

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

General Permit Information:

Application Process: Application for a Fairfax County Park Authority Permit must be submitted no less than thirty (30) working days prior to 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.

Changes to a Permit:

- Once you receive an issued permit, there is no fee to change your date, time or location to another Fairfax County Park if the request is made more than 30 working days in advance of the event date (or 1st date on permit).
- An approved change to an existing permit will be granted with a minimum of 10 working days' notice for a \$25 fee.
- 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.
- 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, whichever 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.
- All food vendors are responsible for contacting the Fairfax County Health Department (703-246-2444) to arrange for permits and inspections.

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.
- A "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.
- Any public gathering of more than 75 persons upon property, or 25 persons upon trails.
- 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.

Athletic Field Reservation:

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

- Hourly rental fee is required in order to receive a permit.
- 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).
- Hourly court rental fee is required in order to receive a permit.
- All other use of Fairfax County tennis courts is first come, first served.

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Applicant Information:

Name:	Organization/Company Name:
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 <input type="checkbox"/> NO <input type="checkbox"/>		
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 Court Rental	\$10/hr	x # of hours:	x # of courts:	= Fee Due:
Tennis Court Business License	\$15/hr	x # of hours:	x # of courts:	= Fee Due:
Special Use Permit Fee	\$25/app	Not required if you are also having a Business Activity		= Fee Due:
Business Activity License	\$50/app	Not required if you are paying for Field Rental or Tennis Business License fee		= Fee Due:
TOTAL FEES DUE:				\$

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 <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/>	Expiration Date: