



**PARKS AND RECREATION FACILITY USE  
APPLICATION (NOT A PERMIT) RECREATION  
FACILITIES**

220 BOUSH STREET  
NORFOLK, VIRGINIA 23510  
OFFICE: (757) 823-4291 FAX: (757) 823-4385

**RECREATION FACILITIES**

**FOR OFFICE USE ONLY:**

Fee Attached \_\_\_\_\_  
Paid (Receipt #) \_\_\_\_\_  
Resident \_\_\_\_\_ Yes \_\_\_\_\_ No  
Approved \_\_\_\_\_ Yes \_\_\_\_\_ No Permit  
Number \_\_\_\_\_

Facility Requested \_\_\_\_\_ Activity \_\_\_\_\_

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

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

Work Phone: \_\_\_\_\_

RESPONSIBLE PERSON (Must be on site during permit hrs.)

PRINT NAME: \_\_\_\_\_ Home Phone: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ORGANIZATION (if applicable)

APPLICANT'S ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**AREA REQUESTED:**

\_\_\_\_\_

Small Conference Room  
Large Conference Room  
Multi-purpose Room

\_\_\_\_\_

Gym  
Other (please describe)

**SPECIAL ACCOMMODATIONS:**

Does your event include carnival games?

**Check One**

Yes \_\_\_\_\_ No \_\_\_\_\_

Does your event include a bounce house?

Yes \_\_\_\_\_ No \_\_\_\_\_

Does your event include pony rides?

Yes \_\_\_\_\_ No \_\_\_\_\_

Does your event include displays?

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.

I have read the Department of Parks and Recreation Facility Rental Regulations and agree and accept their terms.

APPLICANT'S NAME (PLEASE PRINT) \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANT'S SIGNATURE \_\_\_\_\_

RECREATION SUPERVISOR/FACILITY MANAGER	DATE
DIVISION HEAD	DATE
BUREAU MANAGER	DATE

**NOTE:**

**Any discrepancy between this application and the actual event will be cause for future denial of facility use, and additional fees will be assessed.**