

(Must be completed and submitted into the Norfolk Athletics Office)

Permitting process must be at 14 days prior to desired date of event. Application, full fee(s), certificate of liability insurance and security details must be submitted. Completion of this application does not guarantee approval of event, until permit is signed by city official. Recreation staff will contact individuals with approved permits.

Applicant Name: _____ **Date of Birth:** _____
Must be 18 years of age or older

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: _____ **Email:** _____

Name of Organization: _____ **Event Name:** _____
*If applicable *If applicable

Type of Event: Youth ☐ Adult ☐ **Use:** Single Game ☐ League ☐ Practice ☐ Tournament ☐ Other ☐
Number of Teams: _____ **Estimated Spectators:** _____ **Estimated Total Attendance:** _____

Requested Location(s)	Activity Type	Start Date	End Date	Lights Y/N	Game Field Prep

Requested Days of the Week & Times: *(Practices Only Permitted on weekdays)*

Monday: _____ **Tuesday:** _____ **Wednesday:** _____ **Thursday:** _____

Friday: _____ **Saturday:** _____ **Sunday:** _____

Special Accommodations: Check Yes for all amenities that will be at event	Check Box	Amount
Does your event include DJ/Band/Music? <i>(Must provide Generator for electricity)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Are you requesting permission to erect a tent? <i>(Tents must be 10x10 and no stakes into ground)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Does your event include carnival games or bounce house? <i>(Vendors must have COI on file)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Does your event include petting animals? <i>(Vendors must have Animal Control Permit & COI on file)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Are you requesting permission to have food vendors? <i>(Vendor must complete Vendors Application)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Does your event include mobile vendors Gaming/Food Trucks? <i>(Must not obstruct traffic in parking lot)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Are you requesting permission to have portable toilet facilities? <i>(Applicant's responsibility)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Does your event require additional trash cans?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

Describe Security to be Provided by Applicant: *(Attach Formal Security Plan if deemed necessary).*

This Section Below is for Staff Use Only

Application Fee: _____

Practice Fee: _____

Game Dates: _____

Fields Needed: _____

Shelters Needed: _____

Lights Fee: _____

Total Balance Due: _____

Athletic Field Rental Regulations and Guidelines

All Rentals:

- All activity participants must comply with the city rental regulations (please see written copy of policy)
- All fields adjacent to Norfolk Public Schools are available for rental after 6:00pm on weekdays.
- A certificate of insurance is required for ALL rentals with the City of Norfolk listed as additional insured on the policy.
- Field prep is only provided for games.
- Applications must be submitted in person to the Norfolk Athletic Office at least fourteen (14) days prior to date of use.
- Must have the issued permit on site for the duration of the event and abide by terms of permit.
- Failure to adhere to rental guidelines, rules, damaging of property or having amenities outside of scope of permit may result in removal of items by city official, stoppage of event and impact future rental requests.

Applicants are responsible and agrees to abide by the following regulations:

- All responsible persons must clean up the areas that are being used (site is subject to inspection by the facility staff).
- Parking for event is permitted in designated areas ONLY. **No driving or parking on the grass, including drop-off.** Violators will be ticketed.
- No food or beverage except in designated areas as approved by the City of Norfolk Department of Parks & Recreation.
- **No alcoholic beverages or smoking permitted on city property.** Violators will be prosecuted.
- Field rentals may be cancelled by the city when it becomes necessary to preserve public safety.
(i.e., Inclement weather, maintenance issues).
- Staff reserves the right to relocate reservations at their discretion, if necessary, staff will offer comparable location.
- In the event of inclement weather, the permit holder must notify the Norfolk Athletic Office within two business days via email to reschedule the event. New field location will be based on availability within the calendar year.
- Organization will not use fields in wet or unsafe conditions. Inspect fields before using and do not use the fields if an unsafe condition exists. (*Register with Norfolk Athletics Weather Alert Network see Staff for more details.*)
- The City of Norfolk Department of Parks & Recreation is not responsible for items left on premises.
- Any exchange of money for fundraising or material gain, including admission/entry fees/donations/raffles/etc. is **prohibited** on city property.
- Only tents that are 10'x10' or less are allowed and no stakes into the ground.
- **As of July 1, 2021, balloons are prohibited from being released in the air per Virginia Code 29.1 – 556.1.**

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 & Recreation's athletic fields rentals regulations, agree and accept their terms.

Applicant's Name (please print)

Date _____

Applicant's Signature

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.

Recreation Supervisor

Date _____

Division Head

Date

Bureau Manager of Recreation & Community Wellness

Date _____