Facility Rental Application

City of Manassas
Parks, Culture & Recreation
9431 West Street, Manassas, VA 20110
Office Hours: Tuesday – Sunday 10:00 a.m. – 5:00 p.m.
Phone #: 703-368-1873
Website: www.manassasva.gov/parks

**Applicant Contact Information**

<table>
<thead>
<tr>
<th>Name/Representative:</th>
<th>Organization/Company:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address:</td>
<td>Please check one: ___ Personal Address ___ Business Address</td>
</tr>
<tr>
<td>Primary Phone Number:</td>
<td>Email:</td>
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</tbody>
</table>

**Section A: Event Venue & Park Rentals**

<table>
<thead>
<tr>
<th>Event Venue &amp; Park Rental Information:</th>
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</thead>
<tbody>
<tr>
<td>Event Date:</td>
</tr>
<tr>
<td>Description of the Event:</td>
</tr>
<tr>
<td>Maximum Attendance: Please check one: ___Public Event ___ Private Event ___ Non-Profit Event</td>
</tr>
</tbody>
</table>

**Event Venue & Park Rental Facilities:** Please check all that apply

- **Event Venue:**
  - __Annaburg__
  - __Harris Pavilion__
  - __Lberia House Grounds__
  - __Manassas Museum Lawn__

- **Park Pavilion:**
  - __Byrd Park__
  - __Stonewall Park__

- **Picnic Area:**
  - __Baldwin Park__
  - __Cavalry Run Park__
  - __Kinsley Mill Park__
  - __Winterset Park__

- **Gazebo:**
  - __Harris Pavilion__
  - __Nelson Park__

**Section B: Athletic Facility & Sport Courts**

<table>
<thead>
<tr>
<th>Athletic Facility &amp; Sport Court Rental Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sport: Type of Application: ___ League/Organization ___ Team/Group ___ One Time Use</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start Date:</th>
<th>End Date:</th>
<th>Organization/Group is a Non-Profit: ___ Yes ___ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Name:</td>
<td>Day(s) of week:</td>
<td>Start Time:</td>
</tr>
</tbody>
</table>

**Athletic Facilities & Sport Courts:** Please check all that apply

- **Byrd Park:**
  - 2 Basketball Courts
  - 3 Diamond Fields
  - 1 Roller Hockey Court

- **Cavalry Run Park:**
  - 1 Basketball Court
  - 2 Tennis/Pickleball Courts

- **Dean Park:**
  - 2 Lighted Diamond Fields
  - 4 Tennis/Pickleball Courts
  - 1 Skate Park

- **Haydon Elem. School:**
  - 1 Open Field

- **Jennie Dean Elem. School:**
  - 1 Diamond Field
  - 1 Lighted Diamond Field
  - Track

- **Kinsley Mill Park:**
  - 1 Basketball Court
  - 1 Open Field
  - 1 Roller Hockey Court

- **Lee Manor Park:**
  - 2 Tennis Courts

- **Mayfield Interm. School:**
  - 1 Open Field

- **Oakenshaw Park:**
  - 1 Basketball Court
  - 1 Diamond Field

- **Round Elem. School:**
  - 1 Diamond Field
  - 1 Basketball Court

- **Stonewall Park:**
  - 2 Basketball Courts
  - 2 Tennis
  - 3 Pickleball Courts
  - 1 Rectangle Field

- **Weems Elem. School:**
  - 2 Diamond Fields
  - 2 Basketball Courts

- **Winterset Park:**
  - 1 Basketball Court
### Facility Rental Application

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### Rules & Regulations:

On behalf of the designated user, the undersigned is aware that there are certain inherent risks involved in using the property (City parks, fields and gymnasiums), including but not limited to the risk of theft or of damage to the user’s property and the risk of personal injury from participating in athletic activities. In consideration of being granted permission to use the facilities of the City of Manassas, I hereby assume any and all risks and hazards associated therewith, irrevocably waiving any and all claims. I agree to indemnify, defend, and hold harmless the City of Manassas, its officers, agents, employees, and volunteers, from any and all claims, liabilities, judgments, settlements, losses, costs or charges (including attorney’s fees) incurred by the City or any of its officers, agents, employees, or volunteers as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated in any way with the use of property by the user or by the user’s members, guests, employees, agents, or invitees.

_______ (initials) I, ____________________________, am responsible for adhering to, enforcing, all City of Manassas, Parks, Culture & Recreation policies, rules and regulations.

### Facility Rental Fees: *(staff use only)*

| Event Venue: *(due 45 days prior to event date)* | Fees Vary – Refer to Fee Schedule | $ |
| Hard Surface Court: *(due at time of booking)* | Fees Vary – Refer to Fee Schedule | $ |
| Picnic Area: *(due at time of booking)* | $25.00/hour | $ |
| Park Pavilion: *(due at time of booking)* | $35.00/hour | $ |
| Gazebo: *(due at time of booking)* | $35.00/hour | $ |
| Concession Stand: *(due at time of booking)* | $40.00/2 hour block | $ Not available for rental at this time |

**Subtotal**  
$-

**Received Date:**  
Security Deposit *(due at time of booking)*  
$-

**Received Date:**  
TOTAL FEES DUE  
$-

### Approvals & Signatures: *(staff use only)*

| Required Documents: Insert Date Received | Staff Signatures: |
| Application (Complete) | Received by: ________________________________ |
| Certificate of Insurance | Date: ______________ |
| Public Use of Grounds Permit (Approved) | Rental Date Held by: ________________________________ |
| Special Events Permit (Approved) | Date: ______________ |
| ABC Banquet License | Approved Application: ________________________________ |
| Health Department Permits | Date: ______________ |
| Umbrella License | Reservation Confirmation #: ________________________________ |
| Other Required Inspections/Permits |

### Athletic Field Allocation & Fees: *(staff use only)*

| Permit Issue Date: | Permit Expiration Date: |
| Permit Location: |

**FIELDS WITHOUT LIGHTS:**  
# Field Use Hours _____ - # of Credit Hours _____ = _____ Total # of Hours x $4.75 x = $_______

**LIGHTED FIELDS:**  
# Field Use Hours _____ - # of Credit Hours _____ = _____ Total # of Hours x $6.50 x = $_______

**TOURNAMENT FEES:**  
$100 x _________# of Fields x _________# of Days = $____________Total Due  
Combined Total Due: $__________

All fees due upon approved field permit.