

**APPLICATION FORM FOR USE OF PARK FACILITIES
BARNESFIELD PARK / SEALSTON SPORTS COMPLEX
and CEDELL BROOKS, JR. PARK (formerly Shiloh Park)**

**Applicants will receive a letter of confirmation within two weeks of the initial request.
Please keep this letter with you on the day of the event to verify your reservation.**

1. Name, address and phone numbers of the person, group or organization requesting use of park facilities:

Name _____
Organization _____
Resides/Operates in King George County: Yes _____; No _____
Mailing Address _____
Phone Numbers: _____ (W)
_____ (H)
_____ (C)

Email Address (print clearly): _____

2. **Area (s) of Barnesfield Park** being requested (where applicable, please specify):

_____ Softball Field A (lights) _____ Soccer Field (Denham 1; Denham 2)
_____ Softball Field B _____ Concession Stand (see concession attachment)
_____ Baseball/Softball Field C _____ Picnic Shelter A (*no electricity*)
_____ Little League Field _____ Picnic Shelter B (*no electricity*)

Area(s) of Sealston Sports Complex being requested (where applicable, please specify):

_____ Field #1 Softball (lights) _____ Multipurpose Field (#1, #2, #3, #4, #5)
_____ Field #2 (Softball) _____ Concession Stand (see concession attachment)
_____ Field #3 (Baseball/Softball) _____ Picnic Shelter
_____ Field #4 (Little League) (lights)

Area(s) of Cedell Brooks, Jr. Park being requested (where applicable, please specify):

_____ Baseball Field _____ Multipurpose Field (#1, #2)

3. Date(s) requested : _____

4. Time requested (Include set up and clean up time) _____

5. Describe intended use of the facility. _____

6. Number of people attending: _____ 7. Will the event be open to the public? _____

8. Are there special equipment/arrangements being requested for this day? If so, what are they: _____

9. Please list the name, address and phone number of the person (if different from above) responsible for clean- up of the area used: _____

I, WE AGREE THAT I/WE WILL COMPLY WITH THE GENERAL OPERATION POLICY OF BARNESFIELD PARK / SEALSTON SPORTS COMPLEX / CEDELL BROOKS, JR. PARK DESCRIBED ON REVERSE SIDE or ANY ADDITIONAL PROVISIONS INCLUDED; AND ALL LOCAL AND STATE ORDINANCES, LAWS, RULES AND REGULATIONS.

Signature of Applicant Date of Signature Applicable Reservation Fees: Fields - \$ _____
Shelter(s) - _____ Conc. Bldg _____
Receipt # _____

Confirmation letter by staff sent: _____
Date

The parks and recreation facilities are for the benefit of the residents, civic organizations, athletic organizations, businesses, NSWC and affiliates of NSWC who operate, live and work in the County.

USE OF FIELDS at the COUNTY PARKS: We make every attempt to honor the requests in the order they arrive for individuals; and work to accommodate local athletic and civic organization (priority) requests through the equitable distribution of fields. **Athletic organizations may have to alter times, locations and length of practices in an effort to fairly distribute fields and facilities in an equitable manner.**

APPROVAL LIMITS: Approvals are only good for the dates and times designated.

FEES: *Are applicable to non-residents wishing to reserve a shelter or field; residents who wish to reserve a field(s) (with or without lights); non-profit organizations requesting or requiring personnel services/field preparation.* Fees may be applicable under special circumstances based on user requests. Any fees associated with the requested use (based on the requestor's application) will be disclosed at the time of the request or prior to approval; however, requestor will be assessed fees for changes, known or unknown that place costs on the County.

CONDITIONS FOR APPROVED USE: In an effort to facilitate the use and follow-up care of the County parks 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 and/or result in being assessed fees or future denial for use of facilities.** Please initial each condition.

- I, ("Requestor"), have provided the King George County Department of Parks and Recreation accurate information regarding the requested use. _____
- I agree to use the facility only during our **approved scheduled day(s) and time(s).** _____
- I will make sure all attendees' associated with our scheduled use will conduct themselves in a respectful manner. _____
- I am responsible for notifying anyone associated with our requested use of any changes. _____
- **I and those associated with our use, will park in designated areas; and supply any necessary support to make sure all persons associated with our scheduled use comply.** _____
- I will discard our trash in the trash receptacles or in the park dumpster, whichever is preferred and agreed upon by the Department of Parks and Recreation. _____
- I understand that we 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 understand that our scheduled use may be cancelled, postponed or relocated (if possible) to another facility should conditions arise that prevent the use of, or put the health and safety of park users in jeopardy. _____
- I will make sure that all attendee's associated with this request are made aware of the conditions for approved use. _____
- Additional provisions discussed with the King George County Department of Parks and Recreation staff not outlined above, are described in attachment. _____
- I have had the opportunity to read and understand these policies and will abide by them and all applicable laws and regulations. _____
- **Organizations holding events/tournaments must provide liability insurance and list King George County as additional insured.**

LIABILITY RELEASE: I am responsible for all activities and waive any liability against King George County and its departments and employees and hold them harmless and indemnify them against any claim for any reason.

Signature

Date

ADDITIONAL PROVISION(S):

