



## KING GEORGE PARKS & RECREATION FACILITY USE APPLICATION

Applicant Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Organization Name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_

Email Address \_\_\_\_\_

**Date(s) of Event** \_\_\_\_\_ **Starting/Ending Time** \_\_\_\_\_

(Be sure to include set-up and breakdown in your event times. All activity must cease by 12 midnight)

**Facility Requested** \_\_\_\_\_

**Type of Event** \_\_\_\_\_

**Estimated Attendance** \_\_\_\_\_ Admission Fee: Yes \_\_\_\_\_ No \_\_\_\_\_

Will food be served? Yes \_\_\_\_\_ No \_\_\_\_\_ Will food be sold? Yes \_\_\_\_\_ No \_\_\_\_\_ (If sold, Health Dept. permits are required.)

Will event be promoted? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, describe \_\_\_\_\_

**I will accept full responsibility and will replace items damaged or reported missing. By signing this permit I am agreeing to King George County's conditions for approved use. See reverse side.**

\_\_\_\_\_  
Signature of Applicant / Representative

Date: \_\_\_\_\_

1. Complete the request permit and return to King George County Department of Parks and Recreation at the above address at least **TWO WEEKS** in advance of the planned use with payment in full.
2. A receipt email will be sent to you for approval. Payment must be made prior to the approval of the facility use permit, unless otherwise expressed by department.
3. Present receipt to Building Supervisor upon arrival at facility.
4. Applicant of this permit is liable for any personal or property damage arising out of his or her use.

### Parks & Recreation Staff Use Only

Hours: \_\_\_\_\_ Rental Rate: \_\_\_\_\_ Total Fee: \_\_\_\_\_

Receipt #: \_\_\_\_\_ Payment Date: \_\_\_\_\_ Cash or Check #: \_\_\_\_\_

Event Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Confirmation Sent: \_\_\_\_\_ By: E-mail or Letter

**OVER**

## KING GEORGE COUNTY CONDITIONS FOR APPROVED USE

In an effort to facilitate the use and follow-up care of King George County facilities and make sure approved users are aware of the expectations during their use, the following conditions have been set. **Failure to comply with the conditions may result in immediate termination of use/or result in being assessed fees/or future denial for use of facilities.**

Please initial each condition.

- I have provided KGP&R accurate information regarding requested use.\_\_\_\_\_
- I understand that no request is approved until proper authorizations are secured and that I be notified within three (3) business days. **PLEASE DO NOT SCHEDULE ANY EVENT UNTIL YOU HAVE RECEIVED DEPARTMENT APPROVAL.**\_\_\_\_\_
- I will make sure all attendees' associated with our scheduled use will conduct themselves in a respectful manner.\_\_\_\_\_
- I and those associated with our use will park our vehicles in designated parking areas and will supply any necessary support to make sure all persons associated with our scheduled use comply.\_\_\_\_\_
- I will pick up and discard any trash from our scheduled use and place it in the site's dumpster.\_\_\_\_\_
- If lights are requested, I understand I will surrender my light deposit fee if the lights are left on following my scheduled use and will not be able to use the lights until another light deposit fee is paid.\_\_\_\_\_
- I understand that I may be assessed charges for any damage to the property during our scheduled use. Any known damage will be reported to the Department by the requestor on the first business day following our scheduled use.\_\_\_\_\_
- I will make that all attendees' are aware of the conditions for approved use.\_\_\_\_\_
- I had the opportunity to read and understand these conditions and will abide by them and all applicable laws and regulations.\_\_\_\_\_

Liability Release: I am responsible for all activities and waive any liability against King George of Supervisors and King George County School Board and their departments and employees and hold them harmless and indemnify them.

---

Signature

---

Date