



TOWN OF HERNDON
Parks & Recreation Department
 P.O. Box 427 / Herndon, Virginia 20172
 herndon-va.gov
 Phone: 703-787-7300 Fax: 703-318-8652

Date Received _____
 Staff Initials _____

APPLICATION FOR USE OF PUBLIC FACILITIES

*Required fields – Rental will not be approved without all required information and deposit.

*Name of Applicant (Mr/Mrs/Ms) _____ *Phone _____

Organization _____ Alt Phone _____

*Address of Applicant _____ *E-Mail _____
 (Street) (Apt #)

(City) (State) (Zip)

*Date of Requested Use _____ Alternate Contact _____

*Start Time _____ *End Time _____ Alt Contact Phone _____

*Type of Activity _____

Is organization a civic or community organization? Yes _____ No _____
 Will alcoholic beverages be available? Yes _____ No _____
 Will helium balloons be used? Yes _____ No _____

Space requested:

Meeting Rooms

Full Gym ()	Large Meeting Room CR1 ()
½ Gym ()	Medium Meeting Room CR2 ()
Arts & Crafts Room ()	Small Meeting Room CR3 ()
Kitchen ()	

Picnic Shelters

Bready Park ()
Trailside Park ()
Runnymede Park ()
Other _____

Number of Participants Expected: Children _____ (Ages: 1 to 12)
 Teens _____ (Ages 13 to 17)
 Adults _____ (Ages 18 and up)

Equipment requested: (additional charges apply – see price list)

- a. Number of Tables _____
- b. Number of Chairs _____
- c. Podium _____
- d. Stage _____
- e. Electricity (Picnic Shelter) _____
- f. Other Equipment _____

Security Deposit Received.....\$ _____
 Security deposit secures date and will be held through the rental. Cancellation of rental by renter will result in forfeiture of the security deposit as cancellation fee. Deposit will be returned if rental is not approved.

FOR OFFICE USE ONLY-Parks & Recreation Department

Approved _____ Disapproved _____
 Comments _____

 Reviewed by: Recreation _____ Aquatics _____ Operations _____
 Approved by Director of Parks & Recreation _____
 Date Balance Paid _____ Staff Initials _____

*PLEASE NOTE THE FOLLOWING ITEMS FOR ROOM RENTALS
 (See picnic shelter rental packet for picnic shelter policies and prices)*

- Please see current price list for room prices. There are additional charges for tables, chairs and other equipment. A supervisor fees is charged when rental is held during non-operating hours, including set-up and clean-up time. Security may also be required at an additional fee.
- Groups are allowed to arrive one hour prior to rental for set-up and stay ½ hour after for clean-up, additional fees are incurred for additional time.
- Alcohol is not allowed in the Herndon Community Center while the center is open. Please see current operating hours.
- Open flames, including birthday candles, are not permitted unless a permit is obtained from the Fairfax County Fire Marshall's office.
- All rentals must be concluded by 12:00 a.m.
- Submission of an application does not guarantee rental. Please allow up to 5 business days for approval. Notification of approval status will be made by mail or e-mail.
- Helium balloons are not permitted in the gymnasium. Helium balloons in other rooms must be preapproved and will require any ceiling fans to be turned off during rental.
- Tape, staples, nails, screws, tacks and glue are not permitted on the walls, ceilings, floors or on any furnishings.
- All charges for the rental must be paid at least seven (7) days prior to rental.
- Please see the room rental policies and price packet for more information.

The undersigned certifies that he/she is familiar with the rules and regulations of the use of the above facilities and that such rules and regulations will be enforced by said user. The undersigned accepts for the user the full responsibility for any and all damages to the facility caused by said user and for the prompt and proper settlement of claims for such damage.

Signature _____

Date _____

Form Revised 1-12-15

Insurance Required: Yes _____ No _____

ABC License Required: Yes _____ No _____

Copy of certificates must be submitted if insurance or ABC license is required.