Recreation (FCPR) are available for use by community organizations, individuals, and businesses. Use of all facilities is on a **“first come first serve”** basis. Activities operated or sponsored by FCPR have priority of all facilities. Fluvanna County assumes no responsibility for any property brought on the premises by the organization, its members, guests or spectators, or for any lost or stolen items. The user(s) agrees to hold the County harmless from any and all claims, actions or damages as may arise in connection with the use of the facility.

1. **RENTAL TIMES INCLUDE TIME UTILIZED FOR SET UP AND CLEAN UP.** If the facility is not vacated at the contracted time, additional charges will apply at the discretion of the Center staff. You will be billed for any additional time required beyond your reservation period at the rate of one and one-half time (1.5) times the standard rate. No refunds will be given for vacating the facility prior to the contracted time.
2. The Rental deposit is due at the time of reservation. All other fees must be paid at least five (5) working days prior to the rental date. Failure to do so will result in loss of reservation and forfeiture of rental deposit. The deposit will be returned the next business day when the facility is vacated in good condition. This deposit will be forfeited when conditions of the agreement are violated. Additional charges for damage or excessive wear may also be applied if conditions warrant.
3. All facilities must be returned to the condition in which they were found. This includes replacing tables and chairs to their pre-rental state and removing all garbage and refuse from County property. All County ordinances, state laws and department regulations are to be honored during use. These include: **No Alcohol on premises without prior approval and ABC licenses (see requirement), No Smoking in any building, No Animals (except service animals) allowed.**
  - a. **Apply for an ABC permit with the Virginia Department of Alcoholic Beverage Control.**
  - b. **A copy of the ABC license must be filed with the Parks and Recreation office.**
  - c. **Proof of liability insurance with the County listed as an additional insurer.**
  - d. **Law Enforcement may be required for certain events.**
4. All outdoor facilities and picnic areas without lights must be vacated by dusk.
5. Large group functions may be required to a) provide security and b) show proof of liability insurance that names the County as an additional insurer.
6. Any individual or organization planning on providing food for sale to the general public on County property **MUST** obtain a permit through the Health Department (434) 972-6259 and present a copy with this application.
7. All tables, chairs and tents must be properly cleaned and returned Monday-Friday between hours of 10am-2pm to the facility. Failure to comply will result in forfeiture of the deposit fee.
8. A Facility Supervisor (Staffing fee of \$15 per hour) will be scheduled at the location of your event during non-business hours. The Supervisor will be responsible for monitoring the site, inspection of facility following the event, as well as securing the facility at the conclusion of the event.

### User Agreement

I hereby agree to all terms and conditions as specified on this application and understand that completion of this application does not constitute approval of the specified request(s) and that my request may be denied, and therefore I must contact the Fluvanna County Parks & Recreation office to verify the approval of my request. I also agree to pay all costs associated with any damage to any facilities, equipment, or other property (real or personal) owned by Fluvanna County Parks & Recreation as well as agreeing to indemnify, defend, and hold harmless the County, their officers, and their employees from any and all claims, liabilities, damages, attorney's fees and/or costs directly related to my use of the facilities.

Date\_\_\_\_\_

Signature\_\_\_\_\_