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| Policy Number: | Supercedes: n/a | Created By: Matt Spruill, CPRP |
| Subject: Park/Facility Use Permits | Date Issued: October 1, 2009 | Authorization: Kim Turner, CTRS |

A. Application for Park/Facility Use Permit

1. For New Kent County residents, applications are accepted on a first-come, first-served basis no more than a year in advance and no less than thirty (30) days before the requested date. Proof of County residency (driver's license or voter registration card) must be provided with the application for use.
2. Non-County residents may reserve the facility up to six (6) months before the desired date and no less than thirty (30) days before the requested event.
3. Applications for governmental use, other than activities sponsored by the New Kent County Division of Parks and Recreation, will be accepted up to ninety (90) days before the desired date.
4. All applications must be signed by an individual at least 21 years of age. Permission for groups or organizations composed of persons under the age of 21 will be granted only to individuals at least 21 years of age who accept responsibility for supervising the using group or organization. In instances where events are held with participants under the age of 21, one chaperone 21 years of age or older for every twenty-five (25) participants must be present at all times.
5. The applicant or named designee must be on-site during the scheduled event.
6. All rental transactions, including payments, must be made by the applicant. Completed applications and deposits may be submitted at the Parks and Recreation office during regular office hours, Monday through Friday, 8:00 a.m. - 4:30 p.m.
7. The Parks and Facilities Coordinator or designee must approve all entertainment in advance.
8. The Division of Parks and Recreation reserves the right to review, on a case by case basis, each event, program, or performance against the standards listed in the Division of Parks and Recreation Mission Statement.
9. The order of priority for use of the facility is as follows:
 - First: Any activity or use available to the public sponsored by the New Kent County Division of Parks and Recreation.
 - Second: Any non-governmental activity or use.
 - Third: Any governmental use, other than an activity or use sponsored by the New Kent County Division of Parks and Recreation.

The Parks and Facilities Coordinator must approve all applications for facility use before they can be confirmed. Individuals wishing to tour the facility must make an appointment with the Parks and Facilities Coordinator so as not to interfere with events in progress.

B. Reservation Lottery Process

All reservations decided according to the procedures listed below are final.

1. If one or more County residents and one or more non-County residents arrive at the same time and wish to reserve the same date, the County residents will have priority over the non-County residents.
2. If two or more County residents arrive at the same time and wish to apply for the same date, a lottery drawing will be held to decide who is granted use of the facility for that date. This drawing will be held by the staff on-duty in the presence of the participating residents.
3. If two or more non-County residents arrive at the same time and wish to apply for the same date, a lottery drawing will be held to decide who is granted use of the facility for that date. This drawing will be held by the staff on-duty in the presence of the non-County residents.
4. Only one lottery entry is allowed per event.

C. Fees and Deposits

All required fees and deposits are due with rental application. Space and times are not reserved until all fees are paid. (See fee schedule)

1. Any furniture to be arranged or set-ups to be made are the responsibility of the permit holder. The permit holder is also responsible for picking up any keys before their event. For weekend rentals, the key may be picked up the Friday before the event in the Parks and Recreation office between the hours of 8:00am and 4:30pm. The permit holder is responsible for returning the key by close of business on the Monday following their event.
2. A security deposit of \$100 (required only for Quinton Community Center), made payable to County of New Kent, must be submitted with the completed Permit Application, along with any and all rental fees. If the application for use is denied by New Kent County, the full security deposit will be refunded. If the applicant elects to cancel the scheduled event, written notice must be given to the Parks and Recreation office in person or by mail, email, or fax at least thirty (30) days before the event date in order for the security deposit to be refunded. All parties using the facility are responsible for any damage to the facility and its property. If the value of damage exceeds the \$100 deposit fee, the applicant will be assessed additional charges. The security deposit will be refunded by check issued to the applicant except in the following instances:
 - a. Failure to abide by the policies and procedures stated in the Park/Facility Use Permit Guide.
 - b. Any damage is done to the building or facility property.
 - c. Applicant fails to vacate the building by their designated time.
 - d. Applicant fails to meet the following requirements for cleanup:
 1. All materials and equipment brought into the facility, including food and beverages and decorations, must be removed immediately following the event. The County of New Kent and its Division of Parks and Recreation assume no responsibility for any property placed in or on the premises.
 2. Materials and equipment borrowed from the facility, including audiovisual equipment, chairs, tables, etc. must be left in the same condition as before use.

C. Rules for Facility Usage

1. No materials or equipment, including signs or posters, shall be attached to the facility or its property without prior approval from Parks and Recreation. No flammable liquids or materials may be used without prior inspection and approval by the New Kent County Division of Fire and Rescue.
2. Any applicant wishing to use a private caterer for any event must submit the caterer's name with the application. The caterer must follow all state and local regulations governing the serving of food and beverages.
3. No money or admission shall be collected on the premises at any time by a non-governmental user of the facility. The sale of food or drink in facilities is prohibited.
4. Parks and Recreation indoor facilities are smoke free facilities. Smoking is only allowed in designated outdoor areas. All cigarette butts and ashes must be disposed of properly.
5. No rice, glitter, confetti, sparklers, or similar material may be thrown or used inside or outside the facility.
6. If unforeseen circumstances, such as inclement weather or electrical outages, cause the facility to be closed, the Division of Parks and Recreation reserves the right to cancel any scheduled use of the building and notify the applicant.
7. The number of people in the facility and its rooms shall not exceed established and posted capacities.
8. All vendors and rental contractors who provide equipment that the County does not provide must be approved in writing and in advance by the Parks and Recreation Manager or designee.
9. Use of electrical outlets must be approved in advance of rental. There is an additional fee for electrical service. No generators are allowed.
10. Loading and unloading of vehicles must be done from designated parking lot areas. No person shall drive a motor vehicle within or upon any part of a park, parkway, recreation area, or open space, except on designated roadway, parking area, or areas that are designated as temporary parking areas.
11. It is permissible to bring your own UL-listed residential, propane-fueled gas grill to a city park provided that the propane is a maximum 20-lb bottle mounted upright on the grill cart, located no closer than 10 feet from the nearest combustible structure. If more than one grill is to be used in an area, the grills must be separated by at least 5 feet of clear space. An all-purpose ABC-type fire extinguisher is required when using a gas grill. Grills must be attended by an adult at all times. Grills may be restricted in the event of drought conditions.
12. All applicable rules and regulations including State Statutes and County ordinances will be enforced.

D. Alcohol

Anyone wishing to serve alcoholic beverages in a New Kent County Division of Parks and Recreation rental facility must obtain a valid one-day banquet license from the Virginia Department of Alcoholic Beverage Control (ABC) or submit a valid Caterer's ABC License. *For additional information, please call the Parks and Recreation office at (804) 966-8502.*

The applicant must read and abide by the following requirements:

1. The applicant, by signing the Use Permit Application form, agrees to follow all rules and regulations outlined in the **Park/Facility Use Permit Guide** as well as all requirements for operating under a banquet license issued through the Virginia Department of Alcoholic Beverage Control.

2. The applicant must obtain a banquet license from the Virginia Department of Alcoholic Beverage Control, unless the caterer of the event holds a valid Alcoholic Beverage Control Caterer's License. The applicant must present the ABC banquet license or a copy of the Caterer's ABC License to the facility office at least 72 hours before the event.
3. The ABC license shall be posted by the permit holder before the start of the event. No alcohol may be consumed in any area other than the designated area for the event. No alcohol can be stored at the facility before the day of the event. All alcohol must be removed immediately following the event.
4. The Division of Parks and Recreation reserves the right to remove any person(s) from the facility who do not follow the instructions for operating under a banquet license of the Virginia Department of Alcoholic Beverage Control.
5. The permit holder must also furnish insurance for any event in which alcohol is served. An addendum, binder, or rider to their homeowners insurance in lieu of a certificate of insurance is acceptable.
6. New Kent County and its Division of Parks and Recreation, in its sole discretion, reserve the right to prohibit alcohol at any of its parks and facilities.

E. Rules and Information about Picnic Shelter/Pavilion Rentals

Shelter reservations will be accepted Monday through Friday, from 8:00 a.m. to 4:30 p.m. at the New Kent Parks and Recreation Office. Please help keep the shelter(s) and surrounding areas clean for the next group to use. Our shelters are used continuously throughout the day, often with little maintenance time between each group's use. Your assistance in keeping the area clean and ready to use by the next group is greatly appreciated. Please read and adhere to the important information below. Keep this information with you and be sure to take a copy of your reservation receipt and permit with you to your reserved location.

1. Alcoholic beverages are prohibited on Park Property.
2. The Use Permit Application must be filled out completely. Reservations must be received a minimum of five (5) business days prior to the reservation date and no earlier than one (1) year in advance and must be submitted with fees in the full amount. (*See fee schedule*).
3. All requests for date changes must be put in writing and received in the Parks and Recreation office at least two (2) weeks prior to the original reservation date (limited to availability).
4. Parties with reservations will have priority for use of the shelter(s) during the time(s) reserved. Reservation signs will be posted in the shelter(s). However, please take the copy of your reservation receipt and permit with you for verification of reservation on that day. Picnic shelters are available at all other times on a first-come, first-served basis.
5. No fees can be collected within the park without written permission from the Division of Parks and Recreation.
6. You must request in writing to have any of the following:
 - a) Signs, banners, caterers, extra grills, cookers (of any type).
 - b) Permission to place more than 50 people per shelter.
 - c) Weddings.
 - d) Clowns or entertainers

- e) Any other items that the County needs to be aware of.
7. If you wish to use a sports field within a park, you need to make a reservation. Requests must be made noted on the Use Permit Application. A rental fee is charged and if field(s) are available.
 8. If grills are not available on-site, you may bring your own. You must note this on the Use Permit Application form for prior approval from the Division of Parks and Recreation.
 9. No sound system of any type is allowed within the park. This includes boom boxes, bull horns, p.a. systems or any other type of system.
 10. Rentals only include the shelter area and adjacent grills, not the playgrounds or any other area around the shelter. The general public is always welcome within the park.
 11. Refunds are only given in case of inclement weather that hampers use of shelter area. No picnic shelter reservation will be switched to another date or refunded due to rain until the actual reservation date is past. All refund requests must be made in writing to:
New Kent County Parks and Recreation, P.O. Box 50, New Kent, VA 23124.

**NEW KENT COUNTY PARKS AND RECREATION
PARKS AND FACILITIES FEE SCHEDULE**

| Facility: | Resident Fee: |
|------------------------------------|---|
| Athletic Fields Lighting | \$100 per day \$20 per hour |
| Community Rooms | \$10 per hour |
| Gymnasium | \$30 per hour |
| Quinton Community Center | \$50 per hour Not to exceed \$300 |
| Picnic Shelters/Pavilions | \$25 per (4) hour time slot \$50 all day |