

Post Office Box A, Amelia, VA 23002

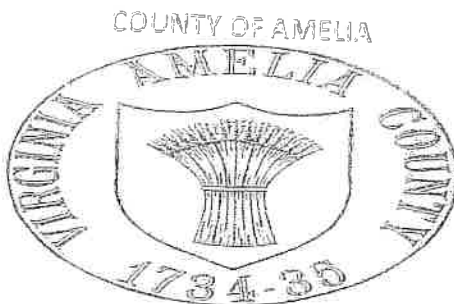
Telephone: (804) 561-4100

Facsimile: (804) 561-1813

OFFICE OF COUNTY ADMINSTRATOR

ACTIVITIES MUST BE OVER BY 10PM

CLEANED UP AND OUT BY 11PM



Tables: _____

Chairs: _____

Setup Start Time: _____

No. of People: _____

Start Time: _____

COUNTY CURFEW: 11PM

APPLICATION FOR USE OF AMELIA COUNTY PROPERTY

PRIVATE PARTY ORGANIZATION _____ OTHER _____

DATE(S): _____ (ONLY 5 HOURS TOTAL USE): TIME OF USE: _____

TO BE RESERVED: STAGE GYM TABLES CHAIRS CLASSROOM 1OR2 KITCHEN FIELD

OTHER: _____

INTERIOR _____ EXTERIOR _____ RESTROOMS ONLY _____ (1 hour for set-up, 3 hours for event, 1 hour for clean-up)

EVENT TO BE STAGED: _____

NAME OF—PRINCIPAL CONTACT & RECIPIENT: _____

TELEPHONE NO. HOME: _____ OFFICE: _____

INSURANCE: Yes _____ No _____ BUILDING USE FEE CHARGED: Yes _____ No _____ PERMITS REQUIRED: Yes _____ No _____
(State, Federal, Local)

I (We) have read the Building and Property use Policies, approved by the Board of Supervisors of Amelia County, and fully understand their content. I (we) agree to abide by the policies and agree to all requirements and stipulations contained therein. NO ALCOHOL OR ILLEGAL DRUGS OR PETS ALLOWED.. You must have approval for any outside vendors or equipment.

Usage of Building Fee: \$100.00

(5 hours = 1 hour decorate, 3 hours for the party, 1 hour to cleanup)

Make checks payable to:

Amelia County Treasurer (ACT)

Receipt No. _____

Check No. _____ **Cash:** _____

Kitchen: Yes _____ No _____

Classroom #1: Yes _____ No _____

Classroom #2: Yes _____ No _____

Skates: _____ Number @ \$3.00 ea.

Music/PA/Boise: Yes _____ No _____

Misc.: _____

Witness: _____

Date: _____

Signature of Applicant: _____

Print Name: _____

Address: _____

(MUST BE APPROVED BY ACP&R DIRECTOR)

APPROVED BY: _____

Amelia County Parks & Recreation

Use of Gym Rules & Sporting Events Guidelines

*Rules & *Consequences

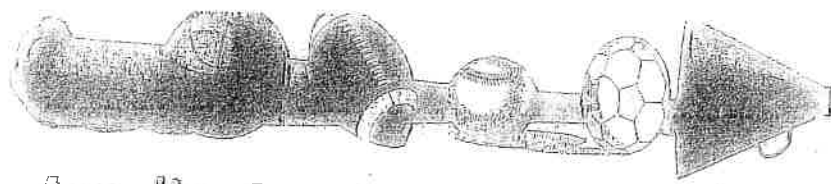
1. Vandalism/destruction of Amelia County Parks & Recreation, building, property or equipment.
 - * Any person caught or found stealing or breaking in to property will be immediately removed from the gym or event and the authorities will be contacted, and could be suspended for one (1) year.
2. No Weapons of any kind are permitted on county property.
 - * Suspension from the gym, property and events for one (1) year and authorities will be contacted.
3. No Fighting
 - * Will be suspended for 60 days.
4. No Alcohol/Drugs of any kind are permitted on county property.
 - * Suspended for one (1) year.
5. No Smoking in buildings or in the fenced in areas @ the fields.
 - * 1st - warning
 - * 2nd - asked to leave
 - * 3rd - suspended from property for one (1) week.
 - * Underage smoking suspended from property and events for thirty (30) days.
6. No Abusive Language toward Officials, Coaches, Players or Spectators.
 - * 1st - verbal warning
 - * 2nd - written letter and asked to leave property.
 - * 3rd - suspended from event or season.
- No Horse playing
 - * 1st - warning
 - * 2nd - asked to leave (players will sit out a game)
 - * 3rd - suspended for one (1) week
8. No Loud Music Inside or Outside
 - * Will be asked to immediately turn off music
9. Equipment must be signed out before you will be allowed to use it!
10. Return all equipment
 - * Will not be able to use gym or equipment until all borrowed items are returned.
11. No one is allowed in office without permission
 - * Will be asked to leave (must knock on office door)
12. T-shirts and shoes must be worn at all times
 - * Will be asked to put on shirt/shoes or asked to leave
13. Non-marking shoes or sneakers must be worn on court
 - * Will be asked to leave the court
14. No one other than players and Coaches are allowed on court or field during a practice or game
 - * 1st - Will be asked to leave the field or court
 - * 2nd - Will be asked to leave the field or court
 - * 3rd - Suspended for one (1) week
15. All trash must be placed in the bins inside and outside of building and property.
16. Coaches are not allowed to smoke in the presence of their players.

* AMELIA COUNTY PARKS & RECREATION RESERVES THE RIGHT TO CONTACT THE LOCAL AUTHORITY AGENCY WHENEVER WE DEEM NECESSARY.
* I HAVE READ, UNDERSTOOD AND AGREE TO ABIDE BY THE AMELIA COUNTY PARKS & RECREATION CODE OF CONDUCT AND RULES.

Print Name: _____

Signature: _____

Date: _____



Amelia County Parks & Recreation

Glen Wilkerson, Director

P. O. Box A

Amelia Virginia 23002

*If you are interested in reserving the facility for weddings, events, meetings or non profit group programs?
Please call (804) 561-4100 for more information.*

RULES AND INFORMATION ABOUT RESERVATIONS

AT

Amelia County Parks & Recreation (ACP&R)

Please read and adhere to the important information below. Keep this information with you and be sure to take a copy of your reservation receipt and permit with you to your reserved location.

- Please help keep the facility and its classroom(s) and surrounding areas clean for the next group to use. Our facility is used continuously throughout the day, often with little or no maintenance time between each group's use. Your assistance in keeping the area clean and ready to use by the next group is greatly appreciated.
- ALCOHOLIC BEVERAGES ARE PROHIBITED ON COUNTY PROPERTY.
- No one is allowed to charge any fees. If you are planning an event that involves charging you must get approval from Glen Wilkerson in writing; please contact him at 804-561-4100. Any functions that have been approved for charging will pay to ACP&R 1/3 of the door as rental fees instead of the \$50.00 fee that is normally charged. If at any time it comes to the attention of the staff that you are charging for a profit you will be banned from holding any other functions at ACP&R for a period determined by the Director.
- The reservation form must be filled out completely. Reservations must be received a minimum of five (5) business days prior to the reservation date and no earlier than one (1) year in advance.
- All requests for date changes must be put in writing and received in this office at least two (2) weeks prior to the original reservation date (limited to availability).
- Parties with reservations will have priority for use of the facility(s) during the time(s) reserved. Reservation signs will be posted in the area (s) you deem necessary, if needed. However, please take the copy of your reservation receipt and permit with you for verification of reservation on that day. Facility and classrooms are available at all other times on a first-come, first-serve basis.
- No fees can be collected within the park without written permission from the Director of Recreation and Parks, Glen B. Wilkerson.
- The facility has a maximum seating capacity of 450 people. Large groups are encouraged to reserve at least 2 months in advance.

- You must request in writing to have any of the following:
 - Signs, banners, caterers, cooks (of any type).
 - Sound system if needed.
 - PA system if needed.
 - Permission to place more than 450 people.
 - Weddings and/or Receptions
 - Clowns or entertainers
 - Any other items that the County needs to be aware of.
- If you wish to use a sports field at any of the parks, you need to make a reservation. Requests must be made in writing to: *Amelia County Administrators Office, Attn: Norma Duty, 16360 Dunn Street Suite 101, Amelia, Virginia, 23002* or fax ACP&R at 561-4100. A rental fee maybe charged.
- **Refund Policy:** Refunds are only given in case of inclement weather that hampers use of facility. No facility reservation will be switched to another date or refunded due to rain until the actual reservation date is past. All refund requests must be made in writing to: *Glen B. Wilkerson, Amelia County Parks & Recreation, P.O. Box A, Amelia, Virginia 23002* or by fax to *Glen Wilkerson at 804-561-1813*.

Sincerely,



*Carolyn Jackson, Facility Coordinator
Amelia County Parks & Recreation*

*** NOTE:** *This agreement is to be signed before the use of the facility; you will receive a copy before the use of building date request. Please note by signing you agree to abide by all rules as stated above.*

Signature: _____ Date: _____
 Witness: _____ Date: _____

Do not write below this line

Date Fees Received: _____ Receipt Number: _____ Check# _____ Cash: YES or NO
 Staff Signature: _____ Date: _____