

CULPEPER COUNTY FACILITY AND FIELDS

Rules for Use

Culpeper County Department of Parks and Recreation reserves the right to cancel any activity at any time. Cancellations by any other entity (or person) should be made as soon as possible so that others may use the facility or field. Cancellations made less than 72 hours prior to the reserved event are not timely, and shall result in the forfeiture of all deposits paid in acquiring the permit for the event. (Events cancelled on event-day due to inclement weather conditions may receive additional consideration.)

Non-compliance with any these rules or applicable term or condition of use may result in the revocation of any permit issued and denial of future applications for use of a County facility or field.

PLEASE READ CAREFULLY

1. All sponsors¹ and participants must adhere to the applicable rules, regulations and ordinances of Culpeper County (“County”).
2. All signage must be affixed by tape only and removed at the end of the sponsor’s reservation time.
3. No rice, glitter, confetti, sparklers, or similar material shall be used or thrown inside or outside a reserved facility. (In lieu of these prohibited materials, a sponsor may utilize birdseed and bubbles but only on the outside of a facility.)
4. No flammable liquids or materials shall be used without prior written approval by the County of Culpeper Parks and Recreation Director or designee (hereinafter “Director”).
5. No open flames are allowed, with the exception of Sterno canned fuel burners and candles (other than birthday candles, lighted candles must be covered with globes).
6. Sponsor may bring their own propane or charcoal grills, which are in good condition, to be used at either a Picnic Pavilion or Picnic Shelter.
7. No smoking, alcoholic beverages or controlled substances are permitted.
8. The Activity Room temperature controls will be set at 73 degrees Fahrenheit.
9. At the end of its reserved time, a sponsor must leave the facility clean and orderly (refer to ‘*Clean and Orderly Expectations*’). Clean and orderly shall include, but not be limited to, having removed all decorations utilized for the event, and having emptied all trash cans in and immediately around the facility, and deposited all trash and litter in trash dumpster provided at the facility. (Should trash dumpster be full, trash shall be neatly bagged and placed in the trash cans next to the full dumpster.) Each sponsor, without regard as to whether it was required to pay a deposit, agrees to be financially responsible for the payment of any cleaning fees and costs incurred by the County to clean a facility that was not left clean and orderly. A sponsor who was required to submit a deposit agrees that its deposit may be used to offset these costs.
10. No sponsor or participant may damage public property. Damage beyond normal wear and tear will result in the forfeiture of any deposit paid, and may result in criminal charges should such damage appear to be the result of intentional conduct.
11. No private vehicles are permitted in or shall be parked on any area other than those designated parking areas.
12. Any food/drink concessionaire or caterer utilized shall operate in compliance with Culpeper County Health Department regulations, and shall possess the proper permit(s), if any, from the Culpeper County Health Department. Any applicant wishing to use a private caterer or concessionaire for any event must provide the business name on the application. Any applicant using a paid vendor such as a concessionaire(s), caterer(s), DJ service, moon bounce company, etc. is required to provide the Department with a Certificate of Liability Insurance from said vendor in the amount of one million dollars (\$1,000,000.00) naming the County of Culpeper, 302 N. Main St, Culpeper, VA. 22701 as an additional insured to the policy, prior to final approval of the application.
13. No money or admission fees shall be collected on the premises at any time without prior approval by the Director.

¹ The term sponsor shall be used to identify any organization or person applying to utilize a County field or facility, and shall be inclusive of its duly elected officer or appointed representative who executes receipt of this form.

14. The number of people in the facility and its rooms shall not exceed established and posted capacities or designee.
15. Live music or DJ's are prohibited without prior written approval by the County of Culpeper Parks and Recreation Director or designee.
16. Set up of a moon bounce or other amusement device requires a 'Special Event Amusement Device Permit' to be obtained through the Culpeper County Building Department and moon bounce requires its own generator.
17. Pet owners must pick up and dispose of their pet's feces. Feces must be securely enclosed in a bag or other wrapping prior to disposal in the trash receptacles provided on site. Pets must be kept on a leash no longer than six feet long, and remain under the control of their handler at all times.
18. To provide "Residency" fees, the applicant must provide two (2) of the following forms of verification: DMV issued Drivers License / Photo Identification; Previous Year "Real" Tax or "Personal Property" Tax Documentation; Voter Registration Card; Utility bill.

Additional terms for Activity Room Rentals

19. A refundable deposit of ten dollars (**\$10.00**) shall be required for the Activity Room key and for the kitchen key (when applicable) and will be refunded upon the return of the key. Key may be picked up one (1) business day prior to scheduled rental (between 8:00am – 4:00pm) and must be returned within one (1) business day of scheduled rental (between 8:00am – 4:00pm), unless other arrangements are made in advance. Failure to return key within the designated time frame will result in the forfeiture of deposit.
20. Up to sixty (60) chairs and fifteen (15) square 4-person tables are provided with your rental. Additional chairs and tables may be separately rented, at the sponsor's own cost. Provided tables and chairs may not be moved from the pavilion area and may not be used on grasses or gravel surfaces. Provided picnic tables may be used on grass or gravel surfaces in the immediate area around the pavilion. All tables and chairs must be returned to their original locations prior to the sponsor vacating the facility. A penalty and additional cleaning fee will be assessed to the sponsor in the event the facility's tables and chairs are used for purposes other than their stated use or in locations other than stated above.
21. All vendors and contractors who provide equipment for a rental must be approved in writing and in advance by the Director or designee.
22. **All Set-up and Clean-up times are included in the Sponsor's reservation times.** Access to the facility prior to or after approved reservation times will result in additional fees.
23. Trash cans, trash bags, push broom, and dust pan will be provided with your rental.
24. No pan or deep frying is allowed in the kitchen.
25. The event sponsor will supply plastic, vinyl or cloth table coverings to protect all dining and serving tables.

I, as an individual or as a duly elected or appointed representative of the referenced (below) organization, do hereby certify that I am authorized to sign this document and to agree to the terms of use and conditions as set forth herein. I further certify that the organization I represent agrees to be financially and legally bound by the conditions of use, and also agrees to protect, indemnify, and defend and hold harmless the County of Culpeper, the Culpeper County Board of Supervisors, and the Culpeper County Parks and Recreation Department, its officers and employees from any and all claims, liabilities, damages and/or costs and fees, including professional fees, directly or indirectly related to the use of the premises utilized by my organization or any of its invitees or guests. I certify that prior to signing this document, I have read and understand these terms of use and conditions. I understand that my organization or I may be required to provide a certificate of liability insurance; and, if required, facility approval WILL NOT BE GRANTED until said certificate is received. I have the authority to sign this application on behalf of my group or organization.

ORGANIZATION NAME: _____

 Print Name

 Signature

 Date