



APPLICATION FOR COMMUNITY USE OF PARK AND SCHOOL FACILITIES

All information must be furnished before this application can be processed. Scheduling and obtaining approvals of requested facility use may require 15 to 30 working days to complete.

School or Park Site Requested:

Underline Type of Field Requested:

Artificial Turf, Soccer, Open Field, Other (Describe), Baseball, Football

Underline Type of Indoor Facility Requested:

Gymnasium, Auditorium, Kitchen, Other (Describe), Auxiliary Gym, Cafeteria, Classroom

Special Equipment Required:

Type of Activity Planned:

Underline Days of Week Requested: M T W Th F Sa Su

Start Date End Date Start Time End Time

NOTE: USE OF FIELD LIGHTS IN SUPPORT OF THE PROGRAM WILL BE INVOICED SEPARATELY TO THE GROUP AT A RATE OF \$9/HOUR, EXCLUDING PFITZNER STADIUM BASEBALL WHICH IS \$42/HOUR. PLEASE CONTACT A REPRESENTATIVE FROM SPORTS SERVICES IF LIGHTS ARE REQUESTED.

REQUESTOR INFORMATION

Full Name of Requestor:

Current address:

City/State/ZIP Code:

Home #:

Work #:

Cell #:

E-Mail Address:

ORGANIZATION INFORMATION

Name of Organization:

Organization Address:

City/State/ZIP Code:

Expected Number of Participants:

Number of Chaperones:

Will your organization be collecting fees, dues, admission for this activity on-site? Yes No

If "yes," what type: What Amount: \$ When/how often?



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Do you/does your organization have liability insurance coverage for this activity?
Yes No

If "yes," please provide:
Coverage per person:\$
Total coverage:\$

PLEASE READ CAREFULLY AS YOUR SIGNATURE BELOW INDICATES AGREEMENT WITH THE FOLLOWING TERMS:

The undersigned certifies that he/she is familiar with and will abide by current Prince William County Parks, Recreation & Tourism policies and requirements for users of PWC park and school properties as described with this application. The undersigned shall be held liable for any and all damage to Parks, Recreation & Tourism or School Board property caused by the user, and for prompt and proper settlement of claims for such damages, and agrees to pay all applicable fees as outlined in the Community Use Manual and its attachments.

COVID-19: The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. It is believed that an individual can be infected with COVID-19 without their knowledge and be asymptomatic. Prince William County Parks, Recreation & Tourism, and Prince William County Schools Board, it's officers, employees and agents cannot guarantee that I or anyone else will not become infected with COVID-19 through use of the fields, including my spouse, guests, unborn child, or relatives. Participation in an athletic sports program(s), related event, or activity, could increase the risk of contracting COVID-19. By signing this agreement, I ACKNOWLEDGE the contagious nature of COVID-19 and VOLUNTARILY ASSUME THE RISK that I may be exposed to or infected by COVID-19 by participating in an athletic sports program(s), related event, or activity, and that such exposure or infection may result in personal injury, illness, permanent disability, and death to myself, my spouse, guests, unborn child, or relatives. Further, I UNDERSTAND AND AGREE that this release includes any Claims based on the actions, omissions, or negligence of Prince William County Parks, Recreation & Tourism, and its employees, agents, and representatives, and Prince William County Schools Board, it's officers, employees and agents, whether a COVID-19 infection occurs before, during, or after participation in any athletic sports program(s), related event, or activity.

ALL GROUPS MUST ADHERE TO THE RETURN TO PLAY GUIDELINES ESTABLISHED BY PRINCE WILLIAM COUNTY PARKS, RECREATION & TOURISM AND/OR PRINCE WILLIAM COUNTY SCHOOLS BOARD, DURING THE COVID-19 PANDEMIC. GROUPS ARE ENCOURAGED TO CONTACT SPORTS SERVICES IF THEY ARE UNSURE OF THE CURRENT PHASE WITHIN THE RETURN TO PLAY GUIDELINES IN WHICH THEY SHOULD BE OPERATING.

RETURN TO PLAY GUIDELINES WILL BE PROVIDED WITH THE PERMIT.

Signature of Applicant:

I acknowledge that I have read above terms (initials):

Position:

Date:

## GUIDELINES GOVERNING USE OF PWC PARK AND SCHOOL FACILITIES

1. Processing an application and obtaining necessary approvals may require 15 to 30 working days.
2. The application must be signed by an authorized agent of the intended user group/organization.
3. Through its authorized agent (applicant), the user group/organization agrees to hold harmless the PWC Parks, Recreation & Tourism and the PWC School Board, their agents and assigns, from any injury to any person and/or facility damage to any property resulting from the authorized use of facilities by the applicant user group.
4. All fees applicable to the requested facility use must be paid in full not less than 4 working days prior to the scheduled use. Failure to make timely payment will result in cancellation of the scheduled use and assessment of cancellation fees to the user group.
5. No third party shall be granted permission to use the facility or any portion thereof for any purpose.
6. The signature of the Application (authorized Agent) shall be present at the scheduled event or events.
7. User group shall provide no less than one chaperon for each 25 or fewer children age 17 or under.
8. Total attendance shall not exceed authorized capacity of the facility.
9. Vehicles of user group participants and attendees shall be parked in designated parking areas only or will be subject to ticketing and towing.
10. All participants and attendees shall comply with safety regulations of Prince William County Parks, Recreation & Tourism, Public Schools and Fire Department.
11. All participants and attendees shall comply with all Federal, State and Local laws, regulations and licensing requirements.
12. PWC Parks, Recreation & Tourism reserves the right to require Park Ranger or PWC Police coverage of the activity, with all applicable fees to be charged to the user group.
13. The following apply to all activities/events scheduled:
  - \* No smoking in any building.
  - \* No alcoholic beverages may be possessed, served or consumed in building or on grounds.
  - \* No gambling permitted on premises.
  - \* No animals permitted in buildings except assistance dogs, all animals on grounds must be restrained.
  - \* Food and drink are permitted only in designated areas, and only after written permission has been obtained in advance of the event.
  - \* Disorderly behavior and/or behavior to incite others to disorder is prohibited.

### INCLEMENT WEATHER PROCEDURES

Inclement weather procedures regarding **indoor use**: When PWC schools are closed or close early, all facility use is cancelled. When weekend facility use is cancelled during November through March, Parks, Recreation & Tourism will report cancellations to this radio station for broadcast after 7:00 a.m.: WTOP at 103.5 FM or 1500 AM. Information above will be on the issued permit.

Inclement weather procedures regarding **outdoor use**: Information will be on the permit issued.

### E-MAIL, MAIL OR FAX:

PWC Parks, Recreation & Tourism, Sports Services, 14420 Bristow Rd., Manassas, VA 20112-3932  
FAX (703) 792-4278 or SportsServices@pwcgov.org