

# DEPARTMENT OF PARKS & RECREATION

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## APPLICATION FORM – ACTIVITIES/RENTALS OF FACILITIES

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

**NOTE:** The applicant may not consider this application approved until the applicant receives a copy of this form with the appropriate box checked and signed. Once the application is approved and the applicant notified, if the event is a rental, the applicant has **TWO** weeks to pay the rental fee & security deposit. If not paid within this time period, the application for the event will be voided. All special equipment such as tables, chairs, p/a system, etc., will have to be arranged by the sponsoring organization. For all activities/rentals of department facilities, in which food will be sold, a special events packet from the Franklin Health Department will be given to the contact person of the event. It will be the applicant's responsibility to contact the Health Department and apply for a temporary food permit.

\_\_\_\_\_  
Signature of Applicant Date

A conference is required: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_  
Facility not available \_\_\_\_\_ Police Officers required \_\_\_\_\_

\_\_\_\_\_  
Director of Parks & Recreation Date



**OFFICE USE ONLY**

Rental Fee of \_\_\_\_\_ and Security Deposit of \_\_\_\_\_ was paid on \_\_\_\_\_

Check \_\_\_\_\_

Cash \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date