



Town of Luray

Facilities Usage Form

Name of Applicant: _____ Date of Application: _____

Name/Location of the Requested Town Facility: _____

Dates and Times of Requested Use: _____

Activity/Event for which this Use is Requested: _____

Name of Organization: _____

Address of Organization: _____

Title of Applicant within the Organization: _____

Mailing Address (If different than Organization's): _____

Phone Number: _____ Alternative Phone Number: _____ Email: _____

Is this a Public _____ or Private _____ event? Approximate Number of Users/Attendees: _____

General Notes:

- a) It is understood that the applicant and all users will comply with all rules and regulations of the Town of Luray. If approval is granted, the applicant and users agree to be responsible for *any* and *all* damages that occur to the facilities used.
- b.) All final arrangements must be coordinated with the Parks & Recreation Superintendent, Assistant Superintendent, and staff.
- c.) Absolutely **no alcoholic beverages** are permitted on Town property. Certain areas are also designated to be tobacco-free zones, and must be adhered to at all times.
- d.) All users must exhibit responsible behavior and use appropriate language.
- e.) Town Staff members have the final say in Facility Usage.
- f.) **Failure to abide by all rules and regulations may result in forfeiture of facility usage, and on occasion, more serious penalties may apply.**

Facilities Use Agreement and General Release In consideration for being permitted to use the facilities of the Town of Luray, the applicant expressly exempts and releases the Town, its officers, employees, insurers, and self-insurance pool, from and against all liability, claims, and demands, on account of injury, loss, or damage, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, or death, that the user may incur as a result of such use, whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the part of the Town of Luray, Virginia, its officers, or its employees, or from any other cause whatsoever. It is agreed and understood that use of the facilities shall be in compliance with all rules and regulations of the Town, and any event sponsor if applicable, and that any failure to do so shall result in the loss of the privilege to use the facilities of the Town, without refund.

Signature of Applicant: _____ Date: _____

ALL APPLICATIONS ARE DUE TO THE TOWN OFFICE AT LEAST FIVE (5) WORK DAYS PRIOR TO THE EVENT

Administrative Use Only

Fees Due: \$ _____ Fees Waived _____ Date Fees Paid _____ Deposit Due: \$ _____

Deposit Waived _____ Date Deposit Paid _____ Indemnification/Release Executed _____

Certificate of Insurance Provided _____ List of Teams/Users Provided _____

Approval by Parks Superintendent: _____ Date: _____

Approval by Town Manager: _____ Date: _____