

**Application for Use of Accomack County Parks & Recreation
Parks, Facilities and Equipment**

To Be Completed by Applicant:

- 1 Park or facility For which application is made _____
- 2 Expected attendance at event _____
- 3 Accomack Parks And Recreation equipment to be utilized _____

- 4 Individual, organization or group making application _____
- 5 Purpose for which park or facility is to be used _____
- 6 Why is this park, facility or equipment being requested? _____
- 7 Dates and times park, facility or equipment is requested:
_____, 2 _____ from _____ to _____
- 8 Will admission be charged to attend this event/activity? Yes No
If yes, what is the amount of the admission fee or donation being requested? _____
- 9 Will outside vendors be utilized? Yes No

If yes, please provide a list of all vendors to be used. Certificates of insurance listing the county as an additional insured will be required from each vendor before the event.

I certify that the proposed and planned program or meeting will be conducted on a completely non-discriminatory basis and that no person will be denied admission or attendance on the basis of race, religion, or national origin. I understand the regulations governing the use of the Accomack Parks and Recreation facilities/ and or parks and hereby assume full responsibility for meeting and complying with all regulations including if requested providing liability insurance coverage. Charges for rental, custodial and/or supervisory services, and the use of special equipment will be paid within five (5) days of the event. I further understand that no alcoholic beverages, drugs, or firearms are allowed on the premises. The facility must be left clean including removing all trash. An additional janitorial fee will be charged if the Accomack Parks and Recreation staff has to remove trash or clean the park/and or facility after your usage.

Signature of Applicant _____ Date _____
Address of Applicant _____
Applicants Phone Number _____

**Checks money orders payable to Accomack Parks and Recreation (S 25.00 service charge for all returned checks)*

FOR OFFICE USE ONLY

Application is: Approved Not Approved

Reason for Disapproval _____

Charges: Custodian Service _____ Facility Fee _____ Special Equipment _____

Employee's Signature _____ Receipt Number _____

Date _____ Director _____

(Signature)

****PLEASE PREPARE IN DUPLICATE**

7/2013

When someone wants to
reserve the park - we need
name, address & tel #

If people in Town limits
there is no charge and
Bonnie goes & unlocks the
bathrooms.

However, if out of Town
limits, there is a \$100 charge
and they must make
reservation through Parks &
Recreation - Wayne Burton
(we will need to know all
so we don't double book)

Park
reserve