



**Greene County Parks and Recreation  
Park/Facility Rental Form**

**User Type:**  Community-Based  Resident  Non-Resident

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

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

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

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

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

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

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

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

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

Is this a company activity?  Yes  No

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

Will the event be Publicized?  Yes  No

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

Amenity	Resident Fee	Non-Resident Fee
Giuseppe Pavilion	\$30 / half day	\$40 / half day
	\$55 / full day	\$65 / full day
Ruritan Pavilion	\$40 / half day	\$50 / half day
	\$75 / full day	\$85 / full day
Athletic Fields	\$50 / 3 hours	\$75 / 3 hours
GCPR Rec Classroom	\$20 / hour	\$30 / hour
Trails	\$125 / half day	\$150 / half day
	\$250 / full day	\$275 / full day

- \* Pavilion Rentals are available for half day or full day use.
- \* Rental times include set-up and take-down/clean-up time.
- \* Rental applicant must be 21 years of age or older.

**SPECIAL USE PERMIT**

Provisions or special requests must have additional management approval; fee is applicable only if approved.

Will you have a Moon Bounce or inflatable?  
 Yes  No If yes, how many? \_\_\_\_\_

Will there be amplified sound?  
 Yes  No

If yes, explain and identify hours of use:  
 \_\_\_\_\_

Other entertainment/amusements:  
 \_\_\_\_\_

Will there be a collection of money or charging fees either before or during event?  
 Yes  No

**User Type**

**Community Based:**  
 Must be Greene-based and meet the following:  
 1. Free and open to the public/recreation  
 2. 501 © Nonprofit Status  
 3. Youth and/or Senior Related

**Resident:**  
 Any individual who lives within the County limits of Greene County, VA.

**Non-Resident:**  
 Any individual who lives outside the County limits of Greene County, VA.

**Fees**

**Park/Facility Rental** = Fee Due: \$ \_\_\_\_\_  
**Non-Refundable Special Use Permit** = Fee Due: \$ \_\_\_\_\_  
**Total Fees Due:** \$ \_\_\_\_\_

Staff Use Only

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

Cash: \_\_\_\_\_ Credit: \_\_\_\_\_ Check: \_\_\_\_\_

## Facility Usage Policy and Guidelines

### General

The Park/Facility Use Form must be completed and returned with payment to the Greene County Parks and Recreation Department at least two (2) weeks prior to rental. The applicant must be 21 years of age or older to reserve a facility. The applicant must also remain on-site during the event at all times. Pavilion rentals are as follows: morning half day (9am-1pm), afternoon half day (2pm-6pm), full day (9am-6pm). County facilities may not be used for gambling or any illegal activity. Smoking is prohibited inside of buildings. Alcohol is prohibited at all GCPR facilities. GCPR reserves the right to cancel a rental due to weather and/or field conditions.

### 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>. Additional information including game and practice schedules, league policies, and certificate of insurance will be requested at time of reservation.

### Recurring Events

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

### Rental Conflicts

If there is someone occupying your rental space, present this permit to them and ask for cooperation to vacate the space. If further assistance is needed, call GCPR during normal business hours at (434) 422-6059. If assistance is needed during non-business hours, please contact the Greene County Sheriff's Office non-emergency phone number at (434) 985-2222.

### Publicity

All publicity, including event posters, brochures, advertisements must carry name of the individual or group sponsoring the event. Greene County and Greene County Parks and Recreation may not be identified as an event sponsor.

### Decorations

Signs, posters, streamers, and similar items may not be attached to the facility walls. Balloons must be weighted or tied down at all times. Open flamed candles, in addition to, confetti, rice, and silly string are prohibited.

### Custodial

Users are responsible for leaving the facility in the same condition as found. All trash is to be removed from the facility by the end of the activity. This includes removing decorations (without causing any facility damage), rental equipment, walls, tables, signs, etc. Failure to remove trash after rental may result in denial of future facility rentals.

### Cancellation

To receive a facility/field refund, cancellations must be made at least 48 hours in advance.

### Liability

Greene County assumes no responsibility for any property brought onto the premises by the organization, its members, guests, or spectators. The user agrees to hold the County harmless from any and all claims, actions or damages that may arise in connection with the use of the facility/amenity/field. A certificate of liability insurance and a detailed facility use plan may be required.

*The applicant releases and forever discharges Greene County and Greene County Public Schools and their Board Members, officers, agents and employees from any liability arising out of, or in any way connected to, the applicant's pursuant to this Facility Use Contract. I have read the Policies and Guidelines included with this Facility Use Form. I agree to abide by them. I accept full responsibility for any damages to the facility/field or to guests which might occur during this rental.*

\_\_\_\_\_  
Applicant

**Greene County Parks and Recreation**  
P.O. Box 358  
Stanardsville, VA 22973  
(434) 422-6059  
www.playgreene.com