



**Goochland County  
Parks, Recreation & Facilities  
Facility Use Application**

*Goochland Parks, Recreation & Facilities  
1800 Sandy Hook Road, P.O. Box 910  
Goochland, VA 23063  
Phone: (804) 556-5854 Fax: (804) 556-2763*

**For Office Use Only**

Staff: \_\_\_\_\_  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Cash    Check # \_\_\_\_\_  
In Activenet      
Permit Number: \_\_\_\_\_

Name of Facility \_\_\_\_\_ Fee Amount: \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Time Slot Requested \_\_\_\_\_ No. of Participants \_\_\_\_\_

Purpose of use \_\_\_\_\_ Organization \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Resident of Goochland County?            Yes    No

Address \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) \_\_\_\_\_

E-mail \_\_\_\_\_ Will food be served or sold? \_\_\_\_\_ List foods \_\_\_\_\_

Admission Charge & Amount \_\_\_\_\_ Indicate number needed (if applicable) Tables \_\_\_\_\_ Chairs \_\_\_\_\_

Will this event be publicized? \_\_\_\_\_ (Location cannot be named in any media without approval of GCPRF)

**RENTAL FEES**

Type of User	Fee
Affiliated	No Charge*
Community based	\$20/hr (1 staff member) Additional \$15/hr if an additional staff member is needed (indoor facilities only)
Non-affiliated	See rental fees chart →

Facility	Resident Fee (3 hour minimum)	Non-Resident Fee (3 hour minimum)
Gym	\$50 per hour	\$75 per hour
Classroom	\$50	\$75
Dance Studio	\$50	\$75
Athletic Fields	\$50	\$75
Picnic Shelter	\$40	\$60
Fairgrounds lot	\$25	Not applicable
Trails	\$125 (half day)/\$250 (full day)	Not applicable

**\*Affiliated users will follow the community based fees if using the facility during non-operating hours.**

**\*\*Failure to remove trash after your rental will result in a \$150 facility clean up fee. Dumpsters are located prominently in every facility.**

**\*\*For tournaments, fields are \$50 per day. It includes the initial drag and lining of the fields and lights if available.**

**USERS:**

**Affiliated users:** must meet the following criteria (1) open to the public/recreation (2) Goochland County based (3) 501 c(3) non-profit status (4) youth and/or senior oriented

**Community based users:** must meet 2 of the criteria of affiliated users

**Non-affiliated users:** all other users

**CHAIRS AND TABLES:**

Chairs rent for **\$0.75** each, tables for **\$5.50** each for events. Tables and chairs must be picked up and returned to GCPRF during normal operating business hours. Verification of the number of tables and chairs is required upon pick up and drop off.

*I have read the Policies and Guidelines enclosed and will keep them with me at the event. I agree to abide by them. I accept full responsibility for any damages to the facility or to guests which might occur during this rental.*

Signature of Applicant \_\_\_\_\_

\_\_\_\_\_ Date

Approved \_\_\_\_\_

\_\_\_\_\_ Date

Athletics and Wellness Coordinator, GCPRF

*Contact the Recreation Team at (804) 556-5854 for fees of facilities not listed above. Make all fees payable to Goochland County.*

## **POLICIES AND GUIDELINES FOR FACILITY USAGE**

An application for use of picnic shelters and indoor County facilities may be received up to six months in advance of the desired event date and will be received and approved on a first come first served basis. Facility rental fees are due at the time of application. The minimum rental time of 2 hours and not to exceed 8 hours without GCPRF approval and dependent on staff availability. Rental times must include set-up and take down.

Second only to the needs and requirements of GCPRF, the GCPS shall receive first consideration in the use of the facilities.

Goochland County assumes no responsibility for any property brought on the premises by the organization, its members, guests or spectators, or for any lost or stolen items. The user(s) agrees to hold the County harmless from any and all claims, actions or damages as may arise in connection with the use of the facility.

A certificate of liability insurance is required for all functions that are not an agency or entity of Goochland County. Tents and structures (such as inflatables) must have approval from building inspections.

County facilities may not be used for money making purposes such as gambling, or any illegal activity. Smoking is prohibited inside County buildings. Alcoholic beverages may not be brought into buildings or on GCPRF property, nor consumed in buildings or on County property.

Groups are responsible for leaving the facility in the same condition as found. All trash is to be bagged and removed from the facility by the end of the activities. This includes removing decorations, rental equipment, table coverings, signs and etc. The user(s) shall not be committed to any nuisance or any other act or thing which may disturb the quiet enjoyment of any person within 300 feet of activity.

All publicity to include posters, brochures, paper advertisements, radio or television spots, etc. must carry the name of the individual or group sponsoring the activity. GCPRF may not be identified as a sponsor. Neither the name nor the address of a GCPRF facility may be used as the official address or headquarters of an organization.

GCPRF must review and approve all promotional materials related to facility rentals prior to their distribution.

GCPRF reserves the right to cancel facility use due to weather and/or field conditions.

Custodial care and charges will be determined by GCPRF and assessed accordingly prior to usage.

The individual or organization must be aware of existing County Ordinances and conform to County fire codes.

Goochland County reserves the right to revoke or deny approval to any individual or organization that does not comply with the policies and regulations governing the use of its facilities.

To receive a refund of facility rental fees, due to weather or any other reason, the user must notify GCPRF at least 48 hours prior to reservation date.

### **FAIRGROUNDS LOT:**

*The use of the Fairgrounds Lot is to promote and encourage agricultural-based organizations and to promote the rural character of the County. **CRITERIA:** Event must be (1) open to the public and (2) by a Goochland County-based 501 (c)(3) organization with an agriculture and/or agribusiness focus. **AVAILABILITY:** The Fairgrounds Lot will be allowed to be reserved up to 24 times each year. There is to be only one rental per week. Rentals are available in 4 hour blocks at a rate of **\$25** per rental. Available hours: Weekdays 4-8 p.m.; Weekends 8-8 p.m. Prior to final approval user must submit a site map, the estimated number of attendees, a certificate of insurance (with the County as an additional insured), and, for certain uses, user will be required to provide on-site portable restrooms. Applications for the Fairgrounds Lot must be submitted and fees paid at least 30 days before the date(s) requested by the user. A fee of \$100/hour will be paid to the County for clean up (if necessary) of the Fairgrounds Lot after rental. The County reserves the right to terminate or revoke any rental of the Fairgrounds Lot for any reason.*

*The person making the application is responsible for group conduct and must be in compliance with the stated rules and policies and financial obligations as stated on the reverse side of this form. Said individual must be 21 years of age, and must be present at the time of use.*

*The facility use approval will not be official until payment, completed application, and all policy guidelines for use are met. The rental fees must be submitted at the time of application. In the event the user does not comply or violates any procedure described in the application or regulations, the user (and possibly the organization) will be denied use of facilities in the future.*

*As a user representing an organization, I certify that I am duly elected or an appointed representative of the organization listed above and have the authority to reserve the requested facilities for use by my organization. I further agree to be jointly (with the organization requesting permission) responsible for any damages which may occur to the facility and/or County property and equipment during the use for which this application is made.*