

**PRINCE WILLIAM COUNTY PARKS AND RECREATION
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. PLEASE PRINT OR TYPE.

APPLICATION FORM - Please provide complete and accurate information	
School or Park Site Requested:	
Type of Field _____ or Facility Requested (circle facility if requested): Gymnasium Auxiliary Gym Auditorium Cafeteria Kitchen Classroom Other: _____ Special Equipment Required: _____	
Type of Activity planned:	
Days of Week: Mn Tu Wd Th Fr Sa Su (Circle Days which apply)	
Start Date ____/____/____ End Date ____/____/____ Use separate sheet if necessary	Start Time _____ End Time _____
Your Name:	
Your Address: _____ - _____ <div style="display: flex; justify-content: space-around; font-size: small;"> (Street Address) (City) (ST) (ZIP) </div>	
Your Home Phone: () - Fax: () -	Work Phone: () - Ex: Cell Phone: () -
Your E-Mail Address:	
Name of Organization:	
Organization Address: _____ - _____ <div style="display: flex; justify-content: space-around; font-size: small;"> (Street Address) (City) (ST) (ZIP) </div>	
Expected Number of Participants: _____ Number of Chaperons: _____ Do you/does your organization collect fees, dues, admission for this activity? Yes No If "yes," what type: _____ amount: \$ _____ When/how often? _____	
Do you/does your organization have liability insurance coverage for this activity? Yes No Coverage per person: \$ _____ Total coverage: \$ _____	

((Information about Inclement Weather Cancellations appears on the back of this page))

The undersigned certifies that he/she is familiar with and will abide by current Parks & Recreation policies and requirements for users of PWC park and school properties as described on the back of this application. The undersigned shall be held liable for any and all damage to Parks & Recreation 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 Public Facilities Use Manual for Sports Organizations and Community Users and its attachments.

(Signature of Applicant)	(Position)	(Date)
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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 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, Public Schools and Fire Department.
11. All participants and attendees shall comply with all Federal, State and Local laws, regulations and licensing requirements.
12. The PWCP&R 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 regarding indoor use: When PWC schools are closed or close early, all facility use is canceled. When weekend facility use is canceled during November through March, the Parks & Recreation will report cancellations to this radio station for broadcast after 7:00 a.m.: WTOP at 103.5 FM or 1500 AM. During November through March, information on cancellations may also be obtained by calling the Parks & Recreation – 703-792-4107. Information above will be on the issued permit.

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

MAIL OR FAX: PWCP&R Sports Services, 14420 Bristow Rd., Manassas, VA 20112-3932

FAX (703) 792-5854 or (703) 792-4278