Print Form

New Kent County Parks & Recreation Department
APPLICATION FOR USE PERMIT

Date _____

Applicant's Name _____

Email _____ Drivers License # _____

Day Phone _____ Evening Phone _____ Fax _____

Organization/Group Name (if applicable) _____ Non-Profit Corp. ☐ Yes ☐ No

Applicant's position/connection with Organization/Group (if applicable) _____

Mailing Address _____
Street/PO Box City State Zip

Park Name and Facilities Requested _____

Event Name _____ Type of Activity _____

Event Date(s) Requested _____ Estimated Attendance _____

Times (Including Preparation/Cleanup) _____

Received Facility Rental Rules ☐ Yes ☐ No

.....The Following to be Completed by Staff .....

Permit Categories (Check one)

Category I ☐ Sponsored/Co-Sponsored
Category II ☐ Recreation Partner
Category III ☐ Not-for-Profit/Exempt (Must qualify for tax exempt status pursuant to 501(c) criteria of the IRS Code) _____ 501(c)(_____)
Consumers Certificate of Exemption 501(c)Criteria #

Category IV ☐ Private (Private Groups, Organizations, Individuals)
Category V ☐ Public Issue Speech

Conditions (Check all applicable)

☐ Activity open to public
☐ Admission charged
☐ Alcohol
☐ Food/beverage sale
☐ Electrical outlets needed (Pavilions only) _____
☐ Letter of Request
☐ Security
☐ Other

High Risk Conditions: Insurance Required (Check all applicable)

☐ Activities that involve physical contact and/or inflatable structures
☐ Alcoholic beverages and open to the public: liquor liability required
☐ Sale of food items and/or beverages at functions open to the public
☐ Amplified music primary to function with over 200 people expected open to the public

Facility Rental Fee: $_____

Additional Fees: $_____

$_____

Total Fees: **$**_____

Receipt #: _____ Date: _____

Amount: $_____

Deposits
A separate payment is always required for deposits

Cleanup/Damage Deposit $ _____ Cash Check
Receipt # _____ Date _____

Key Deposit $ _____ Cash Check
Receipt # _____ Date _____

Please read carefully and sign

The undersigned hereby accepts full responsibility for liability for any property damage to the park or facility, and the grounds, that may occur during the period of use by the organization. The undersigned further certifies that a copy of the Community Use Regulations of New Kent County has been received and agrees to comply with all applicable provisions of those regulations. The undersigned represents that he/she has authority to bind the organization / participants he/she purports to represent. The individual / organization agrees to hold New Kent County, its employees, and volunteers harmless from any damage or claims arising from the action of the permit holder, his/her employees, or patrons while the facility is in use.

X _____
Applicant's Signature Date

_____
Print Your Name As Signed

_____
Parks and Recreation Approval

_____
Title Date