

**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

Electricity Requested (Additional \$10 Fee, per day):

Electrical outlets and shelter lights were installed at the shelter in April 2015. These are not turned on unless specifically requested for your event. If you would like the electricity turned on, there will be an additional \$10 fee, making a total reservation fee of \$35 per day. Please note that the park closes at dark, regardless of whether the lights are used.

I have read and agree to all park rules found on the attached pages.  Initials \_\_\_\_\_

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 per day 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. If electricity is requested, the reservation fee portion increases to \$35 per day. The damage deposit remains \$75.

**The user party is responsible for cleaning up the area rented.** All trash and other items must be cleaned up before leaving the park. On-site trash cans and the dumpster near the concession stand may be used. 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 OCPD, (540) 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 \_\_\_\_\_

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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 (\$35 if requesting electricity) 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.

**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. We cannot accept payment over the phone without the signed form. OCPR can fax or e-mail a credit card authorization forms 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.

**General Rules:**

Alcohol/drugs are not allowed at Barboursville Community Park under any circumstance.

During the picnic shelter rental, renters requesting the placement of extraneous equipment (moon bounces and other carnival type activities) on park grounds provided by a 3<sup>rd</sup> party vendor will require proof of insurance by the 3<sup>rd</sup> party vendor. **The 3<sup>rd</sup> 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.

Picnic tables are provided in the shelter. Please do not move them out from under the shelter.

**Good Neighbor Rules (violation of these may prevent future reservations):**

- **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 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 only.
- **Barboursville Post Office Parking**
  - If your reservation is on Saturday, **DO NOT** use the parking in front of the Post Office, these 7 spots are required for the Post Office to operate. The side parking at the Post Office is ok, but should still be avoided unless all other parking is full.
- **Trash Disposal/Ashes**
  - You should remove bags of trash from your rental and dispose of them in the dumpster at the corner of the parking lot near the playground. **DO NOT** place trash anywhere else.
  - A fireplace is provided in the shelter. Shelter participants are required to remove ashes from the fireplace if used and take the ashes offsite with them. Ashes **CANNOT** be placed in the trash cans or dumpster. To do so would be a significant fire hazard. Personal gas grills are permitted.
- **Noise**
  - Please be considerate of our neighbors and do not play music at an excessive volume or be overly loud.

**Setting Up/Using Tents:**

Setting up additional temporary tent-style structures near the shelter during your rental is allowed. However, a permit is required from Orange County Building Inspections if the structure meets any of the following criteria:

1. If the tent will cover an area greater than 900 square feet, including all connecting and common areas, you need a permit.
2. If the tent will have an occupant load greater than 50 persons, you need a permit.

The above standards are related to the exemptions defined in Virginia Construction Code 108.2 and our policy will change according to any changes in Code, even if not specifically mentioned in this rental agreement. Permits must be obtained through Building Inspections, not Parks & Recreation. It is your responsibility to acquire any necessary permits. Building Inspections can be reached at: (540) 672-4574.

**Yard Sales/For-Profit Events:**

Yard sales and/or for-profit events are not allowed in Barboursville Community Park.

**Please Note:**

**Violation of any 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.