



## **TOWN OF STEPHENS CITY PARKS AND RECREATION COMMISSION**

### **RULES AND REGULATIONS**

1. Any trash will be disposed of properly in containers, neatly stacked or removed.
2. User will be responsible for any damage to turf, trees, shelters or other property.
3. Vehicles will be parked in assigned areas during events.
4. Parks and Recreation (Town of Stephens City) will not be responsible for theft from vehicles or persons.
5. Open fires are not permitted without permit from the town and fire marshal.
6. Only pets on leash are allowed and animal waste must be removed.
7. Use of playground equipment by children under five years of age will require supervision.
8. Entrance times to the park will be posted.
9. The possession or use of alcoholic beverages or illegal substances is strictly prohibited.
10. No trespassing after dark unless permission has been granted by the town.
11. The concession stand will be returned to its original condition after any use. A \$100.00 security deposit is required for use of the concession stand. \$50.00 of this amount is refundable after inspection of the concession stand by town personnel. Please note that sales of hot food require a permit from the Health Department.
12. A \$100.00 security deposit is required for reserved use of the shelters or stage of which \$50.00 is refundable after inspection by town personnel. Bathrooms are included in use of the shelters whether used or not. Restrooms will be returned to their original condition after use. An additional \$35.00 per day non-refundable fee is required with maximum of 4 days usage.
13. Certificates of Insurance are required for all non-town events.
14. By signing the application, the applicant will hold the Town harmless for any mishaps occurring on town property used by the applicant or applicant's party thereof.

\*Town sponsored events are exempt from fees as are organizations that have vested use in the park.

**THE TOWN OF STEPHENS CITY AND THE PARKS AND RECREATION COMMISSION HOPE  
THE USE OF THE RECREATION FACILITY WAS SATISFACTORY AND YOU WILL  
CONSIDER USING IT IN THE FUTURE.**

**TOWN OF STEPHENS CITY PARKS & RECREATION**



**APPLICATION**

Date of Application: \_\_\_\_\_

Location: \_\_\_\_\_

Organization: \_\_\_\_\_

Dates Requested: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Security Required: \_\_\_\_\_

Concession Stand: \_\_\_\_\_ Picnic Shelter: \_\_\_\_\_ Restrooms: \_\_\_\_\_

Insurance Certificate: \_\_\_\_\_  
(if required, a copy must be submitted with application)

Signature of Applicant: \_\_\_\_\_

Fee: \_\_\_\_\_ Date Fee Received: \_\_\_\_\_

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**For Parks & Recreation Commission Use Only**

Available \_\_\_\_\_ Not Available \_\_\_\_\_  
Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Authorized signature \_\_\_\_\_

**UPON APPROVAL OF THIS APPLICATION, THE APPLICANT AGREES TO  
COMPLY WITH ALL PARK RULES AS ATTACHED.**