

TOWN OF LURAY

45 East Main Street Luray, Virginia 22835
(540) 743-5511 FAX – (540) 743-1486
www.townofluray.com

RALPH H. DEAN RECREATION FOOTBALL FIELD FACILITY USAGE FEE SCHEDULE & APPLICATION

Version Date: 11/14/2016

FIELD & FACILITY RESERVATIONS (Check box to indicate your usage needs)

Football Field Press box #3

**Football field and Press box are free of charge to reserve with submission and approval of a Facility Use Application.*

FIELD & FACILITY PREPARATIONS

Description of Services: Luray Parks & Recreation Department will line and prepare the football field once a week, turn on and off field lights as needed, remove garbage from all receptacles, provide access to appropriate facilities as needed, make all field and facility usage decisions including inclement weather play decisions, as well as setup and take down bleachers and fencing at the beginning and end of the season.

**For any fields needing to be relined *before or during* a game or championship tournament:
(Check box to indicate your field preparation needs)**

Your organization may reline the fields using the Town of Luray's equipment at no cost.
 Luray Parks & Recreation Staff can reline the fields and charge a \$15 Field Preparation Fee.

NOTES

- Your organization's schedule to be submitted to Luray Parks & Recreation Staff 2 weeks prior to season start.
- Concession Stands may be staffed by an outside entity which is at the discretion of the Town of Luray.
- Please encourage all Coaches, players, and spectators to properly dispose of garbage in provided receptacles.

APPROVED PAYMENT METHODS

*Cash, Personal Check, Money Order, Cashier's Check, Credit Card, and Debit Card.

**Returned checks are subject to a \$35.00 fee, and a future requirement for facility usage payments to be made by cash or cashier's check only.*

REQUIRED SUBMITTALS

____ Facility Use Application and Requested Fees
____ Indemnification/Release Form by the Applicant
____ Separate Indemnification/Release Form by the Participants (first day of usage)
____ Certificate of Insurance (\$300,000 per occurrence, \$1 million total)

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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.
- g.) It is understood that it is the responsibility of the applicant to complete an evaluation with the recreation attendant or park staff at the conclusion of the event. If the facility is not left in satisfactory condition, you will be charged time/materials to return the facility into original condition. No future reservations can be made until the fee is paid. The applicant also assumes responsibility for set up and clean up and agrees to pay additional fees for use beyond the original time agreed upon.
- 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: 12/30/2014*

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

Administrative Use Only: Fees Due: \$ _____ Date Fees Paid _____
Deposit Due: \$ _____ Deposit Waived _____ Date Deposit Paid/Refunded _____

Indemnification/Release: Executed _____ Certificate of Insurance Provided _____ List of Teams/Users Provided _____

Approval by Parks Director: _____ Date: _____

Approval by Town Manager: _____ Date: _____

Please submit the Facility Use Fee Schedule & Application, Field Preparation Fees, and Deposits to:
Town of Luray Parks and Recreation Department
45 East Main Street
P.O. Box 629
Luray, Virginia 22835