



TOWN OF HERNDON  
 Parks & Recreation Department  
 777 Lynn Street / Herndon, Virginia 20170  
 herndon-va.gov  
 Phone: 703-787-7300 Fax: 703-318-8652

Date Received \_\_\_\_\_  
 Staff Initials \_\_\_\_\_

## APPLICATION FOR USE OF PICNIC SHELTERS

\*Name of Applicant Mr.  Mrs.  Ms.  \_\_\_\_\_

\*Address of Applicant \_\_\_\_\_ \*Phone \_\_\_\_\_  
 (Street) (Apt #)

(City) (State) (Zip) \*E-Mail \_\_\_\_\_

Organization \_\_\_\_\_ Civic or Community Organization? Yes \_\_\_\_\_ No \_\_\_\_\_

\*Date of Requested Use \_\_\_\_\_ Alternate Phone \_\_\_\_\_

\*Start Time \_\_\_\_\_ \*End Time \_\_\_\_\_ Alternate Contact \_\_\_\_\_

\*Type of Activity \_\_\_\_\_

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

### 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)

Security Deposit Amount Received \$ \_\_\_\_\_

Security Deposit Received Date \_\_\_\_\_ By \_\_\_\_\_

**Security deposit secures date. 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. The deposit will go toward the final total and will not be returned.**

### PLEASE NOTE THE FOLLOWING ITEMS FOR SHELTER RENTALS

- Alcoholic beverages are not permitted in the park
- Renter accepts responsibility for everyone in the party.
- Reservations are for the picnic shelter only and are scheduled for a five-hour time period. Applications are accepted on a first-come, first-served basis. No date will be considered reserved without receipt of full payment. All charges for the rental must be paid at least 14 days prior to rental.
- Parking is limited to designated parking areas. Vehicles are not permitted in other areas of the park.
- Groups utilizing the park are responsible for the clean-up of all trash from their use. A damage/clean-up fee may be assessed if the shelter is damaged or not left in good condition.
- Tables are not to be removed from the shelter or picnic area.
- All use of the park shall conform to the Town of Herndon Code regarding park and recreation areas.
- No reservation may extend past daylight hours regardless of times reserved, as the park is considered closed after dark.
- The number of people in the shelter must not exceed maximum

capacity.

- Reservations for picnic shelters may be cancelled with a full refund no later than 30 days prior to the reservation. Cancelled reservations within 30 days will result in forfeiture of deposit.
- Moon bounces, inflatable, ponies, petting zoos, bands or DJ's are not permitted with any shelter reservation.
- The Parks and Recreation Department will provide a sign at the park indicating that the shelter is reserved. Reservations are limited to the time during which the shelter has been reserved in the renter's name. In the event that other park patrons utilizing the shelter will not vacate the shelter, renter should notify the Parks and Recreation Department at (703)787-7300.
- If any of these policies are not followed by the renter or any of their guests, Town of Herndon staff may order the group to leave the shelter. Refunds will not be given if this were to occur.

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 1-27-21

### 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 \_\_\_\_\_