



P.O. Box 209 | 6 East Pennsylvania Avenue  
 Lovettsville, VA 20180  
 (540) 822-5788 www.lovettsvilleva.gov

# Town Facility Use Permit

PER LOCATION RENTAL FEE: \$25 IN-TOWN RESIDENT/NON PROFIT, \$50 OUT-OF-TOWN RESIDENT/CORPORATE  
 (FEE MAY INCREASE BASED ON NEEDS OF SPECIFIC EVENTS)

Applicants Name (person): \_\_\_\_\_

Name of Organization Hosting Event: \_\_\_\_\_

Address (Mailing): \_\_\_\_\_ E-Mail: \_\_\_\_\_

Town/City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: Work \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_

## Event Information

Select Site(s): Walker Pavilion  Town Green (3 Acre Park)  Town Square  Town Hall Lot  Quarter Branch Park

Describe Nature of the Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Hours of Event: \_\_\_\_\_

Number of Participants Expected: \_\_\_\_\_ Has Event been Registered with Loudoun County (EOC)?  Yes  No

Number of portable toilets provided? (min. of 1 /100 participants for events over 30 minutes) \_\_\_\_\_

Will Town provided electrical power be needed?  Yes  No Will personal generators be used?  Yes  No

Has Sheriff's Department support been requested?  Yes  No

Will signage be needed for event? (request must be made to Zoning Administrator 30 days in advance of event)  Yes  No

**Please attach:**

- 1) A detailed drawing of event area, showing locations of tents, portable toilets, other activities.
- 2) Any additional description of event, including crowd management and safety plans.
- 3) Any additional approved permits or other permissions or intention to acquire these prior to the event.

- Note:**
- Proof of Event Liability Insurance (\$1,000,000.00 minimum), if required, must be provided to the Town 15 days prior to the event or the event will be canceled. The Town must be added as an additionally insured party on the policy.
  - Town Council may review the application and approve or deny the request.

The undersigned certifies that they are aware of the rules and requirements of the Town of Lovettsville and Loudoun County, accepts full responsibility for the event, and to the best of their knowledge, this application in all its parts, is complete and correct.

<b>Signature of Applicant</b>	<b>Printed Name of Applicant</b>	<b>Date</b>
-------------------------------	----------------------------------	-------------

-----Office Use Only-----

Date Application Received \_\_\_\_\_ Application Complete \_\_\_\_\_ Application Fee Paid \_\_\_\_\_ \$125 Deposit Received \_\_\_\_\_

APPROVED:  YES  NO

DATE: \_\_\_\_\_

SIGNATURE OF TOWN MANAGER

(PRINT NAME)

# Town of Lovettsville

## Town Facilities Use Policy

*Approved by Town Council June 25, 2018*

---

### **TOWN FACILITY USES AND INTENT:**

The Town of Lovettsville has directed public resources to develop quality park space for the community. It is the intent of the Mayor and Town Council to allow individuals, families, charitable, benevolent, and civic organizations to rent these spaces for activities that promote the public good and add to the quality of life for the residents of Lovettsville and the surrounding area. These uses must be of value to the community, uphold the community's social norms and values and/or serve as a benefit to the Town.

### **TOWN FACILITIES AVAILABLE FOR USE:**

- WALKER PAVILION
- TOWN GREEN
- TOWN SQUARE
- QUARTER BRANCH PARK
- TOWN HALL LOT

### **NEED FOR RESERVATION:**

1. Exclusive use of the Town Facility location
2. Use of electric supply, water or other amenity (where available)
3. Erection of any structures such as tents

### **RESERVATIONS:**

1. A Town Facility may be reserved for events by Town residents, Out-of-Town residents, non-profit or corporate groups. All Renters must apply for rental using the Town Facility Use Permit form. Fees and times are listed on this form.
2. Reservation applications will not be accepted more than twelve months before the planned event nor less than 5 business days prior to the day of the event.

3. Reservations shall be between the hours of 10 am and 9 pm.
4. An approved Town Facility Use Permit allows the renter to the exclusive use of the Town Facility.
5. Several Town Facilities may also provide access to minimal electric supply. The Renter can request the Amenity Map for the specific Town Facility which will indicate what amenities are available at that location.
6. For the Walker Pavilion the following specific items apply:
  - a. An approved reservation includes a 100-foot radius around the Pavilion while the remainder of the Town Green, picnic tables, portable restroom (if present), and any other public facilities must be shared with the public. Four temporary signs are provided in the storage area for the Renter to use to designate the area for their exclusive use.
  - b. One table and 6 chairs (one set) and a cornhole game set are provided with the Walker Pavilion rental and are located in the storage room. Additional sets of table and chairs may be requested for an additional fee as described on the Town Facility Use Permit form.
  - c. A portable restroom facility will be available at the Walker Pavilion and Town Green during the summer months and is available for public use. If the facility is locked, the key provided for the Walker Pavilion will open it.
  - d. Use of the water hydrant is included with an approved reservation and the Walker Pavilion key will unlock the padlock. Renters are encouraged to flush the lines for approximately 5 minutes before using the water to ensure water quality.
7. The Town Green can only be reserved for exclusive use if the Walker Pavilion is also being rented for the same time.
8. All sales of goods or services must be approved by the Town Manager or designee. If selling food, vendors must provide proof that they have obtained all necessary permits prior to the event.
9. No admission fee will be allowed.
10. The Town has the right to refuse any requests for renting the Town Facility. The Town will work to provide equal access to rentals so that no one group monopolizes the property. If demand justifies, the Town may limit rental availability.
11. The Town has the discretion to require the Renter to furnish proof that they are covered with a minimum of \$1,000,000 of liability insurance with the Town of Lovettsville being added to the policy as an additional insured.
12. The Renter is responsible for any damages that occur to the Town Facility. The Town has the discretion to request a deposit from the Renter.
13. The Town reserves the right to reject future reservation requests if any of the Rules are not followed.
14. Any rentals for uses or time periods beyond that described above shall be considered, negotiated and approved on a case by case basis by the Town Manager or designee. Such uses may include but not be limited to concerts, day long fairs or events, use of inflatable amusements, weddings, use of tents larger than 10x20 (20x20 or larger requires Loudoun County Fire Marshall approval), rentals beyond the time periods available or high-water use events (or activities with running water).

## **Town Facilities Use Rental Rules:**

1. A \$125 deposit (cash or check) must be provided at the time of key pick up. The check or cash will be held and returned to the Renter upon return of the key and confirmation that there is no damage to the facility needing funds to repair.
2. Rental is for the time specified on the Town Facility Use Permit form only (including set up and take down).
3. The Renter must have a copy of the approved Town Facility Use Permit form with them during their use of the Town Facility.
4. No driving or parking of vehicles on the grass or sidewalks, **even for unloading**. Cars must be parked on the street and all items carried in.
5. No use of metal or wooden stakes on the Town Green or Town Square to avoid damage to the irrigation system. Plastic step-in fence posts with four-inch spikes are acceptable.
6. No grilling or cooking within 15 feet of the Walker Pavilion or other structures. Use of crock pots and coffee pots in the Walker Pavilion is acceptable to heat up and keep food warm.
7. Any use of fire other than grilling as described above must be approved by the Town Manager or designee after receiving approval from The Loudoun County Fire Marshall's office and providing this written approval to the Town with the Town Facility Permit form.
8. No alcoholic beverages or tobacco products shall be consumed or used on Town Facility unless approved by the Town Manager or designee and a valid ABC permit has been provided to the Town prior to the event.
9. Pets must be on leash and picked up after.
10. No activities on the Town Facility are permitted that will adversely affect the grass including: use of hooved animals, use of any kind of wheeled vehicles on the grassed areas or use of paint guns.
11. No littering. All trash must be **collected and removed** by the Renter and disposed of offsite.
12. Noise must be kept to a reasonable level.
13. Tents may not be attached to existing structures.
14. Damage to structures or property is the responsibility of the Renter. No tape, nails or other fastening devices are permitted on the Pavilion, Veterans Wall, trees, light poles, structures or facilities.
15. All Town Facility rules as well as ordinances and laws of the Town, County, State and Federal Government apply.