



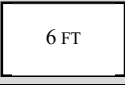




BUILDING & FACILITY USE AND EQUIPMENT REQUEST FORM

To reserve the Amelia County Parks & Recreation (ACPR) War Memorial Building facilities, including athletic fields, or equipment, please complete and submit this form (including copies of insurance and permits when applicable) to the ACPR office with payment for approval by the Recreation Director. Facilities are reserved on a first come first serve basis. **Building rental is \$150.00. All rentals include a \$50 refundable damage deposit. Make checks payable to Amelia County Treasurer (ACT).** Please allow one week for processing your request. The refundable deposit will be processed upon inspection following usage.

► Required Information

FOR ACPR OFFICE USE ONLY			
Usage Fee	\$	Reservation Date	
Nonprofit		No. People	
Receipt No		Setup Time	
Check No		Event Time	
ACPR Building		Key Pickup	
Field Rental		Key Return	
Tables		Call/Reminder	
Chairs			
Comment			
Approved by		Date:	
Calendar Post		<input type="checkbox"/> WALL <input type="checkbox"/> AMELIAREC	

APPLICANT/EVENT PRIMARY CONTACT				APPLICANT/EVENT SECONDARY CONTACT			
► Primary Applicant/Event Name		Organization Name		► Secondary Applicant/Event Name			
► Address							
► Phone ()				► Phone ()			
RESERVATION AND/OR RENTAL INFORMATION ★ REQUIRED INFORMATION THIS SECTION							
► ★ PURPOSE OF RESERVATION:							
★ BUILDING USE/ROOM USE <input type="checkbox"/> ENTIRE BUILDING		★ I agree to pick-up Key to building/Equipment Friday before event on <u>Date</u>		► ★ DATES Shown below or <input type="checkbox"/> School Year (Sept-May)			
<input type="checkbox"/> CLASSROOM 1		<input type="checkbox"/> KITCHEN		JAN		JULY	
<input type="checkbox"/> CLASSROOM 2		<input type="checkbox"/> BATHROOMS		FEB		AUG	
<input type="checkbox"/> GYM		<input type="checkbox"/> WEIGHT ROOM		MAR		SEPT	
 <input type="checkbox"/> ELEMENTARY FIELD: SOCCER		<input type="checkbox"/> HINDLE FIELD: SOCCER		APR		OCT	
<input type="checkbox"/> HEAD START: PRACTICE FIELD SOCCER				MAY		NOV	
 <input type="checkbox"/> JOE PAULETTE MEMORIAL PARK: SOFTBALL COUNTY LOT		<input type="checkbox"/> BUS SHOP: SOFTBALL		JUNE		DEC	
 <input type="checkbox"/> JOE PAULETTE MEMORIAL PARK: BASEBALL							
 <input type="checkbox"/> HEAD START: PRACTICE FIELD FOOTBALL		<input type="checkbox"/> JOE PAULETTE MEMORIAL PARK: FOOTBALL					
★ EQUIPMENT RENTAL		<input type="checkbox"/> BOSE SOUND SYSTEM <input type="checkbox"/> PA SYSTEM & MICROPHONE		★ DAY(S) REQUESTED <input type="checkbox"/> MON <input type="checkbox"/> TUES <input type="checkbox"/> WED <input type="checkbox"/> THURS <input type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/> SUN			
★ TABLE & CHAIR RENTAL SPECIFY TYPE AND NUMBER		# Chairs _____ # Rectangle 6 foot _____  6 FT  #Rectangle 8 foot" _____  8 FT		★ FREQUENCY <input type="checkbox"/> ONE-TIME <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> OTHER:			
				★ TIME OF USE: From <input type="checkbox"/> AM <input type="checkbox"/> PM to <input type="checkbox"/> AM <input type="checkbox"/> PM			
				Start Setup <input type="checkbox"/> AM <input type="checkbox"/> PM Suggest 1 hour setup			
				Event Starts <input type="checkbox"/> AM <input type="checkbox"/> PM Suggest 1 hour cleanup			
				Event Ends <input type="checkbox"/> AM <input type="checkbox"/> PM *Include time for cleanup			
EVENT INFORMATION							
TYPE OF EVENT						★ TOTAL EXPECTED ATTENDANCE	
						YOUTH	
						ADULTS	
						TOTAL	
Are you using outside vendors or equipment? <i>Approval is required for any outside vendor or equipment</i>				<input type="checkbox"/> NO <input type="checkbox"/> YES AND NAME OF VENDOR BEING USED:			
Insurance?		<input type="checkbox"/> NO <input type="checkbox"/> YES – PROVIDE COPY WITH APPLICATION		Permits?		<input type="checkbox"/> NO <input type="checkbox"/> YES – PROVIDE COPY WITH APPLICATION	

Building and Rental Reservation Process



Building and Property Use Policies I/We have read the Building and Property Use Policies, approved by the Board of Supervisors of Amelia County, and fully understand their content. I/We agree to abide by the policies and agree to all requirements and stipulations contained therein. **NO ALCOHOL OR ILLEGAL DRUGS OR PETS ALLOWED IN the BUILDING OR ON FACILITY GROUNDS.** I also agree to provide approval for any outside vendors or equipment.

My signature on this form indicates: that I am requesting that the facility listed above be reserved for the time period specified; that I understand that all fields of this form must be completed for my request to be considered, that my request may be denied, and that **I must contact the Amelia County Parks & Recreation (ACPR) office to verify the approval of my request; that I agree to pay all costs associated with any damage to any facilities, equipment, or other property (real or personal) owned by ACPR;** that I also agree to indemnify, defend, and hold harmless ACPR, their officers, and their employees from any and all claims, liabilities, damages, attorney's fees and/or costs directly related to my use of the facilities; that I understand that I am responsible for obtaining liability insurance with sufficient limits as required by ACPR to insure against liability that may arise out of my use of the facilities, and that failure to return the facilities to their original condition will result in additional charges.

Public Facilities and Athletic Field Rules 1. All posted public lands, with the exception of the Town Common, shall be **closed between the hours of 10:00 p.m. and 6:00 a.m.** except as authorized by permit. 2. **Litter should be placed in containers.** 3. Any destruction, defacing, removing or damaging of any public lands or any public property of any nature is strictly prohibited. 4. Alcoholic beverages and drugs are not allowed on public land. 5. Glass containers are prohibited in the parks. 6. Smoking is prohibited within 100 feet of playgrounds and sporting events per Chapter 151 of the Town Code.

Attachments

1. Use of Gym Rules and Sporting Events Guidelines
2. Rules and Information about Reservations at Amelia County Parks and Recreation (ACPR)

Use of Gym Rules and Sporting Events Guidelines

1. **Vandalism/destruction** of Amelia County Parks & Recreation (ACPR), building, property or equipment. Any person caught or found stealing or breaking into property immediately will be removed from the gym or event and the authorities will be contacted. Said person could be suspended for one (1) year from ACPR building and gym, athletic facilities and events if this rule is not upheld.
2. No **weapons** of any kind are permitted on Amelia County property. Failure to comply will result in suspension from ACPR building and gym, athletic facilities and events for one (1) year.
3. No **fighting** of any kind. Failure to comply will result in suspension from ACPR building and gym, athletic facilities and events for 60 days.
4. No **alcohol or recreational drugs** of any kind are permitted on Amelia County property. Failure to comply will result in suspension from ACPR building and gym, athletic facilities and events for one (1) year.
5. No **smoking** in Amelia County buildings or in the Amelia County Athletic Fields in the fenced areas at the fields. Failure to comply will be as follows. First offense: warning. Second offense: asked to leave. Third offense: Suspended from property for one (1) week. Exception: Underage smoking results in suspension from ACPR Property and events for 30 days.
6. No **abusive language** toward officials, coaches, players or spectators. First offense: verbal warning. Second offense: written letter and asked to leave property. Third offense: Suspended from ACPR events for entire season.
7. No **horse playing**. First offense: warning. Second offense: asked to leave (players will sit-out out a game. Third offense: suspended for one (1) week from ACPR events and property.
8. No **loud music** inside or outside the facility and athletic fields. If failure to comply, you will be asked to immediately turn off the music.
9. **Equipment** must be signed-out before you will be allowed to use it.
10. **Return all equipment**. Failure to comply: you will not be able to use the ACPR facilities or gym or equipment until all borrowed items are returned.
11. No one is allowed in the **Director's office** without permission. You must knock on the door. If failure to comply, you will be asked to leave the ACPR facility, gym or athletic fields.
12. **T-shirts and shoes** must be worn at all times within the ACPR facility and gym. Failure to comply, you will be asked to *put on your t-shirt and/or shoes, or you will be asked to leave the facility.*
13. **Non-marking shoes or sneakers** must be worn in the gym at all times or you will be asked to leave the gym area.
14. No one other than **players and coaches are allowed on the court or field** during an ACPR practice or game. First offense: You will be asked to leave the ACPR facility/field. Second offense: You will be asked to leave the ACPR facility/field. Third offense: You will be suspended from ACPR facilities/fields and events for one (1) week.
15. All **trash** must be placed in the trash and recycle containers both inside and outside of the ACPR building, property and athletic fields.
16. **Coaches are not allowed to smoke** in the presence of their players.

AMELIA COUNTY PARKS & RECREATION RESERVES THE RIGHT TO CONTACT THE LOCAL AUTHORITY AGENCY WHENEVER WE DEEM NECESSARY. I HAVE READ, UNDERSTOOD AND AGREE TO ABIDE BY THE AMELIA COUNTY PARKS AND RECREATION CODE OF CONDUCT AND RULES.

Legibly Print Name

Signature

Date

Amelia County Parks and Recreation (ACPR)

Rules and Information about Building Use, Facility and Equipment Reservation

Please read and adhere to the important information below. **You are required to keep this information with you and be sure to take a copy of your reservation receipt and permit with you to your reserved location during your reservation period.**

1. The building/facility, classrooms and surrounding areas AND field use areas are to be left clean following rental. This includes the area outside of the facility as well. Trash bags will be provided upon request. All trash is to be bagged and placed at the exit door to the gym going into the parking lot, or during field use all trash is to be bagged and placed at the trash and recycle receptacles on the field.
2. Alcoholic beverages are prohibited on Amelia County property.
3. No one can charge any fees for use of the building/facility or field use unless approval is obtained from the ACPR Director. If you are plan an event that involves charging a fee, you must get approval of the Amelia Parks and Recreation Director, Glen Wilkerson in writing. Any functions with approved charge fees will pay to ACPR 33% (1/3) of the total fees collected as rental fees in lieu of the building and facility rental fee normally charged. If at any time it comes to the attention of the staff that you are charging for a profit, you will be banned from holding any other functions at ACPR for a period determined by the ACPR Director.
4. The reservation form must be filled out completely. Reservations must be received a minimum of five (5) business days prior to the reservation date and no earlier than one (1) year in advance.
5. All requests for date changes must be put in writing and received in this office at least two (2) weeks prior to the original reservation date (limited to availability).
6. Parties with reservations will have priority for use of the facility during the time reserved. Reservation signs will be posted in the areas you deem necessary if needed. Facility and classrooms are available on a first-come, first-serve basis.
7. No fees can be collected within the park without written permission from the ACPR Director.
8. You must request in writing to have any of the following:
 - a. Signs, banners, caterers, cooks (of any type).
 - b. Sound system
 - c. PA system
 - d. Permission to place more than 450 people
 - e. Weddings and/or receptions
 - f. Clowns or entertainers
 - g. Any other items that the County needs to be aware of.
9. If you wish to use a sports field at any of the parks, you need to make a reservation. Requests must be made in writing to: Amelia County Administrator's Office, Attn: Norma Duty, 1636- Dunn Street, Suite 101, Amelia, VA 23002 or fax ACPR. A rental fee may be charged.
10. Refund policy. Refunds are only given in case of inclement weather that hampers use of the facility. No facility reservation will be switched to another date or refunded due to rain until the actual reservation date is past. All refund requests must be made in writing mailed or faxed to the ACPR Director at the fax number or mailing address listed on the Facility Use form.

I have read and understand the ACPR Rules and Information and agree to uphold these regulations.

Legibly Print Name

Signature

Date