

***Before completing this form, download and save to your computer**



City of Lynchburg
Parks and Recreation Department
301 Grove Street
Lynchburg, VA 24501
www.LynchburgParksAndRec.com
(434) 455-5858

OFFICE USE ONLY

Permit No. _____
Date Received: _____
Event Date: _____
Receipt No. _____

FOOTBALL STADIUM AGREEMENT

Name of Applicant: _____ Day Time Phone: _____

Name of Organization: _____ Email: _____

Address: _____
Street City State Zip Code

Date(s) of Rental: _____ Hours of Rental¹: _____ to: _____

Hours of Event (If different from Hours of Rental): _____ to: _____

Services Fees Provided

- Marking of Field _____ Days \$180.00 _____
- Scoreboard _____ Days \$25.00 _____
- PA System _____ Days \$40.00 _____
- Lights _____ Days \$45.00 _____
- Additional Employees² _____ Days \$50.00 each _____
- Clean Up of Stadium _____ Days \$260.00 _____

Total of Selected Services _____

(To be Determined by Parks and Rec) Facility Use Fee: 10% of Gate of \$160.00³ _____

Grand Total _____

Note: Services may be performed by lessee with the City's approval; however, if services do not meet the City's standards, the lessee will be billed for services. Initial here _____

I, _____, have received and read a copy of the Stadium Access Policy and I understand that I will be financially responsible for any damages to the field and/or stadium. Upon approval of this application the undersigned must employ no less than _____ off-duty Police Officers⁴ and _____ off-duty Fire Marshals⁴.

Upon approval, the applicant must obtain general liability insurance coverage in the amount of \$1,000,000.00 naming the City of Lynchburg, its employees, officers and agents as insured parties for the purpose of personal injury, property damage and/or bodily injury.

This agreement is made subject to the special conditions applicable to the rental of city property hereto attached and made hereof. By signing this application, the signee hereby certifies that he/she has read and understood all conditions and agrees to abide by the aforementioned conditions.

Payment is due Five (5) Working Days in advance of Rental Date. All payments shall be made in the form of cash, check or money order made payable to the City of Lynchburg.

Signature of Applicant: _____

Date: _____

Signature of City Representative: _____

Date: _____

Will this event be advertised? Yes No ✓ IF YES, CHECK BOX PROVIDED

- | | |
|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Flyers |
| <input type="checkbox"/> Television | <input type="checkbox"/> Banners |
| <input type="checkbox"/> Radio | <input type="checkbox"/> Other _____ |

☒ IMPORTANT NOTICE: ALL ADVERTIZED EVENTS THAT TAKE PLACE ON PARKS & RECREATION MANAGED PROPERTIES MUST CLEARLY DENOTE THE NAME OF THE SPONSORING ORGANIZATION ON ANY AND ALL ADVERTIZEMENTS, AND SUCH ADVERTIZEMENTS SHALL CONFORM TO ALL CITY ORDINANCES/PARK RULES WHERE APPLICABLE (SUCH AS BANNER AND ZONING POLICIES).

Please Describe Your Activity in the Space Provided Below (Attach Additional Sheets as Necessary):

Have you received (and read) a copy of Park Rules? Yes _____ ✓ PLEASE INITIAL NEXT TO BOX

Have you received (and read) a copy of the Shelter Use Policy? Yes _____ ✓ PLEASE INITIAL NEXT TO BOX

Copy of Certificate of Insurance (COI) Attached for Activity/Event Sponsor? Yes _____ ✓ PLEASE INITIAL NEXT TO BOX

General Park Rules:

1. No trespassing after posted park hours.
2. Alcoholic beverages and/or other controlled substances are prohibited.
3. Pets must be restrained and on a leash at all times.
4. The amplification of music, speeches, or any other sound audible beyond 50 feet is prohibited except upon written permission from the Director of Parks & Recreation.
5. Motorized vehicles are prohibited except in designated parking area or by permit.
6. No vehicles allowed in the City parks after posted hours of operation.
7. No littering or glass containers allowed.
8. The collection, destruction, and/or removal of plants, animals, minerals, or historical/cultural items are strictly forbidden.
9. No camping or open fires permitted except in areas designated for such use.

¹ Hours of rental shall include prep and post event times.

² \$50.00 payment is based upon 2 hour minimum fee per 2 employees. Additional charges may be applied as necessary.

³ \$160.00 is minimum stadium user fee per day.

⁴ It is the responsibility of the signee to insure that said number of Police/Fire personnel are on site during the aforementioned event, and that all payments are made in a timely manner in accordance with each department's policies and procedures.