



**Gochland County Parks & Recreation  
Facility Use Form**

Permit Number \_\_\_\_\_

Type of User:  Affiliated  Community Based  Resident  Non-Resident

Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time: \_\_\_\_\_

**If recurring, attach schedule and select payment plan.**

Payment Plan for Recurring Rentals:

Monthly  Biweekly  Other: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

**If over 500, user must complete County Special Event Permit.**

Description: \_\_\_\_\_

Admission Fee:  Yes \$ \_\_\_\_\_  No

Will the event be publicized?  Yes  No

Vendors:  Yes; type: \_\_\_\_\_  No

Music:  Yes  No

**If yes, and attendance is over 250, user must complete County Special Event Permit.**

Bounce House(s) or Tent(s):  Yes  No

**If yes, user must complete Building Permit.**

Food/Beverage:  Yes; Served to Private Group

Yes; Served to General Public  No

**If served to the public, user must complete Temporary Food Permit.**

Alcohol (Tucker/ Central High only):  Yes  No

**If yes, user must complete the County Special Event Permit.**

Is set up requested (\$100.00)?:  Yes  No

**If yes, list quantity needed and attach diagram of set up.**

Equipment	Fee	Qty	Total Fee
Tables	\$6.00		
Chairs	\$1.00		

List other: \_\_\_\_\_

Amenity	Resident Fee	Non-Resident Fee
Athletic Fields	\$50	\$75
CarMax Cares Stage (Tucker Park)	\$100/hour \$500/day	\$150/hour \$750/day
Classroom	\$50	\$75
Dance Studio	\$50	\$75
Eagle Theater	\$50/hour	\$75/hour
Gym	\$50/hour	\$75/hour
Outdoor Classroom (Tucker Park)	\$25	\$30
Shelter	\$40	\$60
Trails	\$125/half day \$250/full day	\$150/half day \$275/full day
Warming Kitchen	\$25	\$30

*Gyms and Eagle Theater must be rented for a minimum of 3 hours.*

*Gym rentals that require the floor to be covered will be charged the additional set up fee.*

**User Types**

**Affiliated:**  
Must be Gochland-based and meet the following criteria:  
 (1) free and open to the public/recreation  
 (2) 501(c) nonprofit status  
 (3) youth and/or senior oriented

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

**Community-Based:**  
Must be Gochland-based and meet 2 of the criteria of affiliated users.

Charge: 50% of regular fees

*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.*

\_\_\_\_\_  
Applicant Date

\_\_\_\_\_  
Parks & Recreation Representative Date

**Staff Use Only**

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Cash  Check# \_\_\_\_\_ In Activenet



## Goochland County Facility Use Policy

### General

Rental fee is required at time of application. All rentals must end by 10pm, unless waived in writing by Parks & Recreation Director. **Completed facility use forms, with payment, are due at least two weeks prior to rental. Any reservations requiring a County Special Events Permit will require a form 60 days in advance.** County facilities may not be used for gambling or any illegal activity. Smoking is prohibited inside buildings. All activities must be confined to spaces reserved and may not include any activities which may disturb the quiet enjoyment of any person more than 300 feet from facility. Parks & Recreation reserves the right to cancel rental due to weather and/or field conditions.

### Special Event Permit

A Special Event Permit is required for events with over 500 expected attendees at one time, or over 250 attendees with music and/or alcohol. Contact Goochland Community Development at (804) 556-5860 for more information. This permit must be applied for at least 60 days prior to the event date.

### Alcohol

Alcohol is prohibited in all facilities except Tucker Park and Central High Complex. Other facilities will be considered on a case-by-case basis by the County Administrator and public safety officials. To request, submit a Special Event Permit application at least 60 days prior to the event date. Contact Goochland Community Development at (804) 556-5860 for more information.

### Athletic Fields

The application deadline for affiliated athletic users is January 1<sup>st</sup>. All other uses are approved on a first come, first served basis after January 15<sup>th</sup>.

### Compliance

Authorized representatives of Goochland County shall have free access to the premises at all times. The Department of Parks & Recreation or public safety officials may, without liability, cancel or terminate any permit if the user has failed to comply with any policies, rules, or regulations.

### Cancellations

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

### Recurring Events

When reserving a facility for a recurring event, a detailed schedule, including all desired dates and initial payment, must accompany this form.

### Custodial

Users 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 (without causing any facility damage), rental equipment, table coverings, signs, etc. **Failure to remove trash after any rental will result in a \$150 facility clean up fee.** Dumpsters are located prominently in every facility.

### Equipment

Tables and chairs may be rented for on and off-site events. User must pick up and return rented equipment during normal operating hours. Verification of the number of tables and chairs is required upon pick up and drop off. Bounce houses and tents require a Building Permit application be completed at least 14 days prior to the event. Contact Goochland Community Development at (804) 556-5860 for more information.

### Food

If food is being served or sold to the general public, the user must fill out a Temporary Food Permit application at least 14 days prior to the event. General public means anyone outside of the user's private group. For more information, contact the Goochland Health Department at (804) 556-5843.

### Liability

Goochland County assumes no responsibility for any property brought onto the premises by the organization, its members, guests, or spectators, or for any lost or stolen items. Users agree 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 may be required.

### Publicity

All publicity, including posters, brochures, paper advertisements, radio or television spots, etc. must carry the name of the individual or group sponsoring the activity. Goochland County may not be identified as a sponsor. The address of a County facility may not be used as the official address or headquarters of an organization. Prior to distribution of promotional materials related to facility rentals, Parks and Recreation personnel must review and approve the materials.

**Facility Specific Policies**

**Central High Cultural and Educational Complex**

When the gymnasium is being rented for a banquet, floor covering is required. No food is allowed in the Dogtown Room or Eagle Theater without permission. When reserving these rooms for birthday parties, another classroom must be reserved for food/drinks. All users must submit a furniture and room set up diagram. Due to parking constraints, the gymnasium and theater may not be booked for separate events on the same day.

Room Occupancy:

Classrooms – 30                      Gymnasium – 575  
Gymnasium Classroom – 76  
Museum – 49                           Theater – 235

For maximum occupancy of gymnasium or theater, user must submit a parking plan.

**Tucker Park**

These rules and regulations shall apply to events that includes any of the following: amplified sound, sale of food, merchandise sales, carnival type attractions, participation of greater than 250 people, or the sale of alcoholic beverages. No more than six such events shall be approved in any calendar year, except for County events.

Users are limited to occupancy of 500 and must submit a detailed plan of how the event will regulate the number of people, either through ticket sales, invitations, or other approved methods.

Users are required to provide all on-site clean up during events and provide dumpsters (number to be determined per event) for the appropriate disposal or refuse. Users must also provide adequate toilet facilities. Users will provide Parks & Recreation, at least 30 days prior to the scheduled use, with proof of a comprehensive policy of general liability insurance with minimum limits of \$1,000,000 combined single limit bodily injury and property damage. The insurance will name Goochland County and its agents and employees as additional insureds. Insurance must be maintained through event.

**Sports Complex**

When the gymnasium is being rented for a banquet, floor covering is required.

Room Occupancy:

Gymnasium – 575                      Classroom – 49  
Dance Studio – 49

**Leakes Mill Park & Hidden Rock Park**

When reserving all fields for a tournament, users must also reserve both shelters for the duration of the tournament. Users will be required to provide all on-site clean up during the event. Fees include the initial drag or lining of the fields and lights if available. Additional fees may be required if maintenance is needed during the tournament.

**Fire Station 6**

Fire Station 6 has a community room available for rent that seats 30 comfortably. The following items are prohibited at Fire Station 6: inflatables, tobacco (of any kind), and alcohol. Users must park in designated parking spaces and be sure to not block the bay doors. All rentals scheduled at this facility must end by 8pm. Users must remove all trash and place in dumpsters at the end of each use. The community room may only be rented once per day.

<b>Staff Use Only</b>		
<input type="checkbox"/> Approved	Permit Number: _____	
Facility: _____		
Reservation Date: _____		Time: _____
Processed by: _____		Date: _____
Cash	Check # _____	Amount: _____

***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.***

Applicant \_\_\_\_\_

Date \_\_\_\_\_