



CITY OF MANASSAS

Please send completed registration form with payment to:

Parks, Culture & Recreation

9101 Prince William Street, Manassas, VA 20110

(Reservation request is honored on a first-come-first-serve basis and will not be processed or guaranteed without payment)

PARK PAVILION & PICNIC AREA PERMIT APPLICATION

Park Pavilion:

- Byrd Park
- Nelson Park
- Stonewall Park

Picnic Area:

- Baldwin Park
- Kinsley Mill Park
- Cavalry Run Park
- Winterset Park

Park Rental Fees:

Park Pavilion \$30.00/hour

Picnic Area \$20.00/hour

(Full payment due at time of reservation)

Please call or check the [online calendar](#) for availability.

Type of Payment

Cash Amt. \$ _____

Check # _____ Amt.\$ _____

Credit Card Amt. \$ _____

To process your payment please call 703-257-8453 or visit the Manassas Museum (Tues. – Sun. 10 a.m. – 5 p.m.; open 7 days a week Memorial Day-Labor Day)
Or online at www.manassasechoes.com

Date requested _____ Time (beginning) _____ (end) _____
(Must include adequate time before & after for set-up/clean-up)

Estimated number of people _____ Type of activity (i.e. picnic, wedding, reunion) _____

Name _____ Phone _____

Mailing address _____

Email address _____

If you are affiliated with a group or organization, list name here _____

PLEASE READ ATTACHED “CITY OF MANASSAS PARK RULES & REGULATIONS” SHEET**

The undersigned is aware that there are certain inherent risks involved in using the property (City parks, fields and gymnasiums), including but not limited to the risk of theft or of damage to my property and the risk of personal injury from participating in athletic activities. In consideration of my being granted permission to use the facilities of the City of Manassas Community Development Department, I hereby assume any and all risks and hazards associated therewith, irrevocably waiving any and all claims. I agree to indemnify, defend, and hold harmless the City of Manassas, its officers, agents, all employees, and volunteers from any and all claims, liabilities, judgments, settlements, losses, costs or charges (including attorney's fees) incurred by the City or any of its officers, agents, employees, or volunteers as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated in any way with the use of property by the user or by the user's members, guests, employees, agents, or invitees. In addition, I further understand that I am subject to having my photograph taken while in the park for advertising in promotional brochures, publications, and the City's website.

Signature

Date

Printed Name

**** Person listed above is responsible for abiding by all City of Manassas rules and regulations, including all of the rules listed on the attached sheet. By signing this reservation form, you are acknowledging you have read and will abide by all of the rules listed on the Park Rules sheet.**

CITY OF MANASSAS, GENERAL PARK RULES & REGULATIONS

(Please keep this page for your reference)

1. **Please bring the completed and approved reservation form with you for verification purposes should you be asked to provide proof of your rental date and time.**
2. All decorations and/or signs brought in by the individual or group renting the designated park area must be REMOVED within the time frame allotted on the contract. If any materials are left on the premises, the renter will be fined by the City and the amount will be based on how much clean-up is required by the grounds maintenance staff.
3. An approved rental agreement reserves only the picnic area, including tables, grills and pavilion (if available). The remainder of the park is open to the general public. Athletic fields must be reserved separately through the Community Development office.
4. City Ordinance requires that all dogs be kept on a leash at all times and the owner is responsible for cleaning up after them. Dogs are not permitted on athletic fields or playgrounds unless they are registered as an assistance dog.
5. The reserved facility or area is subject to inspection at any time by an authorized City representative to assure compliance with applicable General Park Rules/Regulations.
6. The sound, lighting and noise ordinances of the City of Manassas must be obeyed at all times. City code prohibits all amplified sound, including DJ's or any other noise-producing device that may disturb neighboring property owners. Any special requests for lighting and/or sound requirements require written approval of the Community Development Department.
7. Possession or consumption of alcoholic beverages or illegal drugs is strictly **PROHIBITED**.
8. Fireworks, weapons, and glass bottles of any type are not permitted in City parks.
9. Personal grills or open fires are not permitted by order of the Fire Marshal. Only grills supplied by the City are permitted and must be fully extinguished after use. Additionally, park grills must be cleaned before vacating the premises; and all litter must be placed in trash receptacles. Any special requests for grilling require written approval of the Community Development Department.
10. The removal of city-owned or leased property from rented area is strictly prohibited.
11. The rented site must be vacated by time specified on contract.
12. The use of tape, glue, nails, tacks, screws, staples, or other fasteners that may scratch or otherwise damage surfaces of picnic shelters, pavilions, museum buildings, cannons, trees, or courtyard walls are prohibited. No confetti or rice may be used in the parks. Birdseed and bubbles are permitted.
13. Your trash and all litter must be removed from the premises. The individual(s) or group renting the park is responsible for all clean up. Additional costs will be incurred if the park is not left in "as found" condition.
14. **Rental cancellation fees: A written cancellation request received within 7 working days of the rental date shall be granted a refund of the rental fee. A reservation that is cancelled with less than 7 working days notice will not receive a refund.**
15. The following activities are not permitted in any City park (unless approval is granted by Community Development Department):
 - a. Operation of special amusement such as carnival rides, pony rides, dunk tanks, moon bounce, etc.
 - b. Overnight camping fires, exhibitions, construction of tents, canopies, inflatable amusements, or other temporary structures
 - c. Sale of food, beverages, other good or services
 - d. Charging of fees for any activities or services
16. The following activities require the written approval of the Community Development Department:
 - a. Races, walks, rallies, athletic league games, practices or other organized sporting events
 - b. Any event exceeding 100 participants
17. Vehicles must be parked in designated paved and gravel parking areas only and are not permitted on the grass. Cars may be towed at owner's expense.
18. Violation of any rule or condition of the contract may result in loss of future rental privileges. Additional charges may be applied if any damage to City property is found. Any damage due to misuse will be the responsibility of the individual who is named on the park permit.

19. If there is someone occupying your rental space, present the contract to them and ask them to vacate. If you need further assistance, please contact the non-emergency phone number for the City Police (703-257-8000).
20. Please report any vandalism of City parks, including the historic sites, to the Manassas City Police (703-257-8000) and the Community Development Department (703-257-8315). Our parks are for all to enjoy and must be protected and maintained.