



**RECREATION, PARKS AND OPEN SPACE  
FACILITY USE APPLICATION (NOT A PERMIT)  
ATHLETIC FIELDS & PICNIC SHELTERS**

7300 Newport Avenue  
NORFOLK, VIRGINIA 23505  
OFFICE: (757) 823-4304

**ATHLETIC FIELDS &  
PICNIC SHELTERS**

**FOR OFFICE USE ONLY:**

Fee Attached \_\_\_\_\_  
Paid (Receipt #) \_\_\_\_\_  
Resident \_\_\_\_\_ Yes \_\_\_\_\_ No  
Approved \_\_\_\_\_ Yes \_\_\_\_\_ No

**EVENT AND FACILITY INFORMATION:**

Field/Shelter Requested \_\_\_\_\_ Type of Activity \_\_\_\_\_

Date \_\_\_\_\_ Day of Week \_\_\_\_\_ Event Hours: Start Time \_\_\_\_\_ am/pm End Time \_\_\_\_\_ am/pm  
(Use additional sheet if more than one day)

Estimated Number of Participants/Spectators \_\_\_\_\_ 0-39 \_\_\_\_\_ 40-199 \_\_\_\_\_ 200 plus (state number)

**APPLICANT INFORMATION:**

Phone

Email

Responsible Person- Print name (Must be on site during permit hrs.)

Organization Name (if applicable) \_\_\_\_\_ Type of Organization \_\_\_\_\_

Applicant's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**SPECIAL ACCOMMODATIONS:**

**Circle One**

Are you requesting permission to erect a tent?	Yes	No
Are you requesting permission to vend food items?	Yes	No
Does your event require portable toilet facilities (applicant responsibility)?	Yes	No
Does your event require dumpsters (applicant responsibility)?	Yes	No
Does your event include carnival games/bounce house/pony rides?	Yes	No
Does your event include DJ/Band/Music?	Yes	No

**PLEASE NOTE: IN THE EVENT INCLEMENT WEATHER, REFUNDS WILL NOT BE GRANTED FOR PICNIC SHELTER RENTALS.  
EVERY ATTEMPT WILL BE MADE TO RESCHEDULE BUT IS NOT GUARANTEED.**

**DESCRIBE SECURITY TO BE PROVIDED BY APPLICANT** (attach security contract and insurance certificate upon request)

**ALL RENTALS:**

- All activity participants must comply with field and shelter rules and policies (please see written copy of facility rules).
- All responsible persons must clean up the areas that are being used (site is subject to inspection by facility staff). This time is included in the time of the scheduled event.
- Parking for events is permitted in designated areas ONLY. No parking on the grass areas. Violators will be ticketed.
- Absolutely no alcoholic beverages permitted on city property. Violators will be prosecuted.
- Electricity is not provided for athletic field or picnic shelter rentals.

**THE PERSON(S) TO WHOM A PERMIT IS ISSUED SHALL BE LIABLE FOR ANY LOSS, DAMAGE, OR INJURY SUSTAINED BY ANY PERSON BY REASON OF THE NEGLIGENCE OF THE PERSON OR PERSONS TO WHOM SUCH A PERMIT SHALL HAVE BEEN ISSUED. THE DIRECTOR MAY REQUIRE SUCH PUBLIC LIABILITY INSURANCE AS HE DEEMS TO BE IN THE BEST INTEREST OF THE CITY.**

I have read the Department of Recreation, Parks & Open Space Athletic Fields and Picnic Shelters Rental Regulations, agree and accept their terms.

Applicant's Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

RECREATION SUPERVISOR	DATE
DIVISION HEAD	DATE
SUPERINTENDENT OF RECREATION/YOUTH SERVICES	DATE

Applicant's Signature \_\_\_\_\_

**NOTE: Any discrepancy between this application and the actual event will be cause for future denial of facility use, and additional fees will be assessed.**