

FACILITY, PARK USE and SPECIAL EVENT PERMIT QUESTIONNAIRE

The City permits and encourages use of its public parks and facilities for events of all sizes. In some cases fees may apply. The Parks and Recreation Department requires advance notification and a permit for reservation and rental of parks and facilities.

In order to determine which type of permit is needed for your event or activity and to provide you the best possible service, please complete this form. Please note that this form must be attached to ALL completed permit applications.

After completing this form, simply click on the correct permit application and complete the application. Return both forms and your check, made payable to

The City of Lynchburg to our offices at 301 Grove Street. For further information please contact us at (434) 455-5858.

Date of event: _____

Please check the park or facility desired below:

Armory
Aviary
Athletic Field
Community Market

Miller Park Pool
Park _____
City Stadium

Picnic Shelters

Blackwater Creek Athletic Area
Jefferson Park
Miller Park – Large Shelter #1
Miller Park – Small Shelter #2
Peaks View Park – Large Shelter #1
Peaks View Park – Small Shelter #2
Riverside Park – Shelter #1
Riverside Park – Shelter #2
Riverside Park – Gazebo

Neighborhood Centers

College Hill
Daniel's Hill
Diamond Hill
Fairview Heights
Jefferson Park
Miller Park
Yoder

Please note that the use of alcoholic beverages at an event in any facility or park will require a permit. Please check with Parks and Recreation staff for details.

- 1 Do you plan to use/hire a commercial caterer that will need vehicular access?
- 2 Do you expect more than 300 persons at your event?
- 3 Do you expect 1000 persons or more at your event at any one time, or will 1500 persons or more attend over the course of the event?
- 4 Will you or any company or individual hired by you:
 - a. Sell food or beverages?
 - b. Provide live music or large scale entertainment?
 - c. Provide or erect mechanical or inflatable amusement rides?
 - d. Erect tents, canopies or other temporary structures during the event?
- 5 Will you have animals or livestock (other than dogs on leash or service animals)?
- 6 Will alcoholic beverages be sold or consumed at your event?
- 7 Will admission be charged for your event?
- 8 Will participants at your event assemble or travel in unison on any street and/or disrupt normal or usual traffic regulations or controls?
- 9 Will your event require City Services beyond those used in the course of normal and usual operation? Will you or any company or individual hired by you:
 - a. Require street or public property closings, or additional traffic control?
 - b. Require additional safety and security personnel? (Fire or Police officers?)
 - c. Require trash dumpsters or private trash removal?
 - d. Require Emergency medical personnel?

Examples of Special Events include, but are not limited to, concerts, parades, circuses, fairs, festivals, community events, mass participation sports (such as marathons and running events, bicycle races or tours, etc.)

If you answered "No" to all of the questions above, yours is likely a Simple Use of the City park or facility. PDF format MSWord format

If you answered "Yes" to any of questions 1-5, yours is likely an Expanded Use of the City park or facility, or a Simple Use permit that requires insurance. PDF format MSWord format

If you answered "Yes" to any of questions 6-9, yours is likely a Special Event permit. PDF format MSEXcel format

Facility Policies, Rules, & Regulations

29. All set-up and clean-up activities (including removal of all decorations) shall be conducted within the allotted rental hours (including pre-event setup and post-event cleanup).
30. Total rental times shall be rounded up to the nearest hour. Renters will be required to show proof of identification when renting centers.
31. Renter must meet City staff at the designated rental times (beginning and ending), and be able to show proper ID.
32. City staff may be present during your event, and will fully monitor all child/teen events.
33. All vendors (e.g., caterers, jumpers, ten/shelters, entertainers, DJ Service, band, etc.) furnishing contracted services shall be approved by the Lynchburg Parks & Recreation Dept., which may require a Certificate of Insurance (COI) or other permits.

Failure to comply with department rental policies or park rules will result in the immediate closure of your event, and loss of all rental monies.

I have read and understand the above rules & policies

Signature of Renter	Date
Printed Name of Renter	Date
Facility	Rental Date
Printed Name of Staff	Date

Initials of Parks & Rec. Staff _____

16. No nails, tacks, staples, scotch tape, duct tape or anything that penetrates the wood walls or floors should be used in the hall. Masking tape or a reusable putty like Ross Tac 'n Stik or museum putty can be used for decorating purposes and must be removed from all surfaces at the end of the rental.
17. No "Open Parties" shall be allowed at any Community Center. The Renter shall be responsible for controlling access to the facility during all invited events. A written variance may be issued by the Park Services Manager for Parks & Recreation Open House events, Neighborhood Watch Special Events, and other legitimate activities open to the general public on a case-by-case basis.
18. Renters must provide their own utensils, dinnerware, and food storage products.
19. All foodstuffs must be cooked prior to arriving at the Community Center, stove and ovens may be used for warming only.
20. No grilling, BBQ's, fryers within 25' of building (all oils/coal to be properly disposed of off-site).
21. Billiard tables shall not be moved at any time.
22. All trash must be properly bagged and placed in the appropriate refuse containers and the Community Center left in the condition in which it was found.
23. The office shall be off limits to rental participants.
24. The renter accepts all responsibility for damage, which may occur to the building or its contents during the time of the said rental.
25. All Facility Use Permits and fees (including changes/additions) must be received 10 days in advance of the requested date. Reservations will not be taken by telephone.
26. Community Centers may be rented from 8 AM until 10 PM (except for child or teen events, which must be closed by 9 PM) on Saturday, and from 8 AM until 6 PM on Sundays— if no recreation activities are taking place.
27. All fees must be paid by cash, VISA, MASTER-CARD, check or money order made payable to "City of Lynchburg".
28. Facility rental limited to no fewer than 2 hours.

1. sell items, or take donations without written authorization from the Director of Parks & Recreation or his/her designee.
 7. All children's & teens birthday parties shall be by invitation only, limited to 45 invitees, and end prior to 9 PM (including shut down and clean up). If approved, 1 chaperon for every 10 attendees under 19 years of age (chaperones must be at least 21 years old) will be required. Parks & Recreation will have a staff person present for the duration of all Child/teen events as necessary.
 8. The applicant may not assign, sublet or transfer its right or privileges to any other individual, group or organization.
 9. The applicant may allocate one person to direct and to be responsible for the use of the facility during occupancy. The assigned person is to be present during the entire time the facility is being used. If it is necessary to replace that person, the Facility Supervisor is to be notified as soon as possible.
 10. The Director of Parks and Recreation or his/her designated representative may revoke permission if, in his/her judgment, proper use is not being made, or misinformation has been received from the applicant for use of the park facility.
 11. The City reserves the right to deny use of any facility to a person and/or group for good reason. Examples of these include: a conflict with planned or ongoing facility use; lack of personnel to prepare facilities; a known history of disruptive or undesirable conduct by the person and/or group; or insufficient chaperons for a teen event.
 12. No fees or regulations may be waived without the written authorization of the Park Services Manager.
 13. Alcohol and/or tobacco products are prohibited within City buildings and/or grounds.
 14. Individuals suspected of being under the influence of illicit drugs and/or alcohol shall be ejected from the center.
 15. Any person(s) engaging in inappropriate behavior shall be ejected from the Community Center property.
2. All applicants must be at least 21 years of age and present a government issued photo ID when making a reservation and when meeting City staff the day of your reservation. Failure to present proper ID will result in the rejection of your rental application or the cancellation of your rental. No refunds will be issued.
3. Extended Reservations
 - A. Park rental facilities are intended to be made available to as many different groups as possible. The continuous use by any single organization limits this opportunity for others.
 - B. Facility Use request for more than one-time use must be submitted to the Park Services Manager. A letter may be required explaining the request in more detail.
 - C. Extended reservations may be approved by the Park Services Manager for a one-month period.
 - D. No Group shall use a facility for more than 4 weeks in a row unless they are a partnered organization, providing recreation or other support services that coincides with the Department's mission, and is detailed in a written agreement signed by the Department Director or his or her designee.
4. Community Centers may be used for the following purposes:
 - Birthday Parties
 - Bridal and Baby Showers
 - Weddings and Receptions
 - Anniversary Parties
 - Family Reunions
 - Neighborhood meetings
 - Federal, State or Local Public Meetings
 - Information Seminars
 - Civic and Community Groups
5. Request for fund raising or fee-based events (including "donation" events) will be granted only to nonprofit groups and requires the Director's (or his/her designee's) approval. Nonprofit status is defined as any group holding a 501 (c) (3) tax exemption by the Internal Revenue Services of the Federal Government. Proof of tax exemption must be shown.
6. Groups reserving outdoor areas may be required to provide portable toilets, security, and/or dumpsters at their expense.
7. No individual or organization shall charge a fee,