

**Prince William County Department of Parks, Recreation and Tourism
Office of Historic Preservation**

APPLICATION FOR COMMUNITY USE OF HISTORIC SITE OR PARK

NOTE: All information must be furnished before this application may be processed. Scheduling and obtaining approvals of requested sites may require up to 30 to 45 working days to complete. PLEASE PRINT/TYPE and provide complete and accurate information.

APPLICATION FEE: \$25. (Non-refundable.)

SITE REQUESTED: _____

TYPE OF ACTIVITY PLANNED: _____

SPECIAL EQUIPMENT TO BE USED: _____

DAY OF THE WEEK: MON TUE WED THURS FRI SA SU (CIRCLE DAY(S) WHICH APPLY)

START DATE: _____ END DATE: _____

START TIME: _____ END TIME: _____

YOUR NAME: _____

ADDRESS: _____

HOME PHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

YOUR ORGANIZATION/GROUP: _____

ADDRESS: _____

PHONE: _____ WEBSITE: _____

CONTACT PERSON: _____

ANTICIPATED NUMBER OF PARTICIPANTS: _____ NUMBER OF CHAPERONES: _____

(For groups mostly comprised of those under 18)

LIABILITY INSURANCE IS REQUIRED. DO YOU/DOES YOUR ORGANIZATION POSSESS LIABILITY INSURANCE
COVERAGE FOR ACTIVITY? YES NO

INSURANCE PROVIDER: _____

COVERAGE PER PERSON: \$ _____ TOTAL COVERAGE: \$ _____

The undersigned certifies that he/she/they are familiar with and will abide by all current Prince William County Department of Parks, Recreation and Tourism and Office of Historic Preservation policies and requirements for users of a PWC historic site as described in the Property Use Policy. The undersigned shall be held liable for any and all damages to the Office of Historic Preservation property and grounds caused by the user, guests or persons connected with activity, for proper and prompt settlement of claims for damages, and agrees to pay all applicable expenses as outlined in the Property Use Policy.

Signature of Applicant and Title

Date

HPD USE ONLY: Approved? _____ By _____ Date: _____