

## PICNIC SHELTER FACILITY REQUEST FORM

<b>Picnic Shelter Capacity:</b> <b>Reservation Fees:</b> <b>\$125 Residents / \$250 Non-residents</b>				Westover	50 maximum	VA Highlands	100 maximum
				Glencarlyn 2	100 maximum	Barcroft	200 maximum
				Lacy Woods	100 maximum	Bluemont	200 maximum
				Alcova Heights	50 maximum	Jennie Dean	50 maximum
Fort Scott	50 maximum	Tyrol Hills	50 maximum	Quincy	100 maximum	Glencarlyn 1	200 maximum

Picnic Shelter Requested: \_\_\_\_\_  
 Date(s) Requested: \_\_\_\_\_ Specific Area Requested Within Park: \_\_\_\_\_  
 Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_ Number of Participants: \_\_\_\_\_

### PERMIT HOLDER INFORMATION:

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 H-Ph: \_\_\_\_\_ W-Ph: \_\_\_\_\_ C-Ph: \_\_\_\_\_  
 Emer.-Ph \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Organization /Group Name: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Detailed Description of Event: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Special Provisions and Additional Request: \_\_\_\_\_

**Groups wishing to use a catering service or use special equipment (tents, dunking tanks, moon bounce, carnival rides, ponies, etc.) must obtain permission from the designated Parks and Natural Resources Division, Team Leader.** The team leaders are as follows: **Bob Upton (703) 228-7632** for the use of Barcroft, Glencarlyn 1 & 2, Tyrol Hills and Jennie Dean; **Dan Richards (703) 228-6524** for the use of Lacey Woods; **Kasey Spriggs (703) 228-7982** for use of Lubber Run, Bon Air, Bluemont, Quincy, VA Highlands, Alcova Heights, Fort Scott and Virginia Highlands..

**The Picnic Shelter Facility Request Form must be submitted with payment in full prior to receiving a Picnic Shelter Facility Permit. No reservation is considered valid until a permit has been issued. Please make all checks and Money Orders payable to: Treasurer, Arlington County.**

Reservation Fee: Residents: \$ 125 Non-residents: \$250 Total Amount Due: \$ \_\_\_\_\_  
 Payment Method: Discover: \_\_\_\_\_ MasterCard: \_\_\_\_\_ Visa: \_\_\_\_\_ Due Date: \_\_\_\_\_  
 Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Check Enclosed: \$ \_\_\_\_\_

### Rules and Regulations for Use of Picnic Shelters

1. Park Shelter reservations are final upon completion of the application, payment and the necessary approvals.
2. There will be no rain dates or refunds issued for any reason other than cancellation by DPRCR. In this case, all fees are refunded.
3. All permits are non-transferable. The permit holder is responsible for the conduct of his/her group. Failure to comply will void the permit. The original Picnic Shelter Facility Permit must be in the possession of the group leader at the shelter site.
4. Possession of Alcoholic beverages or illegal substances is prohibited in Arlington County Parks.
5. All trash, rubbish or any other refuse must be disposed of in the proper receptacles. Glass containers are prohibited. Please recycle whenever possible.
6. Amplification of any kind must comply with County code and receive prior approval by PRCR.
7. Please park cars in designated areas. Do not park on grass areas or interfere with bike trails and residential driveways. It is important to note that parking is not guaranteed and is on a first come, first serve basis.
8. All fires are to be built only in grills.
9. If issues arise (i.e.: non-permitted group will not relinquish shelter) or maintenance emergencies occur and a park staff member is not present onsite, please contact the Roving Facility Monitor at (571) 238-0265. Non-emergency maintenance issues should be reported to Park Maintenance (703) 228-6525.

*The undersigned is aware that there are certain inherent risks involved in participating on Arlington County facilities including but not limited to the risk of theft or of damage to my property, and the risk of personal injury from participating in athletic activities. In consideration of my being granted permission to participate in these activities and to use the facilities of Arlington County, and/or other activities and services provided by the Arlington County Department of Parks, Recreation and Cultural Resources, its agents and employees, including food service, I, on behalf of myself, my executors, administrators, heirs, next of kin, and successors, hereby covenant to hold harmless and indemnify the County and all of its officers, departments, agencies, agents and employees from any and all claims, losses, damages, injuries, fines, penalties, and costs (including court costs and attorney's fees), charges liabilities, or exposures, however caused, resulting from or arising out of or in any way connected to my or my family's participation in the above described activity. I have read and understand this HOLD HARMLESS AGREEMENT and by my signature agree to its terms.*

Permit Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_