

# SHENANDOAH COUNTY PARKS & RECREATION FACILITY USE REQUEST

## APPLICANT INFORMATION

ORGANIZATION: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ TOWN/CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PRIMARY PHONE: \_\_\_\_\_

EMERGENCY CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

## FACILITY INFORMATION

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

START TIME: (include set-up time) \_\_\_\_\_ END TIME: (include break-down time) \_\_\_\_\_

# OF PEOPLE EXPECTED: \_\_\_\_\_

EVENT DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

BUILDING/ROOM(S) REQUESTED: (first option) \_\_\_\_\_

BUILDING/ROOM(S) REQUESTED: (second option) \_\_\_\_\_

Total Rental 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: \_\_\_\_\_

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

\_\_\_\_\_

## 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 agree to pay all costs associated with any damage to facility, equipment, or other property (real or personal) owned by Shenandoah County. I also agree to indemnify, defend, and hold harmless the County and their officers, their employees from any and all claims, liabilities, damages, attorney's fees and/or cost directly related to my use of facilities. 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 check payable to SCPR. Payment 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: \_\_\_\_\_ CVV #: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_ Total to be Charged: \$ \_\_\_\_\_

## FOR OFFICE USE ONLY

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

**FEE SCHEDULE**

<b>FACILITY</b>	<b>HOURLY RENTAL FEE</b>	<b>DAILY RENTAL FEE</b>
Picnic Shelter #1-Capacity: 100 *16 vinyl-coated steel picnic tables *2 charcoal grills on concrete pad	\$35/Half-Day 9AM-2PM <b>OR</b> 3PM-Dusk	\$60/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 per hour \$10 Field Lines (additional fee)	\$75 Tournament
Softball Field #1 (w/out lights)	\$5 per hour \$10 Field Lines (additional fee) \$10 Lights (additional fee - field #3)	\$75 Tournament
Softball Field #3 (w/ lights)		
Charter House Gym *Capacity 110 w/ tables & Chairs *Capacity 300 w/ chairs & bleachers (Edinburg School)	\$20/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**

- Everyone applying for use of a Parks and Recreation facility must complete and sign the proper application form.
- 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.
- 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 facility use have not been broken.
- 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.
- All Parks and Recreation activities take priority over other facility use requests.
- Applicants shall assume responsibility for the safety of participants and spectators at the activity for the term of the reserved facility.
- 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.
- Smoking is strictly prohibited inside Parks and Recreation facilities.
- Individuals using a SCPR facility are required to leave said facility in good condition.
- 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.
- No pets are allowed in Parks and Recreation facilities, with the exception of dogs registered in approved programs and service dogs.
- Abusive, profane, threatening, or otherwise indecent language and/or conduct is strictly prohibited. Threatening language or actions towards 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.
- Fighting is strictly prohibited. Fighting will receive a minimum of ONE YEAR SUSPENSION from all Parks and Recreation facilities, with possible police action and a NO TRESPASS NOTICE.
- Any suspension from Parks and Recreation facilities also includes suspension from Parks and Recreation activities without refund.
- Failure to comply with the above rules and regulations will result in the denial of use of Parks and Recreation facilities in the future.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_