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

OFFICE USE ONLY	
<input type="checkbox"/>	Simple Use
<input type="checkbox"/>	Expanded Use
<input type="checkbox"/>	Special Event

FACILITY AND PARK USE QUESTIONNAIRE

The city permits and encourages use of its public parks and facilities for small to medium sized events and gatherings. In some cases, fees may apply. Also, advance notification and a permit are required from the Parks and Recreation Department. In order to determine which type of permit is needed for your event or activity and to provide you the best possible service, please answer the following questions.

Primary Contact: _____ **Date of event:** _____

Please check the facility desired below:

PICNIC SHELTERS	COMMUNITY CENTERS
<input type="checkbox"/> Blackwater Creek Athletic Area – Large Shelter	<input type="checkbox"/> College Hill Community Center
<input type="checkbox"/> Jefferson Park – Large Shelter	<input type="checkbox"/> Daniel’s Hill Community Center
<input type="checkbox"/> Miller Park – Large Shelter #1	<input type="checkbox"/> Diamond Hill Community Center
<input type="checkbox"/> Miller Park – Small Shelter #2	<input type="checkbox"/> Fairview Heights Community Center
<input type="checkbox"/> Peaks View Park – Large Shelter #1	<input type="checkbox"/> Jefferson Park Community Center
<input type="checkbox"/> Peaks View Park – Small Shelter #2	<input type="checkbox"/> Miller Park Community Center
<input type="checkbox"/> Riverside Park – Small Shelter #1	<input type="checkbox"/> Yoder Community Center
<input type="checkbox"/> Riverside Park – Small Shelter #2	<input type="checkbox"/> Other _____
<input type="checkbox"/> Riverside Park – Gazebo	

(Please note that alcoholic beverages are not allowed in City parks or centers)

- | | | |
|---|------------------------------|-----------------------------|
| Do you plan to use/hire a commercial caterer that will need vehicular access? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you expect more than 300 persons at your event? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will you or any company or individual hired by you | | |
| Sell food or beverages? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Provide live music or large scale entertainment? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Provide or erect mechanical or inflatable amusement rides? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Erect tents, canopies or other temporary structures during the event? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will you have animals or livestock (other than dogs on leash or service animals)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you answered “Yes” to any of the questions above, yours is likely an Expanded Use of the City park or facility, or a simple use permit that requires insurance. If you answered “No” to all of the questions above, yours is likely a Simple Use of the City park or facility. The City reserves the right to require additional permits as needed.

Applicant: _____

Date: _____