



# Louisa County Parks, Recreation & Tourism

## Facility Use Contract

User Type: ☐ Community-Based ☐ LC Pride ☐ Resident ☐ Non-Resident

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

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

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

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

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

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

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

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

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

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

Will the event be Publicized? ☐ Yes ☐ No

Vendors: ☐ Yes; Type: \_\_\_\_\_ ☐ No

Music: ☐ Yes ☐ No

*If yes, and attendance is over 250, user must complete apply for a Conditional Use Permit with the County.*

Bounce House ☐ Yes ☐ No

*If yes, user must complete a Building Permit.*

Food / Beverage: ☐ Yes (Served to Private Group)

☐ Yes, (Served to the General Public) ☐ No

*If served to the public, user must complete a Temporary Food Permit.*

Equipment	Fee	QTY	Total Fee
Bose PA System & Mic	\$25.00		
Audio / Visual System	\$50.00		
Tables	\$5.00		
Chairs	\$1.00		

List other: \_\_\_\_\_

Facility / Field	Resident Fee	Non-Resident Fee
BQC Gymnasium (8 Tables/40 Chairs)	\$50 / hour	\$75 / hour
BQC Great Room (8 Tables/40 Chairs)	\$50 / hour	\$75 / hour
BQC Meeting Room (4 Tables/20 Chairs)	\$20 / hour	\$30 / hour
BQC Exercise Studio	\$30 / hour	\$45 / hour
Baseball / Softball / Soccer	\$50 / 3 hours	\$75 / 3 hours
BQC Pavilion	\$40 / 3 hours	\$50 / 3 hours
Buckner-Bumpass Pavilion	\$40 / 3 hours	\$50 / 3 hours
Louisa Town Park Pavilion	\$40 / 3 hours	\$50 / 3 hours
Other:		

\*BQC Gym and Great Room must be rented for a minimum of 3 hours.

\*Rental Times Include Set-up Time and Take Down/Clean-Up Time. Failure to adhere to the scheduled departure time will result in an \$75 fee.  
Please initial to acknowledge the departure fee. \_\_\_\_\_

### User Type

Community-Based: Must be Louisa County-Based and meet 2 of the following criteria:

1. Youth and/ or Senior Related
2. Free and Open to the public/ recreation
3. 501 © Nonprofit Status

**User Rate: 50% of regular fees**

(Does not include Pavilion Rentals)

LC Pride: Employees whose employment is 100% funded by the Louisa County Board of Supervisors.

**User Rate: 50% of regular fees**

(Does not include Pavilion Rentals)

### Staff Use Only

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

For more information, please contact Louisa County Parks, Recreation & Tourism at (540) 967- 4420.

## Facility Usage Policy and Guidelines

### General

The Facility Use Form must be completed and returned with payment to the Louisa County Parks, Recreation & Tourism 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. All rentals must end by 10:00pm if they are on the weekend, and by 9:00pm during the week, unless waived in writing by Parks & Recreation Director. Pavilion rentals are daylight hours only. Any reservation requiring a County Special Event Permit will require a submitted form 60 days in advance. County facilities may not be used for gambling or any illegal activity. Smoking is prohibited inside of buildings. Alcohol is prohibited at all of the LCPRT facilities. The Parks, Recreation & Tourism department reserves the right to cancel a rental due to weather and field conditions. All rental fees must be paid with a credit/debit card. Card will be kept on file until after the event.

### Community-Based Sports Organizations

The Application deadline for Community-Based users is January 1st. All other users are approved on a first come, first serve basis after January 15th. Community-Based organizations must submit the following information in addition to Facility Use Form:

\*Schedule of games and practices

\*League Concussion Policy

\*Certificate of insurance in the minimum amount of \$300,000 per aggregate naming Louisa County and Louisa County Public Schools as additionally insured with respect to liability involving the administration, practice or play of activities sanctioned and approved by the group or association providing said insurance certificate.

### Recurring Events

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

### Equipment

Additional tables and chairs other than what is listed per location are available to rent for on and off-site rentals.

### Publicity

All publicity, including event posters, brochures, advertisements must carry name of the individual or group sponsoring the event. Louisa County and Louisa County Parks, Recreation & Tourism 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 will result in a **\$150 facility clean up fee.**

### Cancellation

To receive a facility / field refund, cancellations must be made at least 48 hours in advance. Rental fee refunds will be posted back to the credit/debit card on file.

### Liability

Louisa 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/ field. A certificate of liability insurance and a detailed facility use plan may be required.

*The applicant releases and forever discharges Louisa County and Louisa 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 Guideline 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

\_\_\_\_\_  
Date