



# Goochland 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.*

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

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

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

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

Admission Fee:  Yes \$ \_\_\_\_\_  NoWill the event be publicized?  Yes  NoVendors:  Yes; type: \_\_\_\_\_  NoMusic:  Yes  No*If yes, and attendance is over 250, user must complete County Special Event Permit.*Bounce Houses or Tents:  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.*Setup Required (\$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
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 Goochland based and meet the following criteria:

- (1) free and open to the public/recreation
- (2) 501 c(3) non-profit 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 Goochland 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 &amp; Recreation Representative \_\_\_\_\_

Date \_\_\_\_\_

Staff Use Only Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ Cash  Check# \_\_\_\_\_ In Activenet 

For more information please contact the Parks &amp; Recreation Department at (804) 556-5854.



## Parks & Recreation Facility Use Policy

### General

Rental fee is required at time of application. All rentals must end by 10pm, unless given expressed written consent by Parks & Recreation Manager. **Completed facility use forms are due 60 days prior to rental.** County facilities may not be used for money making purposes such as gambling, or any illegal activity. Smoking is prohibited inside County buildings. All activities must be confined to spaces reserved by the user and may not include any activities which may disturb the quiet enjoyment of any person within 300 feet of facility. Parks & Recreation reserves the right to cancel facility use due to weather and/or field conditions.

### Special Event Permit

Goochland Count Special Event Permits are required for events with over 500 expected attendees at one time, or over 250 with music and/or alcohol. Contact Goochland County Community Development at (804) 556-5860 for more information. This permit must be completed in conjunction with the Parks & Recreation Facility Use Form, 60 days prior to the event date.

### Alcohol

Alcohol is prohibited in all County facilities with the exception of Tucker Park and Central High Complex. Other County facilities will be considered on a case by case basis and require approval by the County Administrator and Public Safety officials. If a user would like to include alcohol in their event, they will be required to fill out the County Special Events Permit 60 days prior to the event date. Contact Goochland County Community Development at (804) 556-5860 for more information.

### Athletic Fields

The facility use 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>.

### Cancellations

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 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 must accompany the Facility Use Form.

### Custodial

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, without facility damage rental equipment, table coverings, signs and 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 to be completed two weeks prior to the event date. 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, two weeks prior to the event date. General public is defined as anyone outside of the users private group. For more information, contact the Goochland Health Department at (804) 556-5843.

### Liability

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

### Publicity

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

## 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. 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 and theater, parking plan must be submitted as part of the County Special Events Application.

***When reserving a facility with expected attendance over the designated room occupancy, a site plan including a furniture layout must be submitted to the Building Official.***

### Sports Complex

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

**Room Occupancy:**

- Gymnasium – 575
- Classroom – 49
- Dance Studio – 49

For maximum occupancy of gymnasium, parking plan must be submitted as part of the County Special Events Application.

***When reserving a facility with expected attendance over the designated room occupancy, a site plan including a furniture layout must be submitted to the Building Official.***

### Tucker Park

The following rules and regulations shall apply to all special events at the CarMax Cares Amphitheater at Tucker Park. A special event is any event that includes any or all 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.

The user will be 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. The user must also provide adequate toilet facilities. The user will provide Parks & Recreation, at least 30 days prior to the schedule use, with 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/Department of Parks & Recreation/all agencies/employees as additionally insured and may not be changed.

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 the rules and regulations of the permit.

Special events at Tucker Park at Maidens Crossing shall have a capacity of not greater than 500 people at one time or 750 people at one time weather permitting. The user must submit a detailed plan of how the event will regulate the number of people, either through ticket sales, invitations, or other approved methods. Tucker Park is limited to six large special events per year that require Goochland County Sheriff's office support.

### Leakes Mill Park & Hidden Rock Park

When reserving all fields for a tournament, the user must also reserve both shelters for the duration of the tournament. The user 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 applied if maintenance is needed during the tournament. Fees will be determined on a case by case basis.

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