

Fairfax County Park Authority Permit Application
Park Use Permit and Business Activity License

Park Requested (submit one application per park): _____

Date(s) Requested: _____ Time In: _____ Time Out: _____

Specific Area(s) Requested: _____

Group Name: _____

Group Representative: _____

Group Address: _____
Street City State Zip

Contact Info: (Home) _____ (Work) _____ (Email) _____

Event Name: _____

Number of Participants/Spectators: _____ How will the event be advertised? _____

Additional Details: _____
Please list any information pertaining to your event that is not covered below – attach additional documentation if necessary. A complete description of your event may result in receiving your event permit faster.

Field Rental:

Athletic fields can be requested using this application for use Monday – Friday, 9am - 4:30pm (except holidays). Please list the specific type of field you would like to reserve (diamond, rectangular). The fee to reserve athletic fields is \$40/hour for a grass field and \$90/hour for a synthetic turf field.

Field Type: _____ Reservation Times: _____

Tennis Courts:

Tennis courts can be requested using this application. Please list the number of tennis courts and time you would like to reserve. The fee to reserve tennis courts is \$9/court per hour. Tennis court reservations for Wakefield and Jefferson parks can be made by calling the park directly.

Number of Tennis Courts: _____ Reservation Times: _____

Events:

Events using reservable picnic areas (www.fairfaxcounty.gov/parks/picnics) are approved for use of that picnic area only. Any additional features* require a separate Park Use Permit. The fee for a Park Use Permit is \$25 per application. One application can cover multiple dates or multiple features. Please list the details of any additional features you plan to use.

*Examples of additional features are: tents, moon bounce, carnival ride, amplified sound, etc.
Park Policy Manual: Appendix 7: Regulation 1.01 Amplified Sound – No person shall operate in a park, in a manner audible to others, any device designed to produce, reproduce or amplify sound without the express written permission of the Park Authority

Business Activities:

Business Activities are any activity that uses Park Authority property for the purpose of generating revenue. The fee for a Business Activity License is a \$50 deposit at the time of application, and 15% of the gross revenues due about one month after your event, or monthly for long term usage (the \$50 deposit can be deducted from your final payment). Please list the specific type of Business Activity:

Examples of business activities are: charging fees for participation, admission fees, private lessons, personal training, soliciting or accepting donations, food, concession or merchandise sales, etc. *Note: A separate Health Department permit may be required for food sales.*

Yes No Is your event a charity fundraiser? If yes, please list the name of the charity: _____

Sports Camps/Clinics:

Sports Camps and Clinics are subject to paying the hourly field rental fee in lieu of the Business Activity fees. Field rental fees are \$40/hour for a grass field, \$90/hour for a synthetic field, and \$25/hour per field for lighting. Payment is due in full before a permit will be issued to your group.

Yes No Is your event a sports camp/clinic?

The user hereby agrees to indemnify and hold harmless Fairfax County, the Fairfax County Park Authority, their officers, agents, all employees, and volunteers from any and all claims for bodily injury, and personal injury, and/or property damage, including cost of investigation, all expenses of litigation, including reasonable attorney fees, and the cost of appeals arising out of any claims or suits which result from errors, omissions, or negligent acts of the user, his agents or employees.

Group is responsible for abiding by all FCPA policies, rules and regulations.

Group Representative Signature: _____ Date: _____

Payment Method: Check # _____ (attach) Visa or Master Card

Card Number: _____ Expiration Date: _____

Mail: FCPA – Park Services, Central Services Coordinator, 12055 Government Center Parkway, Suite 927, Fairfax, VA 22035

Fax: (703) 631-2004

Business Office, Central Services Coordinator Phone: 703-324-8516