

FAUQUIER COUNTY PARKS & RECREATION DEPARTMENT  
SPECIAL SCHEDULE PERMIT APPLICATION



Rental# \_\_\_\_\_

**SPECIAL SCHEDULE PERMIT APPLICATION**

(Complete if event is scheduled for days and/or times outside of normal operating times as adopted by Parks & Recreation Board - see rate sheet for hours.)

This form must be submitted within 72 hours of need.

Please complete information below. If you already have an account enter your Login ID (if organization, use Login ID of authorized agent of Organization), Name and Phone Number, then skip to the SPECIAL SCHEDULE Information Section.

**APPLICANT INFORMATION**

Organization/Group/Team/Name \_\_\_\_\_ Login ID \_\_\_\_\_

Name of applicant \_\_\_\_\_

Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Contact Person/Coach (authorized agent) \_\_\_\_\_

Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

E-mail \_\_\_\_\_ Fax \_\_\_\_\_

**SPECIAL SCHEDULE INFORMATION**

Facility \_\_\_\_\_ Day(s) \_\_\_\_\_ Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

Attendance expected \_\_\_\_ Maximum that may attend \_\_\_\_ Is Event open to the public?  Yes  No

Describe event & all activities in detail \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Extra security, cleaning, etc. applicant will provide \_\_\_\_\_

Reason event cannot be held during adopted schedule \_\_\_\_\_

\_\_\_\_\_

Special Schedule Supervisor Training has been completed  
 Yes  No If no, then Special Schedule Supervisor Training fee applies.

Name of Trained Supervisor who will be supervising this event: \_\_\_\_\_

See next page for Rules and Responsibilities



Rental # \_\_\_\_\_

**RULES AND RESPONSIBILITIES**

1. ALCOHOL - Alcoholic beverages are not permitted in, or on any Departmental facility or grounds.
2. PETS - Pets will remain on leash six feet or shorter, at all times. Pet excrement must be removed and placed in trash receptacle by owner. Except for ADA compliant animals, pets are not permitted inside buildings.
3. ORDINANCES - County Parks Ordinances are posted on park/center bulletin boards. Parks and Recreation and/or the County Board of Supervisors reserve the right to refuse a request or to cancel any activity if it is not in the best interest of the County or conflicts with Parks and Recreation philosophy.
4. RULES & REGULATIONS - Rules and regulations shall be adhered to by all persons representing rental group.
5. CANCELLATIONS - Special Schedule Permit fees are non-refundable in the event of a cancellation.
6. USER RESPONSIBILITY - Users agree to assume responsibility for any liability for injury or damage to their person or the property of the user or others, for injury or damage attributed to Fauquier County facilities, personnel and/or property. Fauquier County is not responsible for accident, injury or damage to or loss of property. Rental period will be observed to avoid additional charges of 50% of the base rental fee for each additional 15 minutes facility is used.
7. BALL FIELD LIGHTS - Under no circumstances shall any illumination of the playing field, court or track be permitted after 11 p.m., except to conclude an event that was reasonably scheduled to conclude prior to 11 p.m.
8. CLEANING - All users are expected to leave the facility clean and orderly. User is responsible for additional fees if Department incurs unexpected costs.
9. SAFETY - Users agree that safety and protection of all persons is paramount and assume the responsibility to ensure that use, installation, maintenance, and inspection of all equipment used and/or left on-site at facilities conforms to government and non-government (voluntary) safety standards and/or guidance as posted by the U.S. Consumer Product Safety Commission and the equipment manufacturer's instructions.
10. AMERICANS with DISABILITIES ACT - Parks and Recreation is committed to making its facilities accessible, usable, and user-friendly to persons with disabilities, and to further the concept of equal treatment for people with disabilities to the maximum extent possible consistent with the Americans with Disabilities Act. Therefore, applicants of Parks & Recreation facilities agree to make all reasonable accommodations for individuals with disabilities.

Everything that I have stated on this application is correct to the best of my knowledge. I understand that the Department will retain this application whether or not it is approved. I agree that while we use Parks and Recreation facilities we will not discriminate on the basis of race, creed, color, religion, disability, gender and age. I have read, understand, and agree to abide by the policies, rules and regulations as they pertain to the requested usage.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

|  |                             |                   |            |
|--|-----------------------------|-------------------|------------|
| <b>DEPARTMENT USE ONLY</b>                     |                             |                   |            |
| Fee Accepted: _____                            | By _____                    | Date _____        |            |
| Regional Superintendent Review/Comments: _____ |                             |                   |            |
| _____  |                             |                   |            |
| Approval:    Yes <input type="checkbox"/>      | No <input type="checkbox"/> | By Director _____ | Date _____ |