



PRINCE WILLIAM COUNTY

APPLICATION FOR COMMUNITY USE OF PRINCE WILLIAM COUNTY PARK & SCHOOL FACILITIES

All information must be furnished before this application can be processed. Scheduling and obtaining approvals of individual applications for single- or multi-use events must be received fifteen (15) business days prior to requested date(s).

Which School or Park Site Requested? _____ **OR**
if uncertain, select area of the County most interested in _____ East _____ West

Type of Field Requested:

_____ Artificial Turf _____ Baseball
_____ Soccer _____ Football
_____ Open Field
_____ Other (Describe) _____

Type of Indoor Facility Requested:

_____ Gymnasium _____ Auxiliary Gym
_____ Auditorium _____ Cafeteria
_____ Kitchen _____ Classroom
_____ Other (Describe) _____

Special Equipment Required:

Type of Activity Planned:

Underline Days of Week Requested: _____ M _____ T _____ W _____ Th _____ F _____ Sa _____ Su

Start Date _____ **End Date** _____ **Start Time** _____ **End Time** _____

REQUESTOR INFORMATION

Full Name of Requestor:

Current address:

City/State/ZIP Code:

Home #:

Work #:

Cell #:

E-Mail Address:

ORGANIZATION INFORMATION

Name of Organization:

Organization Address:

City/State/ZIP Code:

Expected Number of Participants: _____

Number of Chaperones: _____

Will your organization be collecting fees, dues, admission for this activity on-site?
_____ Yes _____ No

If "yes," what type: _____
What Amount: \$ _____
When/how often? _____

Do you/does your organization have liability insurance coverage for this activity?
_____ Yes _____ No

If "yes," please provide:
Coverage per person: \$ _____
Total coverage: \$ _____

Is your organization a nonprofit/501c3? _____ Yes _____ No (*documentation is required for PWCS rentals)



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PLEASE READ CAREFULLY AS YOUR SIGNATURE BELOW INDICATES AGREEMENT WITH THE FOLLOWING TERMS:

The undersigned certifies that he/she is familiar with and will abide by current Prince William County Parks and Recreation policies and requirements for users of PWC park and school properties as described with this application. The undersigned shall be held liable for any and all damage to Parks and Recreation or School Board property caused by the user, and for prompt and proper settlement of claims for such damages, and agrees to pay all applicable fees as outlined in the Community Use Manual and its attachments.

Prince William County Parks and Recreation, and the Prince William County School Board, its members, officers, employees and agents, cannot guarantee that I or anyone else will not become infected with COVID-19 or any other type of illness or injury through use of the fields, including my spouse, guests, unborn child, or relatives. Participation in an athletic sports program(s), related event, or activity, could increase the risk of contracting COVID-19 or any other type of illness or injury. By signing this agreement, I ACKNOWLEDGE the contagious nature of COVID-19 and any other type of illness, the possibility of injury arising, and VOLUNTARILY ASSUME THE RISK that I may be exposed to or infected by COVID-19 and any other type of illness or injury by participating in an athletic sports program(s), related event, or activity, and that such exposure or infection may result in personal injury, illness, permanent disability, and death to myself, my spouse, guests, unborn child, or relatives. Further, I UNDERSTAND AND AGREE that this release includes any Claims based on the actions, omissions, or negligence of Prince William County Parks and Recreation, and its employees, agents, and representatives, and the Prince William County School Board, its members, officers, employees and agents.

Signature of Applicant:

I acknowledge that I have read above terms (initials): _____

Position:

Date:

Note: Information about Inclement Weather Cancellations is listed on last page of this document.

GUIDELINES GOVERNING USE OF PWC PARK AND SCHOOL FACILITIES

1. Scheduling and obtaining approvals of individual applications for single- or multi-use events must be received fifteen (15) business days prior to requested date(s).
2. The application must be signed by an authorized agent of the intended user group/organization.
3. Through its authorized agent (applicant), the user group/organization agrees to hold harmless the PWC Parks and Recreation and the PWC School Board, their agents and assigns, from any injury to any person and/or facility damage to any property resulting from the authorized use of facilities by the applicant user group.
4. All fees applicable to the requested facility use must be paid in full prior to the scheduled use. Failure to make timely payment will result in cancellation of the scheduled use and assessment of cancellation fees to the user group.
5. No third party shall be granted permission to use the facility or any portion thereof for any purpose.
6. The signature of the Application (authorized Agent) shall be present at the scheduled event or events.
7. It is recommended that the user group provide no less than one chaperone for each 25 or fewer children age 17 or under.
8. Total attendance shall not exceed authorized capacity of the facility.
9. Vehicles of user group participants and attendees shall be parked in designated parking areas only or will be subject to ticketing and towing.
10. All participants and attendees shall comply with safety regulations of Prince William County Parks and Recreation, Public Schools and Fire Department.
11. All participants and attendees shall comply with all Federal, State and Local laws, regulations and licensing requirements.
12. PWC Parks and Recreation reserves the right to require Park Ranger or PWC Police coverage of the activity, with all applicable fees to be charged to the user group.
13. The following apply to all activities/events scheduled:
 - * No smoking in any building.
 - * No alcoholic beverages may be possessed, served or consumed in building or on grounds.
 - * No gambling permitted on premises.
 - * No animals permitted in buildings except assistance dogs, all animals on grounds must be restrained.
 - * Food and drink are permitted only in designated areas, and only after written permission has been obtained in advance of the event.
 - * Disorderly behavior and/or behavior to incite others to disorder is prohibited.
14. All participants and attendees shall adhere to the Prince William County Spectator Code of Conduct.

INCLEMENT WEATHER PROCEDURES

Inclement weather procedures regarding **indoor use**: When PWC schools are closed or close early, all facility use is cancelled. When weekend facility use is cancelled during November through March, Parks, Recreation & Tourism will report cancellations to this radio station for broadcast after 7:00 a.m.: WTOP at 103.5 FM or 1500 AM. Information above will be on the issued permit.

Inclement weather procedures regarding **outdoor use**: Information will be on the permit issued.

E-MAIL, MAIL OR FAX:

PWC Parks and Recreation, Sports Services, 14420 Bristow Rd., Manassas, VA 20112-3932
FAX (703) 792-4278 or SportsServices@pwcgov.org