

Montgomery County Parks & Recreation

755 Roanoke Street, Suite 1E
Christiansburg, VA 24073

Event Use Permit Application

Name of Responsible Person/Party: _____ Date: _____

Phone: _____ Email: _____

Address: _____

City: _____ State: _____ Zip code: _____

Type of Event: _____

Date of Event: _____ Number of people attending: _____

Is this event open to the public? YES NO Will admission be charged? YES NO

Preferred Park or Facility: _____

Most parks and facilities do not have water or electricity. If available, please mark what the event will require: Water Electricity

Event Policies

- A detailed description and schedule of the event must be attached. Application will not be processed without it.
- Any special amusements, games, or activities such as rides, moon bounces, dunking booths, petting zoos, tents, etc. to be set on County property must be pre-approved by the Director of Parks & Recreation.
- Said activities will require proof of a \$1 million liability insurance policy listing the Montgomery County Board of Supervisors as an additionally insured.
- No alcoholic beverages, illegal substances or firearms are allowed in parks and facilities.
- A rental fee or percentage of revenue generated by the event may be required depending on the nature of the event.
- Any fees required for admittance to the event must be pre-approved by the Director of Parks & Recreation.
- Staff supervision, security, and/or extra portable bathroom units may be required for the event. In such cases, the direct expenses incurred may be charged to the Responsible Person/Party.

I have reviewed the above policies and agree to observe these and other rules governing the use of public property and understand that submission of this form does not constitute approval.

Signature of Responsible Person/Party: _____

Received by: _____ Date: _____

