



## City of Fairfax, Virginia

### PARKS AND RECREATION

10455 Armstrong Street • Room 123 • Fairfax, VA 22030-3630

P 703.385.7858 • F 703.246.6321 • [www.fairfaxva.gov](http://www.fairfaxva.gov)

#### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Permit No.: \_\_\_\_\_

## APPLICATION FOR USE OF PARK FACILITIES Pavilion Rentals

- § Applications are required to be submitted for each event of private, permitted use of park facilities, unless reserving on-line. **Reservations for park facilities are unable to be placed over the phone** due to requirement for acceptance of the terms of agreement included in the application and reservation process.
- § Rental fees are required and due for payment in full at the time of reservation, and may be transacted over the phone, provided that a *Charge Authorization* form has been submitted (*please see page 3 for form*).
- § Refunds are subject to cancellations at least two (2) weeks' in advance and approval, provided that a *Request for Refund* form is submitted.
- § The City of Fairfax does not discriminate on the basis of age, color, disability, gender identity, national origin, orientation, race, religion or sex.

### APPLICANT INFORMATION

**Please complete this section with your information. Applicants applying on behalf of others are required to be an authorized member, relative or representative of the business or individual thereof.**

Last Name		First Name			
Street Address					
City		State		Zip	
Phone		Email Address			

### BUSINESS INFORMATION

**Please complete this section with your business's information, if applicable. The term business includes, but is not limited to: companies, nonprofit organizations and schools.**

Business Name					
Is this business a nonprofit?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	501(c) Number		
Street Address					
City		State		Zip	
Phone		Email Address			

### EVENT INFORMATION

**Please complete this section with your event's information and park facility applying for.**

Event Name					
Park Pavilion					
Date(s) Requested					
Start Time		End Time			
Number of Expected Attendees*	*Events expecting more than 100 attendees must contact <b>Special Events</b> at (703) 385-7949.				

**PLEASE RETURN TO:**  
ATTN PAVILION RENTALS  
CITY OF FAIRFAX PARKS AND RECREATION  
10455 ARMSTRONG ST RM 123  
FAIRFAX VA 22030

**PLEASE SUBMIT APPLICATIONS TO:**  
[ParksRec@fairfaxva.gov](mailto:ParksRec@fairfaxva.gov)  
Fax: (703) 246-6321

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Parks & Recreation Dept. Customer Service  
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## RENTAL PERMIT ADD-ONS

Please complete this section with any additions you/your business would like to apply for and have read and agree to the conditions of the disclaimers for each type of rental permit add-on.

Type	Limitations	Requirements	Provider   COLI Date Issued
<input type="checkbox"/> Bounce House/Moon Bounce	One (1) Per Rental Permit	<a href="#">Certificate of Liability Insurance (COLI)</a>	
<input type="checkbox"/>	I understand that approval for a bounce house/moon bounce <u>will not be granted</u> unless the company of my hiring completes and submits a <b>Certificate of Liability Insurance</b> covering the <b>City of Fairfax</b> for the period of my rental, at minimum, and that I am responsible for contacting <b>MISS UTILITY (8-1-1 or 1-800-552-7001)</b> prior to any stakes or other materials being placed/inserted into the ground.. I understand that no bounce houses/moon bounces may interfere with use of reserved athletic fields.		

## WAIVER & TERMS OF AGREEMENT

Please read this section carefully, sign and date that you/your business agrees to the disclaimers below.

- § I (we) certify to have received and read a copy of this agreement and will comply with all the [Parks Rules and Regulations](#) attached.
- § I (we) certify familiarity with the regulations governing the use of park facilities and shall be held financially responsible for any damages to City of Fairfax property caused by the user(s), and for prompt and proper settlement of claims for such damages.
- § I (we) certify that the information on this application is complete and true to the best of my knowledge.
- § I (we) understand the fees to rent are required and not guaranteed to be refundable, subject to pavilion rental permit cancellation policies.
- § I (we) hereby agree to at all times indemnify, keep harmless, protect, relieve and save the City of Fairfax, all of its agents, employees, officers and volunteers from any and all claims and liability, from all damages, cost or expenses in law or equity (including costs of suits and expenses for legal services) that may at any time arise or be set up because of damage to property or death or injury to persons received or suffered by reason of the operations of lessee hereunder, or which may be occasioned by any act or omission to act which amounts to negligence on the part of said vendor or its agents or employees which results in a dangerous or defective condition of the property.
- § This agreement, when signed by the applicant and a representative of the organization, constitutes a contractual agreement binding both parties to certain obligations.
- § The applicant agrees to observe and obey all organization rules and regulations. In addition, it shall be the responsibility of the applicant to pay the required fees at the time of reservation. Balance due must be paid prior to the scheduled event. Deposits will be returned only in the case of conditions which force the cancellation of the event.
- § The organization agrees to maintain the facility, to assure that the facility is prepared properly for the agreed-upon event, and to provide adequate sanitation facilities, subject to available equipment, resources, weather conditions and time of year.

Applicant Signature	Date
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Fee payments may be made using cash, check or credit card and may be sent by postal mail, email, fax, or in-person at a City of Fairfax Parks and Recreation office location. Payments transacted using credit or debit cards must first have a completed *Credit Card Authorization* form submitted to grant permission for a transaction to take place using the approved and authorized credit or debit card of the payer, unless paying in-person or on-line. PLEASE MAKE CHECKS PAYABLE TO THE "**CITY OF FAIRFAX.**"

The City of Fairfax Parks and Recreation Department would like to remind all park patrons of the proper guidelines for staying safe during lightning disturbances. All organizations that are permitted should follow their specific safety guidelines which incorporate the department recommended guidelines. However, below is a default guideline if you, your family or your organization does not have safety guidelines in place.

If you have any questions about safety in our parks, please call (703) 385-7858 or email [ParksRec@Fairfaxva.gov](mailto:ParksRec@Fairfaxva.gov).

Our goal is to keep you safe so you can have an "**AMAZING EXPERIENCE!**"



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### CREDIT CARD CHARGE AUTHORIZATION

*Please complete and submit to the City of Fairfax Parks and Recreation Department.*

**Email: [ParksRec@fairfaxva.gov](mailto:ParksRec@fairfaxva.gov) | Fax: 703.246.6321**

DATE: \_\_\_\_\_

PAYMENT FOR: \_\_\_\_\_

(Example: Park Pavilion Rental, Field Permit, Venue Rental, Etc.)

CARDHOLDER NAME:

\_\_\_\_\_

CARD BILLING ADDRESS:

\_\_\_\_\_

CARD TYPE: \_\_\_\_\_

CARDHOLDER AUTHORIZATION SIGNATURE:

\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

I understand that a member of the City of Fairfax Parks and Recreation Department will call me to obtain my credit/debit card information in order to complete my transaction hereby authorized above, and that I am the rightful owner of the credit/debit card information provided.



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### LIGHTNING DISTURBANCE POLICY

1. It is strongly recommended that all park patrons wait at least 30 minutes after all lightning and thunder activity has stopped before resuming scholastic athletics activity.
2. Avoid using the restroom sinks and toilet facilities for safe shelter.
3. Stay away from the tallest trees or lone objects (such as light poles or flagpoles), metal objects (such as metal fences or metal benches/bleachers), individual trees, standing pools of water, and open fields.
4. Avoid being the highest object in a field, and **do not** take shelter under a single, tall tree.
5. Pay much more attention to the lightning threat than to the rain. Lightning can strike far from the rain shaft.
6. If there is no safe shelter within a reasonable distance away, crouch in a thick grove of small trees surrounded by taller trees, or in a dry ditch. Assume a crouched position on the ground with only the balls of your feet touching the ground, wrap your arms around your knees and lower your head. Minimize your body's surface area, and minimize contact with the ground. **Do not lie flat!**
7. If a person feels his or her hair stand on end, or their skin tingle, immediately crouch, as described in item 6.
8. Do not use the telephone, except in emergency situations.
9. Lightning strike victims **do not** carry an electrical charge. Therefore, cardiopulmonary resuscitation (CPR) is safe for the responder. Lightning strike victims who show signs of cardiac or respiratory arrest need prompt emergency help. Prolonged and aggressive CPR is highly effective for the survival of many victims of lightning strike.
10. **ALL** spectators, competitors, and personnel should go inside the nearest building as quickly as possible. A vehicle with a metal roof (not a convertible) and the windows rolled up is a safe alternative to a sturdy building.
11. **DO NOT** take shelter under gazebos, pavilions, trees or other tall, lone objects.
12. **DO NOT** remain on, under, or near metal benches/bleachers or metal fences.
13. Lastly, any individual who feels he or she is in danger of any lightning activity should have the right to leave the field or event site to seek safe shelter.

### GUIDELINES ON HANDLING CONTESTS DURING LIGHTNING DISTURBANCES

The purpose of these guidelines is to provide a default policy to those responsible for making decisions concerning the suspension and restarting of contests, events or practices based on the presence of lightning.

#### Proactive Planning

1. Assign staff to monitor local weather conditions before and during events.
2. Develop an evacuation plan, including identification of appropriate nearby shelters.
3. Inform all participants, coaches, users and spectators of the safety policy.
4. Develop criteria for suspension and resumption of play;
  - a. When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Suspend play and take shelter immediately.
  - b. (30) Thirty Minute Rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.
  - c. Any subsequent thunder or lightning after the beginning of the 30 minute count resets the clock and another 30 minute count should begin.
5. Hold periodic reviews for appropriate staff or volunteers.

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## PARKS RULES AND REGULATIONS

### INTRODUCTION

The City of Fairfax is fortunate to have 279 acres in public parklands and over 21 miles of trails for the enjoyment of all. The day-to-day responsibility for having beautiful parks that provide “Amazing Experiences” for individuals and groups that visit them is not only the City’s and the Parks and Recreation Department’s responsibility, but each person’s responsibility. We encourage all of our patrons to always be considerate of other people and to be careful to protect the natural environment and recreation facilities. In order to assist citizens in maintaining a safe and beautiful park system, the City Council has established the following rules.

### PARKS DEFINITION

Parks are defined as designated parks and open space properties owned and maintained by the City. Parks include all facilities and amenities within the specific property site boundaries to include but not limited to, athletic fields, courts, playgrounds, skate parks, trails, open areas, pavilions, site equipment, sprypad, etc. When used herein, the term “Parks” shall mean any or all of the above.

#### §1.01 Park Hours

All parks, with the exception of Old Town Square, are open from sunrise to sunset unless authorized as a condition of a special use permit as approved by the City Manager or his/her designee. Old Town Square is open at all hours unless otherwise restricted by the City.

#### §1.02 General Parks and Facility Rules

These rules shall govern all parks, open space and all facilities and amenities within the specific property site boundaries.

1. Activities conducted by Parks users must be orderly and lawful, and not of a nature to incite others to disorder.
2. No person shall fail or refuse to obey any lawful order of an authorized City employee or representative.
3. Persons shall comply with all officially posted signs.
4. Persons entering or remaining on Park property when the Park is closed shall be considered trespassing.
5. No person shall illegally gamble in a Park.
6. The possession, use or discharge or any fireworks, firecrackers or explosive of any kind by any person in any Park is prohibited.
7. No person shall abuse, deface, damage or remove any City property.
8. No person shall use abusive, threatening or profane language in a Park.
9. All litter and garbage must be placed in proper trash or recycling receptacles or if such receptacles are full, Park patrons are responsible for removing all items to a proper trash or recycling receptacle. No litter or garbage shall be deposited in Park except in proper trash or recycling receptacles.
10. No person shall camp in any manner in a Park without advance written City permission.
11. All devices that produce sound must be in accordance with Section 38-1 or the Fairfax City Code and as otherwise provided by law.
12. The use, consumption, or possession of alcoholic beverages is prohibited in all Parks, with the exception of Old Town Square, when the proper permits have been procured from the City and the Alcoholic Beverage Control Board and fees have been paid.
13. Begging or soliciting Park users for money, food or other things are prohibited.
14. Urinating or defecating on any Park property except in open permanent or portable bathroom structures is prohibited.
15. The City is not responsible for any property that is damaged, destroyed or lost.
16. All unattended property is presumed to be abandoned and may be removed and/or destroyed by the City.
17. Archery and golfing is prohibited.
18. Policies may be established by the City to regulate play and specific use of Parks.

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#### §1.03 Athletic Facilities

Athletic Facilities are defined as all courts, ball diamonds, rectangular fields, skate parks, and sand volleyball courts owned and/or operated by the City.

1. Use is restricted to areas and times assigned in the approved permit.
2. All organized play requires a permit issued by the City.
  - a. Organized play is defined as play by teams which are part of a youth group or team approved by the City.
  - b. Organized league play in any park is prohibited unless authorized by the City.
3. Scheduling priority and criteria will be determined by the City.
4. No seasonal and/or permanent signs, banners, pennants or the like may be placed in or on facilities, structures or property without the written consent of the City.
5. Hitting, throwing, or kicking balls into fences is prohibited.
6. Play on natural turf fields is prohibited during wet or inclement conditions.
7. Climbing on buildings, backstops, dugouts, fences, goals, pavilions or any other Park structure not intended for play is prohibited.
8. Field closures shall be at the discretion of the City.
9. For patron safety, only coaches, game officials and players are allowed on playing fields. All others shall stay 15 feet from playing field.
10. Synthetic Turf Fields
  - a. Smoking on or within 10 feet of any synthetic turf field is prohibited.
  - b. Metal cleats or any item that may puncture the synthetic turf is prohibited.
  - c. Fireworks on any synthetic turf fields are prohibited.
  - d. Fires or grills on or within 10 feet of any synthetic turf field, is prohibited.
  - e. Unauthorized vehicles on synthetic turf fields are prohibited.
11. Failure to abide by limitations of use or sanctioning policies will forfeit the group's opportunity to use the field or facility or to be scheduled for use in the future.

#### §1.04 Basketball Courts

1. Climbing or hanging on equipment, nets or rims are prohibited.
2. Courts are available on a first-come-first-serve basis, unless otherwise posted by the City.

#### §1.05 Pavilions

1. Groups or individuals may reserve shelter facilities through the City. Groups or individuals receiving authorization will be issued an official permit. The permit must be available for inspection when using the facility.
2. Unless an official permit is presented by a group or individual, shelter facilities are available on a first-come-first-served basis.
3. Permits for Pavilions are for the Pavilion only.
4. Pavilion permits do not include other Park facilities.

#### §1.06 Skate Park

1. Skate Park is open from 9:00am to sunset.
2. Skating is at the skater's own risk. The skate park is not directly supervised.
3. The City is not liable for any accident or injury to person or property resulting from the use of the skate park.
4. All skaters must wear protective equipment including a strapped helmet, elbow and knee pads. Sandals and open toe shoes are prohibited.
5. All skaters in the Skate Park must wear shoes at all times.
6. Bicycles, scooters or rollerblades are prohibited in the Skate Park.
7. be considerate of fellow skaters especially those who are younger and less skilled. Serious injury may result from being hit by a skateboard falling or colliding.
8. Graffiti, vandalism, swearing, smoking, and the use of tobacco, alcohol or drugs is prohibited in the Skate Park.
9. Glass containers are prohibited in the Skate Park.
10. Please keep the Skate Park looking beautiful. Dispose of all trash.

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11. Spectators are not allowed in the Skate Park.
12. Anyone not using the Skate Park in a safe and acceptable manner or abusing the rules of the Skate Park will be removed and not permitted back without approval from the City.
13. Animals are not permitted in the Skate Park at any time.

#### **§1.07 Tennis Courts**

1. Tennis courts shall be used only for tennis. All other sports are prohibited.
2. All tennis courts are available on a first-come-first-serve basis; except when the City has scheduled events/classes.
3. No permits shall be issued for weekends or after 5pm Monday through Friday.
4. When others are waiting for a court, players shall confine their use of the court to one hour for singles play and one and one-half hours for doubles play.
5. Only soft soled athletic type shoes shall be worn on the courts.
6. Climbing on fences or nets is prohibited.
7. Bicycles, roller skates, skateboards, and motorized vehicles are prohibited on the courts.

#### **§1.08 Trails**

Trails are defined as routes on land with protected status and public access for recreation or transportation purposes such as walking, jogging, hiking, and biking.

1. Pedestrians have the right of way on trails unless otherwise noted.
2. Trail use by groups of 10 persons or more and competitions require written approval from the City.
3. Trail users must stay on designated trails.

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