



Stafford County Parks, Recreation and Community Facilities
FACILITY USE APPLICATION

Full payment due at time of booking; \$20 cancellation fee; \$100 refundable damage deposit may apply. Set-up and clean-up must be performed by user and included in rental time.

- 1. Name of Facility Requested _____
- 2. Activity date(s) _____ from _____ AM/PM to _____ AM/PM
- 3. Individual/Organization requesting use of facility _____

_____ Street Address _____ City/State/Zip _____

Phone: (Home) _____ (Office) _____

E-mail address _____

- 4. Type of Activity _____
- 5. Will you attend? Yes ___ No ___ If no, who will be in charge? _____
Name _____ Phone _____
- 6. Is organization/activity sponsored/co-sponsored by Stafford County Parks, Recreation and Community Facilities? Yes ___ No ___
- 7. Group/organization liability insurance coverage (required) Per person \$ _____ Total Coverage \$ _____
Copy of Insurance Certificate must be attached.
_____ Insurer _____ Policy No. _____

8. Anticipated attendance _____ Number of cars _____

9. Requirements—**check all that apply.**

<p>School Site</p> <p><input type="checkbox"/> Auditorium</p> <p><input type="checkbox"/> Gymnasium</p> <p><input type="checkbox"/> Diamond Field</p> <p><input type="checkbox"/> Rectangular Field</p> <p><input type="checkbox"/> Synthetic Field</p> <p>Field Size _____</p> <p><input type="checkbox"/> Field Lights</p> <p>Aquia Landing Park</p> <p><input type="checkbox"/> Picnic Pavilion</p> <p><input type="checkbox"/> Beach</p> <p>Civil War Park</p> <p><input type="checkbox"/> Open Field Area</p> <p>Government Island</p> <p><input type="checkbox"/> Trail</p> <p>Gym/Rec Center</p> <p><input type="checkbox"/> Room D</p> <p><input type="checkbox"/> Room UB</p>	<p><input type="checkbox"/> Autumn Ridge Park</p> <p><input type="checkbox"/> Chichester Park</p> <p><input type="checkbox"/> Curtis Park</p> <p><input type="checkbox"/> Duff Green Park</p> <p><input type="checkbox"/> Embrey Mill Park</p> <p><input type="checkbox"/> Historic Port of Falmouth</p> <p><input type="checkbox"/> John Lee Pratt Park</p> <p><input type="checkbox"/> Patawomeck Park</p> <p><input type="checkbox"/> Smith Lake Park</p> <p><input type="checkbox"/> St. Clair Brooks Park</p> <p><input type="checkbox"/> Willowmere Park</p> <p><input type="checkbox"/> Celebration Stage (<i>Pratt only</i>)</p> <p><input type="checkbox"/> Dog Park (<i>Duff only</i>)</p> <p><input type="checkbox"/> Pool/Bathhouse (<i>Curtis only</i>)</p> <p><input type="checkbox"/> Skate Park (<i>Brooks & Curtis</i>)</p> <p><input type="checkbox"/> Picnic Pavilion</p> <p><input type="checkbox"/> Scouting Area (<i>Curtis only</i>)</p> <p><input type="checkbox"/> Tennis Court (<i>Pratt & Curtis</i>)</p> <p><input type="checkbox"/> Track/Trail</p> <p><input type="checkbox"/> Open Field Area</p> <p><input type="checkbox"/> Diamond Field</p> <p><input type="checkbox"/> Rectangular Field</p> <p><input type="checkbox"/> Synthetic Field</p> <p>Field Size _____</p>	<p>Carl Lewis Community Center</p> <p><input type="checkbox"/> Building</p> <p><input type="checkbox"/> Open Field Area</p> <p>Courthouse Community Center</p> <p><input type="checkbox"/> Gymnasium</p> <p><input type="checkbox"/> Room A</p> <p><input type="checkbox"/> Room B</p> <p><input type="checkbox"/> Room C</p> <p><input type="checkbox"/> Track</p> <p><input type="checkbox"/> Rectangular Field</p> <p>Field Size _____</p> <p>Rowser Complex</p> <p><input type="checkbox"/> Room A, Multipurpose</p> <p><input type="checkbox"/> Room B, Mtg/Dining Area</p> <p><input type="checkbox"/> Diamond Field</p> <p><input type="checkbox"/> Commercial Kitchen*</p> <p><input type="checkbox"/> Front Lawn*</p> <p><input type="checkbox"/> Galley Kitchen*</p> <p><input type="checkbox"/> Garden*</p> <p>*additional room rental required</p>	<p>Woodlands Pool & Splashpad</p> <p><input type="checkbox"/> Pool</p> <p><input type="checkbox"/> Splashpad</p> <p>Other</p> <p><input type="checkbox"/> Field Lights</p> <p><input type="checkbox"/> Basketball Scoreboard</p> <p><input type="checkbox"/> Parking Lot</p> <p><input type="checkbox"/> Trash Receptacles</p> <p><input type="checkbox"/> Clean-up</p> <p><input type="checkbox"/> Field Set-up</p> <p><input type="checkbox"/> Tables</p> <p>How many? _____</p> <p><input type="checkbox"/> Chairs</p> <p>How many? _____</p> <p><input type="checkbox"/> Goals</p> <p>Goal Size _____</p>
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10. Will alcohol be served? _____ (Alcohol is prohibited at Pools, Gym/Rec Center, and Schools.) Additional fee applies.
Alcoholic beverages may only be served in designated areas with proper permits from the Alcoholic Beverage Control Board.
11. Will there be any games, amusements, or inflatables? Yes ___ No ___ Provided by: Vendor ___ Individual ___
If yes, please specify: _____
Requires an additional fee and may require a permit and inspection. Please contact the Community Development Services Center at 658-8650 or staffordcountyva.gov/DocumentCenter/View/1179
12. Will you be decorating the facility? Yes ___ No ___ If yes, please specify: _____
13. Will this reservation require using a caterer? Yes ___ (*additional fee required*) No ___ If yes, caterer's name _____
14. Comments: _____

PLEASE NOTE: If your request for a park or facility meets one or more of the following criteria, you will be required to submit a Special Event Informational Packet.

- Any event which is considered a parade, carnival, festival, block party (not for private or residential use), running, walking, or bicycling event
- Any event which is held at a County facility with a projected attendance of 1000 or more
- Any event which requires the use of County resources for security, crowd control, traffic control, fire, or EMS
- Any event which requires closure of any street or public right-of-way to vehicular or pedestrian traffic
- Any event which requires interagency coordination that may change or restrict the normal levels of public service provided in Stafford County

Additional permits may be required even if your request does not meet one of these criteria.

I certify that I have read and will abide by current Stafford County Parks, Recreation and Community Facilities' Facility Use policies and procedures (if using PRCF facilities), the Stafford County Public Schools' Community Use Policy (if using school facilities), and the requirements for users as they pertain to this rental. I understand I will be held liable for any and all damages to County-owned property and for the prompt and proper settlement of claims for such damages and agree to pay applicable fees. Unless agreed upon in writing by the Director of Parks, Recreation and Community Facilities, I will be responsible for cleanup and care of equipment and facilities used, including school facilities. Failure to do so will result in forfeiture of deposit, paying a penalty, and denial of future use.

Signature Position Date

Printed Name

OFFICE USE

Principal's Signature (for school sites)	Approved	Disapproved	Date
Parks, Recreation and Community Facilities' Signatures	Available	Unavailable	Date
Division Supervisor			
Facilities Superintendent			

COMMENTS/FEES

