

# Facility Rental Application

City of Manassas  
 Parks, Culture & Recreation  
 9431 West Street, Manassas, VA 20110  
 Office Hours: Tuesday – Sunday 10:00 a.m. – 5:00 p.m.  
 Phone #: 703-368-1873  
 Website: www.manassasva.gov/parks



Applicant Contact Information	
Name/Representative:	Organization/Company:
Mailing Address:	Please check one: <input type="checkbox"/> Personal Address <input type="checkbox"/> Business Address
Primary Phone Number:	Email:

## Section A: Event Venue & Park Rentals

Event Venue & Park Rental Information:				
Event Date:	Setup Time:	Start Time:	Cleanup Time:	End Time:
Description of the Event:				
Maximum Attendance:	Please check one: <input type="checkbox"/> Public Event <input type="checkbox"/> Private Event <input type="checkbox"/> Non-Profit Event			
How will your event be advertised?				
Event Venue & Park Rental Facilities: Please check all that apply				
<b>Event Venue:</b> <input type="checkbox"/> Annaburg <input type="checkbox"/> Harris Pavilion <input type="checkbox"/> Liberia House Grounds <input type="checkbox"/> Manassas Museum Lawn	<b>Park Pavilion:</b> <input type="checkbox"/> Byrd Park <input type="checkbox"/> Stonewall Park	<b>Picnic Area:</b> <input type="checkbox"/> Baldwin Park <input type="checkbox"/> Cavalry Run Park <input type="checkbox"/> Kinsley Mill Park <input type="checkbox"/> Winterset Park	<b>Gazebo:</b> <input type="checkbox"/> Harris Pavilion <input type="checkbox"/> Nelson Park	

## Section B: Athletic Facility & Sport Courts

Athletic Facility & Sport Court Rental Information:				
Sport:		Type of Application: <input type="checkbox"/> League/Organization <input type="checkbox"/> Team/Group <input type="checkbox"/> One Time Use		
Start Date:		End Date:		Organization/Group is a Non-Profit: <input type="checkbox"/> Yes <input type="checkbox"/> No
Facility Name:	Day(s) of week:	Start Time:	End Time:	Game/Practice:
Athletic Facilities & Sport Courts: Please check all that apply				
Byrd Park: • 2 Basketball Courts • 3 Diamond Fields • 1 Roller Hockey Court	Cavalry Run Park: • 1 Basketball Court • 2 Tennis/Pickleball Courts	Dean Park: • 2 Lighted Diamond Fields • 4 Tennis/Pickleball Courts • 1 Skate Park	Haydon Elem. School: • 1 Open Field	Jennie Dean Elem. School: • 1 Diamond Field • 1 Lighted Diamond Field • Track
Kinsley Mill Park • 1 Basketball Court • 1 Open Field • 1 Roller Hockey Court	Lee Manor Park • 2 Tennis Courts	Mayfield Interm. School • 1 Open Field	Oakenshaw Park • 1 Basketball Court • 1 Diamond Field	Round Elem. School • 1 Diamond Field • 1 Basketball Court
Stonewall Park: • 2 Basketball Courts • 2 Tennis • 3 Pickleball Courts • 1 Rectangle Field	Weems Elem. School: • 2 Diamond Fields • 2 Basketball Courts	Winterset Park: • 1 Basketball Court		

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### Rules & Regulations:

On behalf of the designated user, the undersigned is aware that there are certain inherent risks involved in using the property (City parks, fields and gymnasiums), including but not limited to the risk of theft or of damage to the user's property and the risk of personal injury from participating in athletic activities. In consideration of being granted permission to use the facilities of the City of Manassas, I hereby assume any and all risks and hazards associated therewith, irrevocably waiving any and all claims. I agree to indemnify, defend, and hold harmless the City of Manassas, its officers, agents, employees, and volunteers, from any and all claims, liabilities, judgments, settlements, losses, costs or charges (including attorney's fees) incurred by the City or any of its officers, agents, employees, or volunteers as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated in any way with the use of property by the user or by the user's members, guests, employees, agents, or invitees.

\_\_\_\_\_ (initials) I, \_\_\_\_\_, am responsible for adhering to, enforcing, all City of Manassas, Parks, Culture & Recreation policies, rules and regulations.

### Facility Rental Fees: *(staff use only)*

Event Venue: <i>(due 45 days prior to event date)</i>	Fees Vary – Refer to Fee Schedule	\$
Hard Surface Court: <i>(due at time of booking)</i>	Fees Vary – Refer to Fee Schedule	\$
Picnic Area: <i>(due at time of booking)</i>	\$25.00/hour	\$
Park Pavilion: <i>(due at time of booking)</i>	\$35.00/hour	\$
Gazebo: <i>(due at time of booking)</i>	\$35.00/hour	\$
Concession Stand: <i>(due at time of booking)</i>	\$40.00/2 hour block	\$ Not available for rental at this time
<b>Subtotal</b>		=\$
Received Date:	Security Deposit <i>(due at time of booking)</i>	\$
Received Date:	<b>TOTAL FEES DUE</b>	=\$

### Approvals & Signatures: *(staff use only)*

<p><b>Required Documents:</b> <i>Insert Date Received</i></p> <p>_____ Application (Complete)                  _____ Certificate of Insurance                  _____ Public Use of Grounds Permit (Approved)                  _____ Special Events Permit (Approved)                  _____ ABC Banquet License                  _____ Health Department Permits                  _____ Umbrella License                  _____ Other Required Inspections/Permits</p>	<p style="text-align: center;"><b>Staff Signatures:</b></p> <p>Received by: _____                  Date: _____</p> <p>Rental Date Held by: _____                  Date: _____</p> <p>Approved Application: _____                  Date: _____</p> <p>Reservation Confirmation #: _____</p>
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### Athletic Field Allocation & Fees: *(staff use only)*

Permit Issue Date:	Permit Expiration Date:	Permit Location:
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**FIELDS WITHOUT LIGHTS:**  
 # Field Use Hours \_\_\_\_\_ - # of Credit Hours \_\_\_\_\_ = \_\_\_\_\_ Total # of Hours x \$4.75 x = \$ \_\_\_\_\_

**LIGHTED FIELDS:**  
 # Field Use Hours \_\_\_\_\_ - # of Credit Hours \_\_\_\_\_ = \_\_\_\_\_ Total # of Hours x \$6.50 x = \$ \_\_\_\_\_

**TOURNAMENT FEES:**  
 \$100 x \_\_\_\_\_ # of Fields x \_\_\_\_\_ # of Days = \$ \_\_\_\_\_ Total Due

*All fees due upon approved field permit.*

**Combined Total Due: \$ \_\_\_\_\_**

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