

**TOWN OF LURAY**  
**45 East Main Street Luray, Virginia 22835**  
**(540) 743-5511 (540) 743-1486 - FAX**  
[www.townofluray.com](http://www.townofluray.com)

**APPLICATION FOR USE OF FACILITIES**  
(Please Print Clearly in Ink)

Date of Application: \_\_\_\_\_ Name of Applicant: \_\_\_\_\_

1.) Name/Location of the Requested Facility: \_\_\_\_\_

2.) Dates and Times of Requested Use: \_\_\_\_\_  
\_\_\_\_\_

3.) Activity/Event for which this Use is Requested: \_\_\_\_\_

4.) Name & Address of the Sponsoring Organization: \_\_\_\_\_

5.) Title of Applicant within the Organization: \_\_\_\_\_

6.) Address of Applicant/Organization: \_\_\_\_\_

7.) Phone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

8.) Is this a Public \_\_\_\_\_ or Private \_\_\_\_\_ event? Approximate Number of Users/Attendees: \_\_\_\_\_

9.) **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 worked out with the Parks & Recreation Director and staff.
- c.) Absolutely no alcoholic beverages are allowed on Town property. Certain areas are 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 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: \_\_\_\_\_ *Version Date: 08/09/2011*

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

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**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 Director: \_\_\_\_\_ Date: \_\_\_\_\_

Approval by Town Manager: \_\_\_\_\_ Date: \_\_\_\_\_