



DEPARTMENT OF RECREATION, PARKS AND OPEN SPACE
FACILITY USE APPLICATION (NOT A PERMIT)

501 BOUSH STREET
NORFOLK, VIRGINIA 23510
OFFICE: (757) 441-2400
FAX: (757) 441-5423

FOR OFFICE USE ONLY:
Fee Attached
Paid (Receipt #)
Resident Yes No
Approved Yes No
Permit Number

PLEASE SUBMIT THIS APPLICATION 14 BUSINESS DAYS PRIOR TO DATE REQUESTED. ALL FEES MUST ACCOMPANY THE APPLICATION AT TIME OF REQUEST. MAKE CHECKS OR MONEY ORDERS PAYABLE TO NORFOLK CITY TREASURER. NO CASH ACCEPTED. AN INCOMPLETE APPLICATION WILL NOT BE PROCESSED. ALCOHOL IS PROHIBITED ON CITY PROPERTY. NO REFUNDS. FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

Facility Requested Activity

Days of Week Date Hours FROM TO
(Use additional sheet if more than one day.)

ESTIMATED NUMBER OF PARTICIPANTS/SPECTATORS 0-39 40-199 200+

RESPONSIBLE PERSON (Must be on site during permit hrs.) Phone Work Home
PRINT NAME

ORGANIZATION (if applicable)

APPLICANT'S ADDRESS CITY STATE ZIP CODE

AREA REQUESTED:

- Athletic Fields (be specific) Gym
Multipurpose Room Pool
Tennis Courts Outside Basketball Courts
Picnic Shelter(s) Special Use of Park
Barraud Park Amphitheater Auditorium

SPECIAL ACCOMMODATIONS:

Circle One

- Are you requesting permission to erect a tent? Yes No
Are you requesting permission to vend food items? Yes No
Does your event have one of the following: Carnival/Pony Rides, Displays, Race, or Walk (may require insurance)? Yes No
Does your event require portable toilet facilities (applicant responsibility)? (Delivery, pick-up, and payment of portable toilet is the responsibility of applicant.) Yes No
Does your event require dumpsters? (Delivery, pick-up, and payment of dumpster is the responsibility of applicant.) Yes No

DESCRIBE SECURITY TO BE PROVIDED BY APPLICANT (attach security contract and insurance certificate upon request)

THE PERSON(S) TO WHOM A PERMIT IS ISSUED SHALL BE LIABLE FOR ANY LOSS, DAMAGE, OR INJURY SUSTAINED BY ANY PERSON BY REASON OF THE NEGLIGENCE OF THE PERSON OR PERSONS TO WHOM SUCH A PERMIT SHALL HAVE BEEN ISSUED. THE DIRECTOR MAY REQUIRE SUCH PUBLIC LIABILITY INSURANCE AS HE DEEMS TO BE IN THE BEST INTEREST OF THE CITY.

APPLICANT'S NAME (PLEASE PRINT) DATE

APPLICANT'S SIGNATURE

FEE WAIVER: YES NO
DIRECTOR DATE

NOTE: The City of Norfolk does not provide electricity. Parks are monitored on a regular basis. Any discrepancy between this application and the actual event will be cause for future denial of park use, and additional fees will be assessed.

RECREATION SUPERVISOR DATE
SR.REC SUPERVISOR DATE
DIVISION HEAD DATE
BUREAU MANAGER DATE
ASSISTANT DIRECTOR DATE

FIELD USAGE

\_\_\_\_\_  
Name of Field                      Dates \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Circle: M T W Th Fri Sat Sun

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Circle: M T W Th Fri Sat Sun

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APPEAL PROCESS

**Within fourteen (14) days after receipt of an application, the Director shall apprise an applicant, in writing, of his reasons for refusing a permit. Any person aggrieved by such refusal shall have the right to appeal, in writing, within fourteen (14) days to the City Manager who shall consider the application under standards set forth in Section 25.2-52(a) hereof and sustain, modify, or reverse the Director’s decision within fourteen (14) days. The decision of the City Manager shall be final.**