



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 _____ 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.) Work Phone: _____

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:

Check One

Does your event include carnival games?	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.