Fairfax County Park Authority Application for Park Use

FCPA/Business Office, Central Services Coordinator
12055 Government Center Parkway, Suite 927, Fairfax, VA 22035
Phone: (703) 324-8516 / Fax: (703) 653-7012 / Email: FCPAParkPermits@fairfaxcounty.gov
Website: www.fairfaxcounty.gov/parks/permits

Applicant Information:

Name:	Organization/Company Name:
Complete Mailing Address:	
Work Phone:	Cell Phone:
E-Mail Address:	

Activity/Event Details:

Park:		Specific Area Requested:	
Type of Activity:		Event Name:	
Date:		Start Time:	End Time:
Maximum Attendance:		Is this a company activity? YES ☐ NO ☐	
Will food be at your activity?	YES ☐	NO ☐	If yes, explain:
Will you be bringing a BBQ grill?	YES ☐	NO ☐	If yes, indicate propane or charcoal:
Will you need an athletic field?	YES ☐	NO ☐	If yes, what type (Grass/Synthetic)?
Will you need a tennis court?	YES ☐	NO ☐	If yes, how many?
Will you have a moon bounce?	YES ☐	NO ☐	If yes, how many?
Will there be amplified sound?	YES ☐	NO ☐	If yes, describe and identify hours of use:
Will you be posting signs?	YES ☐	NO ☐	If yes, explain:
Will your activity include other entertainment?	YES ☐	NO ☐	If yes, explain:
Will you be selling food or merchandise?	YES ☐	NO ☐	If yes, describe:
Will you charge participation or admission fees?	YES ☐	NO ☐	If yes, explain:
Is this activity a charity fundraiser?	YES ☐	NO ☐	If yes, list name of charity:

Additional Details (attach additional page if more details are necessary):

Fees:

Synthetic Field Rental	$100/hr	x # of hours:	x # of fields:	= Fee Due:
Grass Field Rental	$45/hr	x # of hours:	x # of fields:	= Fee Due:
Tennis Rental	$10/hr	x # of hours:	x # of courts:	= Fee Due:
Tennis Business License	$15/hr	x # of hours:	x # of courts:	= Fee Due:
Group Walk/Run/Trail use		25-99 people - $50, 100-249 people - $100, 250-499 people - $200		= Fee Due:
Special Use Permit	$25/app	Not required if you are applying for Business Activity		= Fee Due:
Business Activity License	$50/app	Not required if paying for Field Rental or Tennis Business License fee		= Fee Due:
Late Application Charge	$25/app	Received less than 30 days from event date– event not guaranteed		= Fee Due:
			TOTAL FEES DUE:	**$** 0.00

Payment Information:

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:
Please do not email credit card information	Card Number:
Payment Method: Check ☐ Visa ☐ MasterCard ☐ Discover ☐	Expiration Date:

Updated 3/19

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General Permit Information:

Application Process:

- Application for a Fairfax County Park Authority Permit must be submitted no less than 30 business days before the event.
- Applications for events that are large in size, and/or include the use of amplified sound systems must be submitted at least forty–five (45) working days prior to the event date.
- All applicable fees must be paid in order to receive a permit for use.
- Permits will only be issued to an adult who will be responsible for the supervision of the entire event.

Late Application Charge:

- If an application is submitted less than 29 business days, but a minimum of 10 business days before the event date, a $25 late charge will be applied. Late applications may be denied if FCPA determines that there is insufficient preparation time for any aspect of the event. The applicant is not charged if the event is not approved. Late application charge will not be applied to First Amendment Special Permit Applications.
- Any permit application must be approved before a permit will be provided. The late charge will be assessed based on the date of request, not the date of approval.
- With 10 business days or less notice before the event date (or 1st date on permit), a group is not eligible for a permit.

Changes to a Permit:

- Any change to an issued permit must be approved before a new permit will be provided. The change fee will be assessed based on the date of request, not the date of approval.
- An approved change to an existing permit will be granted with a minimum of 10 working days' notice for a $25 fee.
- With 10 working days or less before the event date (or 1st date on permit), a group is not eligible to receive a change in date, time or location for an issued permit.

Business Activity License:

Fees: $50 or 15% of gross revenue, which ever is greater. The $50 minimum must be submitted at the time of application. One application and fee due per park.

A permit is required for any activity that uses Park Authority property for the purpose of generating revenue.

- A financial statement will be provided with your permit and must be completed and returned to the Park Authority with the balance due one month after your event (or monthly for long term usage).
- All vendors are responsible for collecting and paying applicable state sales tax and applying for other required permits with the county or state.

Special Use Permit :

Fees: $25 per application fee must be submitted at the time of application.

- One application and fee due per park, regardless of the number of features requested from the list below:
- Features such as a moon bounce, dunk tank, carnival rides, or pony rides, etc. at an event on Park Authority property, regardless of the size of the group.
- Any gathering of more than 75 persons upon property, or 25 persons upon trails. Or "public gathering", such as a demonstration, picketing, speech making, vigils, parades, ceremonies, meetings, rallies, entertainment, games, shows, concerts, and all other forms of public assembly.
- An organized activity in any natural area on Park Authority property, regardless of group size. Supplemental form for use of a natural area may be required.

Group Walk/Run Use fee:

Fees: 25-99 people - $50, 100-249 people - $100, 250-499 people - $200

Group Walk/Run trail use fees apply to an activity on trails, parts of trails, or park paths, whether or not the event begins or ends on park property. These fees are not charged for school cross country practices, but are applicable to all cross country meets held on park property. These fees are in addition to any other applicable fees.

Athletic Field Reservation:

Fees: $45 per hour for grass field, $100 per hour for synthetic field, additional $25 per hour for lights.

- Athletic fields may be reserved only for the sport for which they were designed.
- Athletic fields are reserved through the Park Authority Monday – Friday, 9am - 5pm (except holidays) and for any for-profit use. For use outside of these times for non-profit groups, please call 703-324-5533 or visit www.fairfaxcounty.gov/ncs

Tennis Court Rental :

Fees: $10 per court per hour **Fees:** $15 per court per hour for business use (any group or event charging participation/admission fees, donations, etc.)

- Permits will be issued for long term use or tournaments only (minimum of 3 hours rented per application). All other use of Fairfax County tennis courts is first come, first served.