

Athletic Field Reservation Permit

Lynchburg Parks and Recreation
 301 Grove Street
 Lynchburg, VA 24501
 Phone: (434)455-5849 Fax: (434) 528-2794
 Email: Maggie.Mace@lynchburgva.gov



Copies to:
 Athletics
 Parks Services
 Buildings & Grounds

Permit # _____
 Insurance Required

\$25 PERMIT FEE MUST ACCOMPANY THIS APPLICATION

GROUP NAME: _____ **NAME OF APPLICANT:** _____

PHONE NUMBER: _____ **Alt. #:** _____ **EMAIL ADDRESS:** _____

ADDRESS: _____
STREET CITY STATE ZIP CODE

ACTIVITY: _____

DATES REQUESTED: _____

TIMES REQUESTED: _____

SERVICE LEVEL NEEDS:

- SIMPLE** Includes exclusive use of requested City Athletic Fields with no additional services provided.
 FEE : \$5 per hour fee to be paid prior to the event.

- EXPANDED** Includes exclusive use of requested City Athletic Fields. May include additional services from the City including field prep, supervision, lights or other services.
 FEE:
 - \$125 per field per day (6-8 hours)
 - + \$10.00 each hour (over 8 hours)
 - \$25 per field for lights/day: (as requested)

	Receipt #
Permit Fee	\$ 25.00 / _____
Rental Fee	\$ _____
+ Staff	\$ _____
Lights	\$ _____
Trash Pick up	\$ _____
Total	\$ _____ / _____
<input type="checkbox"/> Partner Group	

Special Service Needs:

LOCATION REQUESTED:

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Armstrong | <input type="checkbox"/> Blackwater Creek Athletic Area | <input type="checkbox"/> Fairview Park | <input type="checkbox"/> Jefferson Park |
| <input type="checkbox"/> Miller Park -Lloyd | <input type="checkbox"/> Miller Park -Bradford | <input type="checkbox"/> Miller Park --Happy Lee | |
| <input type="checkbox"/> Riverside | <input type="checkbox"/> Sandusky Park | <input type="checkbox"/> Other- _____ | |
- PEAKS VIEW PARK 1 2 3 4 5 6 7 8 9 10 11

PLEASE READ:

The person or persons to whom the permit is issued shall be responsible for any and all damage to Park and City property and shall assume the defense of and indemnify and save harmless the City, its employees, and officers from and against any and all claims, liabilities, judgements, costs, causes of action, damages, and expenses whether in law or equity or otherwise, and shall pay all attorney's fees, court costs and other costs incurred in defending such claims, which may accrue against, be charged to, be recovered from or sought to be recovered from the City, its employees and officers for reason of damage to property, personal injury or death of any person rising from the applicant's use of the City Park or other facilities. The Director, with the concurrence of the city Attorney, may require such public liability insurance as (s)he deems to be necessary to protect the interest of the City.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS.

Applicant Signature: _____
 Date SUBMITTED: _____

Athletics Coordinator: _____
 Date Approved: _____

Park Rental Rules

1. All users are required to adhere to the Athletics Field Use Policy. Copies are available on line at www.Lynchburgva.gov/parksandrec.
2. All organized groups using City property must submit a \$1,000,000 certificate of liability insurance form at least 10 days in advance. The “additional insured” section of the certificate must have the following statement: “The City of Lynchburg, its officers and employees” to be valid.
3. The permit holder is responsible for the actions of the individuals participating in the permitted activity and should provide reasonable clean up of the facilities and parking lots.
4. Sales of food concession items are prohibited without written permission from the Athletics Coordinator or designated staff.
5. Use of electricity for personal use is prohibited at all times unless previously arranged.
6. Charging admission to any event in a City park is forbidden without written permission from the Director of Parks & Recreation.
7. Use of foul or obscene language will not be tolerated.
8. All users must adhere to the City Inclement Weather policy that states:
Employees of the City of Lynchburg, Parks and Recreation Department may cancel or postpone any activity on City park property when the weather conditions warrant such action.(for a full copy of this policy please contact the Athletics Office.)

General Park Rules:

1. No trespassing after posted park hours.
2. **Alcoholic beverages and/or other controlled substances are prohibited.**
3. Pets must be restrained and on a leash at all times.
4. The amplification of music, speeches, or any other sound audible beyond 50 feet is prohibited except upon written permission from the Director of Parks & Recreation.
5. **Motorized vehicles are prohibited** except in designated parking area or by permit.
6. No vehicles allowed in the City parks after posted hours of operation.
7. No littering or glass containers allowed.
8. The collection, destruction, and/or removal of plants, animals, minerals, or historical/cultural items are strictly forbidden.
9. No camping or open fires permitted except in areas designated for such use.

Facility Rental Refund Policy

In the event of inclement weather the day of your event Parks & Recreation will not issue a refund. All attempts will be made to accommodate and reschedule your activity. Refunds will be granted if requested by the permit holder at least 5 business days prior to the rental less a \$10 administrative fee. If an event is canceled after it has begun and does not reach conclusion, the permit holder is responsible for the cost of services rendered by the City up to the point of cancellation.