

FLUVANNA COUNTY PARKS & RECREATION FACILITY USE PERMIT APPLICATION

Applicant Name _____ Organization _____
 Address _____ City _____ Zip _____ County _____
 ___ Resident ___ Non Resident Daytime Phone _____ Evening Phone _____

Desired Date: _____ Time: From _____ am/pm To _____ am/pm
 Anticipated Number of Participants: _____ Adults _____ Children
 Circle items needed: Projector Screen, Tables, Chairs, Room w/Chalkboard, TV/VCR, PA system
 Type of Event (circle): Wedding Reception, Meeting, Conference, Lecture, Dance, Luncheon,
 Family Reunion, Party _____ Other _____

Rental deposits required for reservations: ___ \$100 Carysbrook Gym ___ \$50 All Other Facilities

Any individual or organization planning on providing food to the general public on County property MUST obtain a permit through the Health Dept (591-1965) and present a copy with this application. Received: _____ YES or _____ NO

FACILITIES PRICE TO COUNTY RESIDENTS*

<u>Bremo Recreation Center</u>	
_____	Picnic Shelter & Softball Field \$75 per day
<u>Carysbrook Recreation Center</u>	
_____	Athletic Field \$5 per hour
_____	Athletic Field w/lights \$20 per hour
_____	Gymnasium \$40 per hour (\$30 w/out tarp)
_____	Entire Complex \$55 per hour (3 hour minimum)
<u>Pleasant Grove</u>	
_____	Grounds around House \$50 per day
_____	Pole Barns \$75 per day
_____	Utility Use \$25 extra
we will charge an additional maintenance cost of \$15/hour for persons requesting a higher volume of usage outside normal ground radius, if available.	
<u>Heritage Trail Pavilion</u>	
Large _____	Small _____ \$25.00 Maintenance Fee
<u>Community Center</u>	
_____	Art Studio \$20 per hour
_____	Entire Complex \$100 per hour (2 hr minimum)
_____	Stage Room (125 people) \$50 per hour (2 hr minimum)
_____	Meeting Room (25-30 people) \$25 per hour

*Non-county residents please multiply fee by 1.25 times resident rates.

Pick up & return equipment times: After 10:00 am but before 3:00 pm.

TABLES: (\$25.00 Deposit) \$5 EACH	TENT CANOPY 20'x30' :(\$100.00) \$80.00
CHAIRS: (\$25.00 Deposit) \$2 EACH	TENT CANOPY 10'x20' :(\$100.00) \$60.00

Agreement

By submitting this request I hereby agree to all terms and conditions as specified on the **reverse** side of this application. I further understand that completion of this request form does not constitute approval of this application and that I will be officially notified when a determination has been made. I understand and agree that should this application be approved, I will be held responsible for the payment of all fees, charges and penalties incurred by this use.

Date _____ Signature _____

**FLUVANNA COUNTY DEPARTMENT OF PARKS AND RECREATION FACILITY
TERMS AND CONDITIONS**

1. The facilities of the Fluvanna County Department of Parks & Recreation are available for use by community organizations, individuals, and businesses. Use of all facilities is on a "first come first serve" basis. While every effort will be made to place you in the location you desire, approval of this reservation only guarantees you space, not a specific room or site. Activities operated or sponsored by FCPR have priority of all facilities.
2. RENTAL TIMES INCLUDE TIME UTILIZED FOR SET UP AND CLEAN UP. Be sure to allocate enough time in your reservation for both set up and clean up. You will be billed for any additional time required beyond your reservation period at the rate of one and one-half time (1.5) times the standard rate.
3. A security deposit in the amount of \$50 or \$100 (depending on the facility being used) is required for all reservations made by businesses or individuals. This deposit will be returned within 60 days when the facility is vacated in good order. This deposit will be forfeited when conditions of the agreement are violated. Additional charges for damage or excessive wear may also be applied, if conditions warrant.
4. All facilities must be returned to the condition in which they were found. This includes replacing tables and chairs to their pre-rental state and removing all garbage and refuse from County property.
5. All County ordinances, state laws and department regulations are to be honored during use. These include: **No alcohol on premises, no smoking in any building, no animals** (except seeing eye dogs) **allowed**. Department employees will forward any information regarding violations to the appropriate authorities.
6. Each facility is equipped with a set number of tables and chairs. The FCPR office has a list of the quantities for each facility. It is the responsibility of renters to provide their own tables and chairs beyond the number available at each facility.
7. Rental fees will be paid at least five (5) working days in advance. Any adjustment or additional charges must be paid within fourteen (14) working days after the rental date.
8. All outdoor facilities and picnic areas must be vacated by dusk.
9. Large group functions of 50 or more may be asked to a) provide security and b) show proof of liability insurance that has an additional rider than holds the county harmless against any liability.
10. All tables and chairs must be properly cleaned before returning them to the facility or your deposit will be forfeited for cleaning charges. _____.

I have read and understand the terms and conditions listed above.

Date: _____ Signature _____

OFFICE USE ONLY BELOW THIS LINE

Invoice No _____ Rec'd Date _____ By: _____

Check # _____ Cash _____ Deposit Check# _____ Deposit Cash _____