



DUMFRIES, VIRGINIA

John Wilmer Porter Building
17739 Main Street, Suite 200
Dumfries, Virginia 22026-2386
703-221-3400

www.dumfriesva.gov

date stamp

paid stamp

Taxes current ☐ Yes ☐ No

PARK RESERVATION APPLICATION

Park Requested:

Reservation Fees:

Reservation request is honored on a first-come, first-served basis and will not be processed or guaranteed without payment.

☐

Garrison Park

Fees can be obtained by accessing the Town's adopted Fee Schedule

☐

Ginn Park

Proof of residency is required at the time of registration. This can be in the form of a driver's license, vehicle registration, or other government issued document

Office Use Only

Approved by: _____

Date: _____

Date Requested: _____ Time (start): _____ (finish) _____

Estimated number of people: _____ Type of activity (picnic, wedding, etc.): _____

Name of Person Filing Application: _____

Group/Organization Name (if none, write N/A): _____

Mailing Address: _____

Email Address: _____

Please read the "Town of Dumfries Park Rules and Regulations" on the back of this application form

The undersigned is aware that there are certain inherent risks involved in using Town parks, 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 use the facilities of the Town of Dumfries, I hereby assume any and all risks and hazards associated therewith and irrevocably waiving any and all claims. I agree to indemnify, defend, and hold harmless the Town of Dumfries, its officers, agents, all employees, and volunteers from any and all claims, liabilities, judgments, settlements, losses, costs or charges (including attorney's fees) incurred by the Town 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. In addition, I further understand that I am subject to having my photograph taken while in the park for advertising in promotional brochures, publications, and the Town's website.

Signature**

Date

**Person/organization listed above is responsible for abiding by all Town of Dumfries rules and regulations, including all of the rules listed on the back of this application. By signing this application, you acknowledge you have read and will abide by all of the rules listed on the Park Rules Sheet.

TOWN OF DUMFRIES - PARK RULES AND REGULATIONS

1. **Please have a copy of the completed and approved reservation form with you for verification purposes should you be asked to provide proof of your rental date and time.**
2. All decorations and/or signs brought in by the individual(s) reserving the park must be REMOVED within the time frame indicated on the application form. If any materials are left on the premises, the person/organization who made the reservation shall be fined by the Town an amount based on how much clean-up is required by Town staff.
3. For Ginn Memorial Park, an approved application reserves the picnic area, tables, grills, horseshoe pits, chess table, basketball court, and 80-yard field. The remainder of the park, including the playground is open to the general public.
4. Town Code requires that all dogs be kept on a leash at all times and the owner is responsible for cleaning up after them. Dogs are not permitted on athletic fields or playgrounds unless they are registered as an assistance dog.
5. The reserved facility or area is subject to inspection at any time by an authorized Town representative to assure compliance with applicable Park Regulations and Rules.
6. No amplified music is permitted during the event. All amplified sound, including DJ's or any other noise-producing device that may disturb neighboring property owners, is prohibited. All other music and noise associated with the event shall not exceed 60 dBA, to be measured at the property line.
7. Possession or consumption of alcoholic beverages or illegal drugs is strictly **PROHIBITED**.
8. Fireworks, weapons, and glass bottles of any type are not permitted in Town parks.
9. Personal grills or open fires are not permitted by order of the Prince William County Fire Marshal. Only grills supplied by the Town are permitted and must be fully extinguished after use. Additionally, park grills must be cleaned before vacating the premises. All litter must be placed in trash receptacles during the event and removed by the event organizers at the end of the event. .
10. The removal of Town-owned tables from rented area is prohibited.
11. The rented site must be vacated by time specified on contract.
12. The use of tape, glue, nails, tacks, screws, staples, or other fasteners that may scratch or otherwise damage surfaces of picnic shelters, pavilions, or trees are prohibited. No signs, including banners, may be affixed to park equipment and park fence posts.
13. **Rental cancellation fees: A written cancellation request received within 7 working days of the rental date shall be granted a refund of the rental fee. A reservation that is cancelled with less than 7 working days notice will not receive a refund.**
14. The following activities are not permitted in any Town park (unless approved by the Community Services Director):
 - a) Operation of special amusement such as carnival rides, pony rides, dunk tanks, moon bounce, or similar activities.
 - b) Overnight camping fires, construction of tents, canopies, inflatable amusements, or other temporary structures
 - c) Sale of food, beverages, other goods or services
 - d) Charging of fees for any activities or services
15. Vehicles are not permitted on the grass.
16. Any damage due to misuse will be the responsibility of the individual/organization who is named on the application form, and future use of facilities will may be jeopardized.
17. If there is someone occupying your reserved space, present the approved reservation form to them and ask them to vacate. If you need further assistance, please contact the Dumfries Police Department at 703-221-1111. The Police Department has access to the reservation calendar and will be able to provide that information upon request.
18. Please report any vandalism of the Town Parks