



**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 _____ Event Time _____ Breakdown Time _____
FROM TO FROM TO FROM TO

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

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.