

**FRANKLIN DEPARTMENT OF PARKS & RECREATION
PARK RENTAL POLICY**

PARKS THAT ARE AVAILABLE

The following park sites have been approved to be rented for special occasions:

1. Armory Drive Recreational Park
2. Atkinson Park
3. Barrett's Landing Park
4. Bruce Street Park
5. College Drive Park
6. Hayden Sports Complex
7. Memorial Park/Clay Street Park
8. High Street Dog Park
9. Riverwalk Park
10. Blackwater Park
11. Dr. Martin Luther King, Jr. Community Center Park

PROCEDURE

1. All City of Franklin Parks and Facilities are available for group rentals. Use of these parks will be non-exclusive, except that portion of the park that is reserved by submission of an application to the main office of the Franklin Department of Parks and Recreation, 683 Oak Street.(Phone # 757-562-2475)
2. All requests for use of City parks must be made on the **Activities/Rental of Facilities Application Form** and submitted to the main office of the Parks & Recreation Department. **If you are requesting use of the Bathrooms at Barrett's Landing, you will need to contact Parks & Recreation and complete the Bathroom rental application – additional fees apply.** The application form must be received at least three weeks prior to the date of use except for events in January which should be reserved in December of the prior year. All applications will be handled on a first come first serve basis. A copy of the park rules will be given to the person who makes the application. All users must observe all regulations specific to the park used.
3. If an application is approved, a copy will be sent to the applicant with the appropriate box checked and signed on behalf of the department. **Full payment of the rental fee must be made one week prior to the event by certified check, cashier's check, money order or cash to the main office of the parks & recreation department, located at 683 Oak Street, Franklin, Virginia.**
4. Fund-raising activities are prohibited in City parks, except when a park is reserved by an organization which is permitted to carry on fund raising activities pursuant to the regulations prescribed for reservation of City park and in accordance with all applicable state & federal rules, regulations & laws.
5. Any person or organization renting any City of Franklin facility is using it at his or her own risk, and the applicant and any organization which he or she may represent shall hold harmless the City of Franklin, its employees, officers, agents, against any and all claims and suits for injury or death, including, without limitation, damages, cost, expenses and attorney's fees resulting from or pertaining to the use of a city facility.

6. After review of the application, the parks & recreation department will determine and notify the applicant if an event staff member and if police officers or certified security officers are required for an event. The applicant will be responsible for making contact and verifying approval of the police department to cover the event. If police officers or certified security officers are required for an event, they must be present, one-half hour prior to the start of the event and until one-half hour after the completion of the event. The number of officers shall be as determined by the Chief of Police or his designee.

REGULATIONS FOR USE OF CITY PARKS

1. All users must observe any regulations specific to a certain park, such as hours of use, prohibition of certain activities, etc., which may be posted at the park.
2. Excessive noise from motor vehicles parked at a park or from portable radios, cassette players or compact discs is prohibited at all parks.
3. All events must be terminated promptly by the time stated in the application form.
4. *Any group, organization, or individual may engage in fund raising activities/events for which a city park is reserved.*
5. No alcoholic beverages may be consumed in any City park unless an ABC banquet license has been obtained for a specific event. All groups or persons renting City facilities that plan to serve alcoholic beverages will be required to purchase and present to the recreation department a banquet license.
6. The person(s) or organizations using the park are responsible for cleaning and removing all trash from the site at the conclusion of the event. They will also be responsible for any damage to the rented facility. The security deposit may be applied by the City in whole or in part to reimburse for the clean-up of the facility and/or repair of damages to the facility.
7. All person(s) or organizations using the facility are using it at their own risk and all young children must be appropriately attended and cared for by their parent(s) or guardian(s) during the rented period.
8. It will be the responsibility of the requesting renter to provide portable restrooms if needed.
9. *Fund raising events*
 - *Events such as concerts or any non-athletic activity that would require the use or driving of vehicles on the playing surface of Armory Park football field to place equipment, etc. will be prohibited.*
 - *Each event will be reviewed by the department to determine if police or certified security officers & event staff will be required.*
 - *Each event will be reviewed for the appropriate park site and the nature of the rental.*
10. The Franklin Department of Parks & Recreation reserves the right to deny the application if;
 - (a) a person or organization has provided false information on the application;
 - (b) the person or organization requesting use of a facility owes money to the department or the city.
 - (c) the person or organization had a prior event at the facility which resulted in injury to or death of a person, or damage to any city property; or
 - (d) there is insufficient staff to handle the event.
 - (e) *the event may constitute a hazard to the health, safety, convenience of the City of Franklin or its citizens.*

11. The department further reserves the right to cancel or terminate an event without reimbursement of the rental fee if;

- (a) the participants become disorderly, engage in profanity, fighting, nudity or engage in any illegal activity; or
- (b) unsafe or hazardous conditions exist at the facility.

Note: This policy will be enforced by any law enforcement officer of the City of Franklin or a member of the Franklin Department of Parks & Recreation staff.

FEE'S & CHARGES

The applicant will be responsible for paying the following rental fees and deposits:

1. For all park facilities; except Armory Drive Park Football Stadium:

Non-Fund raising activities

- a. Groups up to 100 in number

Rental rate - \$50.00

Security deposit - \$100.00

- b. Groups up to 200 in number

Rental rate - \$75.00

Security deposit - \$200.00

- c. Groups more than 200 in number

Rental rate - \$100.00

Security deposit - \$400.00

All rental rates are based on a five-hour rental period. Any event which is scheduled to last more than five hours will require the payment of an additional fee of \$25.00 per hour.

Fund raising activities

Concerts/special events:

Rental rate for blocks of time up to five hours - \$200.00

All time above the five hour limit - \$50.00 per hour

Security deposit - \$400.00

2. For the Armory Drive Recreational Park Football Stadium:

Sporting Events (For events such as semi-pro football teams)

Rental rates for blocks of time up to five hours - \$400.00

All time above the five hour limit - \$50.00 per hour

Security deposit - \$200.00

Event Staff – Paid directly by the user at the time of rental at the rate of \$25.00 per hour.

3. For baseball or softball field rental at Armory Field, P.D. Camp or Hayden Sports Complex:

Games at which no admission fee is charged - \$25.00

Games at which admission fee is charged - \$50.00

Tournaments:

For fields at Armory Drive Recreational Park/ *Paul D. Camp* - \$200.00 per field
For Hayden Sports Complex - \$25.00 per field

4. Rental fee for use of lights for sports or concerts at Armory Drive Recreational Park or Paul D. Camp Field

\$75.00 per facility per night

5. Concessions

For operating concessions and use of Armory Park concession stand or portable concession stand - \$75.00 per day. (User is required to get proper health permits from the Health Department.)

5. Field signs

Businesses or organizations may rent space on ball field fences for 14 oz. nylon-reinforced vinyl signs not exceeding 36" x 48" in dimension to be tied to the inside of the fences - \$100.00
(User must submit design to the Department for approval.)

6. Waiver of fees and security deposits

Fees and security deposits will be waived for events sponsored by the City of Franklin and its departments, the Franklin Public Schools, and the Franklin/Southampton Chamber of Commerce.

7. Rental rates for non-resident organizations, groups or persons, etc:

Double the amounts set forth for resident organization, groups or persons above.

8. Rental fees are non-refundable except in the event of inclement weather or natural disaster.



Franklin Department of Parks & Recreation

683 Oak Street • Post Office Box 179 • Franklin, Virginia 23851
(757) 562-2475 • Fax (757) 562-8782 • Email Sbailey@franklinva.com

APPLICATION FORM—ACTIVITIES/RENTAL OF FACILITIES

Name or Sponsoring Organization _____
 Address _____ City _____
 Contact Person _____ Telephone # _____
 Date (s) of Activity _____ Time (start/finish) _____
 Nature of Activity _____
 Requested Area _____
 Is this a Fund Raising Activity? Yes _____ No _____ If yes, admission price _____
 Rental Fee _____ Security Deposit _____ Estimated Attendance _____
 Will food and beverages be served? Yes _____ No _____
 Will ABC license be applied for? Yes _____ No _____

 Signature of Applicant _____ Date _____

NOTE: Applicant may not consider this application approved until the applicant receives a copy of this form with the appropriate box checked and signed. All special equipment such as tables, chairs, stage, P/A System, etc, will have to be arranged by the sponsoring organization. (If you are renting Barrett's Landing Park there is an additional fee to open restrooms and you will need to contact Downtown Franklin Association at 757-647-4833.)

A conference is required: _____ Approved _____ Disapproved _____

Facility not available _____ Police Officers required _____

 Director of Parks & Recreation _____ Date _____

OFFICE USE ONLY		
Fee of _____ and Security Deposit of _____ were paid on _____		
Check _____ Cash _____		
Amount of Refund _____	_____	_____
	Date	Signature

