

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

**TOURNAMENT FACILITY USAGE FEE SCHEDULE & APPLICATION**

Version Date: 12/23/2015

**FIELD & FACILITY RESERVATIONS:**

*Field Usage	Per Field/Per Day	\$50.00
*Field Usage with Lights	Per Field/Per Day	\$75.00

*\*Field Usage includes press box and restrooms.*

*\*\*Field 5 Press Box requires a separate \$100 Cleaning Deposit check (refundable within five (5) work days after the event).*

**NOTES:**

- Concession Stands will be staffed by an outside entity.
- Town Staff will prepare ball fields only prior to tournament play, turn on and off field lights, provide periodic restroom cleaning and stocking as well as removal of garbage from all receptacles, provide access to appropriate facilities, and make all field and facility usage decisions including inclement weather play decisions.
- 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.

*\*Payment required at the Town Office within forty-eight (48) hours of Application Approval, but at least one (1) work day before the event.*

**RETURNED CHECKS:**

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 Usage Form 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: 12/23/2014*

**\*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: \$ \_\_\_\_\_ 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 Application and Deposits to:  
Town of Luray Parks and Recreation Department  
45 East Main Street  
P.O. Box 629  
Luray, Virginia 22835