

S H E N A N D O A H C O U N T Y P A R K S & R E C R E A T I O N F A C I L I T Y U S E R E Q U E S T

My signature on this form indicates: that I am requesting that the facility listed below be reserved for the day(s), date(s), and time(s) specified; that I understand that all fields of this form must be completed for my request to be considered, that my request may be denied, and that I must contact the Shenandoah County Parks & Recreation office to verify the approval of my request and to receive a facility use permit; that I agree to pay all costs associated with any damage to any facilities, equipment, or other property (real or personal) owned by Shenandoah County Parks & Recreation; that I also agree to indemnify, defend, and hold harmless the County, their officers, and their employees from any and all claims, liabilities, damages, attorney's fees and/or costs directly related to my use of the facilities; and that failure to return the facilities to their original condition will result in additional charges. I understand that I must complete this form and pay all rental fees in advance, unless special payment arrangements are made for a long-term rental. Applications can be dropped at the main office, 600 N. Main Street, Suite 108, faxed to 540-459-8040, or mailed to 600 N. Main Street, Suite 108, Woodstock, VA 22664.

A P P L I C A N T I N F O R M A T I O N

ORGANIZATION: _____

APPLICANT'S NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DAYTIME PHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

EMERGENCY CONTACT: _____

DAYTIME PHONE: _____ CELL PHONE: _____

RELATIONSHIP TO ORGANIZATION: _____

F A C I L I T Y U S E I N F O R M A T I O N

DAY(S): M T W TH F SA SU

DATE(S): _____

START TIME(S): Please include your set-up time. _____

END TIME(S): Please include your break-down time. _____

OF PEOPLE EXPECTED: (Under 18 yrs.) _____ (18+) _____ (50+) _____

FREQUENCY: One-Time Weekly Bi-Weekly Monthly Other

EVENT DESCRIPTION (Be thorough and specific): _____

1st choice ROOM/FACILITY REQUESTED (Be specific; include room, electrical needs, tables, chairs, etc.): _____

2nd choice ROOM/FACILITY REQUESTED (Be specific; include room, electrical needs, tables, chairs, etc.): _____

Rental Charges: _____

Additional Charges (if any): _____

Total Charges*: _____

* The facility rental fee and any additional charges are due before the requested facility use date.

Person(s) Responsible for Any Damage that May Occur: _____

Purpose and/or Activity to Take Place: _____

Other Facility Needs (tables, chairs, electricity, etc.): _____

LIABILITY INSURANCE INFORMATION

(If you are providing a homeowner's insurance policy, please check that you have general liability coverage.)

INSURANCE CARRIER: _____

POLICY #: _____

WAIVER

I assume, for myself and all participants and spectators at the specified activity, all risks associated with using this facility, including, but not limited to, falls, contact with other participants, property loss, medical emergencies, and the effects of the weather (including high heat and/or humidity,) all such risks being known and appreciated by me. Having read this waiver and knowing these facts, I, for myself and anyone entitled to act in my behalf, waive and release Shenandoah County Parks & Recreation, Shenandoah County, any and all staff, partners, sponsors, officials, volunteers, instructors, coaches, and their representatives and successors from all claims or liabilities of any kind arising out of my use of a Shenandoah County facility, even though that liability may rise out of negligence or carelessness on the part of the person(s) named in this waiver. I grant permission to all of the foregoing to use any photographs, motion picture, recordings, or any other record of me for any legitimate purpose.

SIGNATURE _____ DATE _____

Make checks payable to SCPR. Payment is due in FULL upon approval of reservation request; a deposit may be required. Parks & Recreation must be notified of cancellations within 24 hours of the original requested facility use date/time. Applicant will be held financially responsible for all reservations not cancelled within the allotted time.

CREDIT CARD AUTHORIZATION

Mastercard Visa Discover Exp. Date: ____/____/____ Card Number: _____

Cardholder Name: _____

Cardholder Signature: _____ Total to be Charged: \$ _____
(REQUIRED)

FOR OFFICE USE ONLY

Cash: \$ Credit: \$ Check: # \$ Date Received: Received By:

FEE SCHEDULE

| FACILITY | HOURLY RENTAL FEE | DAILY RENTAL FEE |
|---|---|---|
| Picnic Shelter #1-Capacity: 100 *16 vinyl-coated steel picnic tables *2 charcoal grills on concrete pad | \$25/Half-Day 9AM-2PM <u>OR</u> 3PM-Dusk | \$50/Full Day 9am-Dusk |
| Picnic Shelter #2-Capacity: 70 *12 wooden picnic tables *2 charcoal grills on concrete pad | | |
| Baseball Field #2 (w/out lights) | \$5/hr. Week Day \$10/hr. Weekend Day | \$15 Week Day \$25 Weekend Day \$75 Tournament |
| Softball Field #1 (w/out lights) | \$5/hr. Week Day \$10/hr. Weekend Day | \$15 Week Day \$25 Weekend Day \$75 Tournament \$10 electrical use fee (field #3) |
| Softball Field #3 (w/ lights) | | |
| Charter House Gym *Capacity 110 w/ tables & Chairs *Capacity 300 w/ chairs & bleachers (Edinburg School) | \$15/hour Mon-Fri; 4pm-10pm Saturday; 9am-10pm Sunday; 1pm-10pm *Limited tables/chairs available | \$150/day-Saturday; 9am-10pm \$125/day-Sunday; 1pm-10pm *Limited tables/chairs available |
| Charter House Cafeteria *Capacity 110 w/ tables & chairs *Capacity 200 w/ chairs only (Edinburg School) | | |
| Historic Courthouse-Woodstock Community Room #1-Capacity: 48 | \$15/hour Mon-Fri; 4pm-10pm Saturday; 9am-10pm Sunday; 1pm-10pm *Limited tables/chairs available **Wifi is available | \$150/day-Saturday; 9am-10pm \$125/day-Sunday; 1pm-10pm *Limited tables/chairs available **Wifi is available |
| Historic Courthouse-Woodstock Community Room #2-Capacity: 48 | | |
| Historic Courthouse-Woodstock Courtroom-Capacity: 41 | | |

SHENANDOAH COUNTY PARKS AND RECREATION FACILITY USE RULES AND REGULATIONS

1. Everyone applying for use of a Parks and Recreation facility must complete and sign the proper application form.
2. The facility use fee must be paid in advance. Facilities will not be opened for an activity unless the rental fee has been received in full.
3. The damage/rules deposit must be paid in advance. This deposit will be returned two-three weeks after event, but inspection of facility will occur immediately after use. If there is no damage or excessive trash or the rules for park facility use have not been broken (i.e., no alcohol, parking in designated spots, appropriate facility use, etc.), this deposit will be returned in full. If there is damage or rules have been broken, this damage/rules deposit will be forfeited.
4. Shenandoah County Parks and Recreation does not discriminate against any group, organization, business, or individual. However, facility use must be for recreational purposes only and each rental will be reviewed for safety and security purposes.
5. All Parks and Recreation activities take priority over other facility use requests.
6. Applicants shall assume responsibility for the safety of the participants and spectators at the activity for the term of the reserved facility use.
7. NO alcoholic beverages, drugs, or any person under the influence of alcohol or drugs are permitted on the property. If you suspect anyone attending your activity has been or is using such substances, they should be asked to leave immediately. Parks and Recreation staff members have the authority to have such people removed.
8. Smoking is strictly prohibited inside Parks and Recreation facilities.
9. All individuals using a Parks and Recreation facility are asked to leave said facility in good condition as another group may be using the facility afterwards.
10. Any and all damage to Parks and Recreation facilities, equipment, furnishings, and/or property must be corrected and all costs involved paid for by the applicant. If a deposit was required to reserve the facility, it could be applied toward the cost of damages. Parks and Recreation also reserves the right to limit the future use of any facility if damage is not rectified.
11. No pets are allowed in Parks and Recreation facilities, with the exception of dogs registered in approved programs and trained guide dogs for people with sight disabilities.
12. Abusive, profane, threatening, or otherwise indecent language and/or conduct is strictly prohibited. Threatening language or actions toward a Parks and Recreation staff member will result in a minimum ONE YEAR SUSPENSION from all Parks and Recreation activities. A NO TRESPASS NOTICE may be issued. If any Parks and Recreation staff member feels that the conduct of a person is in violation of the above, that staff member has the authority to halt the event and close the facility. If this should become necessary, NO refunds will be made to the applicant.
13. Fighting is strictly prohibited. Adults fighting will receive a minimum of ONE YEAR SUSPENSION from all Parks and Recreation facilities, with possible police action and a NO TRESPASS NOTICE. Youth fighting will result in suspension as determined by the Parks and Recreation staff with mandatory parental notification.
14. Any suspension from Parks and Recreation facilities also includes suspension from Parks and Recreation activities without refund.
15. No one should be in a Parks and Recreation facility before 8:30 AM or after 11 PM without written permission from a Parks and Recreation staff member.
16. Please make sure that all trash is in the appropriate receptacle at the conclusion of your rental use.
17. Failure to comply with the above rules and regulations will result in the denial of use of Parks and Recreation facilities in the future.

I have read and agree to the above rules and regulations for use of the Shenandoah County Parks & Recreation’s facilities, including payment schedule, insurance requirements, and custodial charges.

SIGNATURE _____

DATE _____