



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

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

RECREATION FACILITIES

FOR OFFICE USE ONLY:

Fee Total _____
Application Fee _____
Resident _____ Yes _____ No
Approved _____ Yes _____ No
Paid (Receipt #) _____
Permit Number _____

Facility Requested _____ Activity _____

Day(s) of Week _____ Date(s) _____ Number of guest _____

(Use additional sheet if more than one day.)

Setup Time _____ FROM _____ TO _____ Event Time _____ FROM _____ TO _____ Breakdown Time _____ FROM _____ TO _____

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

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:

Circle 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 & Recreation Facility Rental Regulations 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.