Rev. 4/20/15

Orange County Parks and Recreation

146 Madison Rd. Suite 205
Orange, Va. 22960
PHONE: (540) 672-5435
FAX: (540) 672-2311

Barboursville Community Park Use Agreement

Organization_____ Contact Person_____

Address_____

Phone Number_____

Email Address_____

Date Requested_____Time:_____

Event/Activity_____ Estimated # of Guests: _____

Area Requested: Picnic Shelter ☐ Ball Fields ☐

The Orange County Board of Supervisors approved a change in the policy with the Barboursville Community Park effective July 1, 2011. **Starting July 1, 2011, there will be a $25 (non-refundable) reservation fee and a deposit of $75 which is refundable if the shelter is left clean and undamaged.** Two separate checks must accompany the reservation form and be made payable to Orange County Parks and Recreation.

The user party is responsible for cleaning up the area rented. All trash and other items must be cleaned up before leaving the park. If the Park is cleaned up and all trash removed following the event, the $75 deposit will be returned to you. By signing this Agreement, the user party agrees to be responsible for any trash and damages which exceed $75, plus costs of remedying or collecting the trash and damages.

If you encounter any problems with your rental, contact OCPR, 672-5435.

If the park is left in satisfactory condition and we will not need to use your damage deposit, please note below how you would like us to handle your damage deposit check.

Please Shred My Damage Deposit Check ☐
Please Return My Damage Deposit Check By Mail ☐

Responsible Party Signature_____
Date_____

Office Use Only

Approved _____YES ____ NO
Reason for not approving_____

Director of Parks and Recreation: Tim Moubray _____

Received: _____date _____cash _____check _____ Receipt

Orange Parks and Recreation
Barboursville Community Park
Management Operating Policy

Shelter Reservations Rules and Regulations

Rules and Regulations governing the use and rentals of Orange County Barboursville Community Park have been designed to provide internal management controls. Individuals are permitted to reserve the use of the picnic shelter facilities on a first come first served basis. The picnic shelter season begins March 1 and operates through the last Sunday in November, annually. Requests to reserve and pay for the shelter begin annually January 2. Signing the rental agreement constitutes agreement with the following.

Picnic Shelter Rental Fees:
Fees will be charged to all individuals and/or organizations for approved picnic shelter reservations. The rental fee is $25 and there is a $75 refundable deposit if the Park is completely cleaned up following use. Two separate checks must be made payable to Orange County Parks and Recreation.

Picnic Shelter Cancellation(s) Refund:
To obtain a refund (minus a 50% administrative fee) for the reservation, a cancellation notice must be received in writing two weeks prior to the reservation. NO refunds will be provided for the picnic shelter for cancellation made less than two weeks before the reserved date.

Four County Players Show Dates:
Since we share a parking lot with the Four County Players, Orange County Parks & Recreation will not reserve the shelter or field at times that conflict with Four County Players' show times. In general the park can still be reserved on a Friday or Saturday show date, however, renters must leave the park by 5pm on these days. Sunday shows are matinees and are more difficult to schedule around; we will consider this on a case by case basis.

Shelter Reservation Requests and Payments:
Reservations can be requested in person or by telephone. Payment in full is required with the reservation form. Payment can be made by cash, check or credit/debit card (VISA or MasterCard).

Telephone requests for reservations will require a credit card payment in full at the time of the reservation. A credit card authorization form must be signed by the individual before your payment can be processed. OCPR can fax or e-mail a credit card authorization form to the individual for signature.

Picnic Shelter Reservation Times:
Only one reservation will be scheduled per day. The park is open from dawn to dusk.

Park Shelter Amenities and Restrictions:
Use of the ball fields is based on a first come, first served basis. The fields are used by the Little Leagues and OCPR programs, and they have first schedule option for them.

Yard Sales:
Yard sales are not allowed in the Park without prior written notice approved by the County Administrator. Requests made without 30 days notice will not be considered.

General Rules:
Alcohol/drugs are not allowed in the Shelter/Park.

Please be respectful of our neighbors and keep noise at a reasonable level.

During the picnic shelter rental, renters requesting the placement of extraneous equipment (moon bounce and other carnival type activities) on park grounds provided by 3rd party vendor will require proof of insurance by the 3rd party vendor. **The 3rd party vendor shall provide a current certificate of insurance indicating at least $1 million in general liability and completed operations coverage and a certificate of worker's compensation coverage.** Said insurance shall name the County of Orange (including Board of Supervisors, officials, employees and agents) as an additional insured party to the insurance contract. A copy of said documents must be provided to the Parks and Recreation office 10 days before the reserved date. To expedite receipt of the required coverage, all documents may be faxed to the Parks and Recreation office (540) 672-2311. Please include the name of the rental party and the date of the reservation.

A fireplace is provided in the shelter. Shelter participants are requested to remove ashes from the fireplace if used. Ashes **CANNOT** be placed in the trash cans or dumpster. Personal Gas Grills are permitted.

Picnic tables are provided in the shelter. Please do not move them onto the grass areas.

Please Note:
Violation of park rules may prevent future reservations.

If problems occur at the park with the reservation, please call the OCPR office, 540-672-5435, on the next business day.

We endeavor to combat vandalism at the park. We request the cooperation of all park patrons. Should any act of vandalism in progress be witnessed, please call 911 immediately. Your help in reporting acts of vandalism in our community park will help preserve the park and picnic area.

Thank you for your interest in the Barboursville Community Park.