



CITY OF MANASSAS

Please send completed registration form with payment to:

The Manassas Museum

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 PERMIT APPLICATION

Park Requested:

- Byrd Park
- Dean Park
- Museum Lawn
- Nelson Park
- Stonewall Park

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

Park fees are:

City Resident: \$80 for first 3 hours
\$20 ea. additional hour
Non-Resident: \$100 for first 3 hours
\$30 ea. additional hour

Proof of residency is required at the time of registration. This can be in the form of a driver's license, vehicle registration, or other government issued document.

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

Fees for these parks are:

City Resident: \$50 for first 3 hours, \$15 ea. Additional hour
Non-Resident: \$70 for first 3 hours, \$25 ea. additional hour.

Type of Payment

Cash Amt. \$ _____

Check # _____ Amt. \$ _____

Credit Card Amt. \$ _____

To process your payment please call 703-368-1873 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

Office Use Only

Approved by: _____

Date: _____

Date requested _____ Time (beginning) _____ (end) _____
(remember to allow at least 30 minutes 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 AND “MANASSAS MUSEUM LAWN – SPECIAL USE RULES & REGULATIONS” (IF APPLICABLE)**

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 museum lawn 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 and the Museum Lawn Special Use 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 or museum lawn 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 on the museum lawn or 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 museum lawn or park is responsible for all clean up. Additional costs will be incurred if the park or museum lawn 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 or museum lawn (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 or museum lawn contract.
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 museum lawn and 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.

MANASSAS MUSEUM LAWN – SPECIAL USE RULES & REGULATIONS

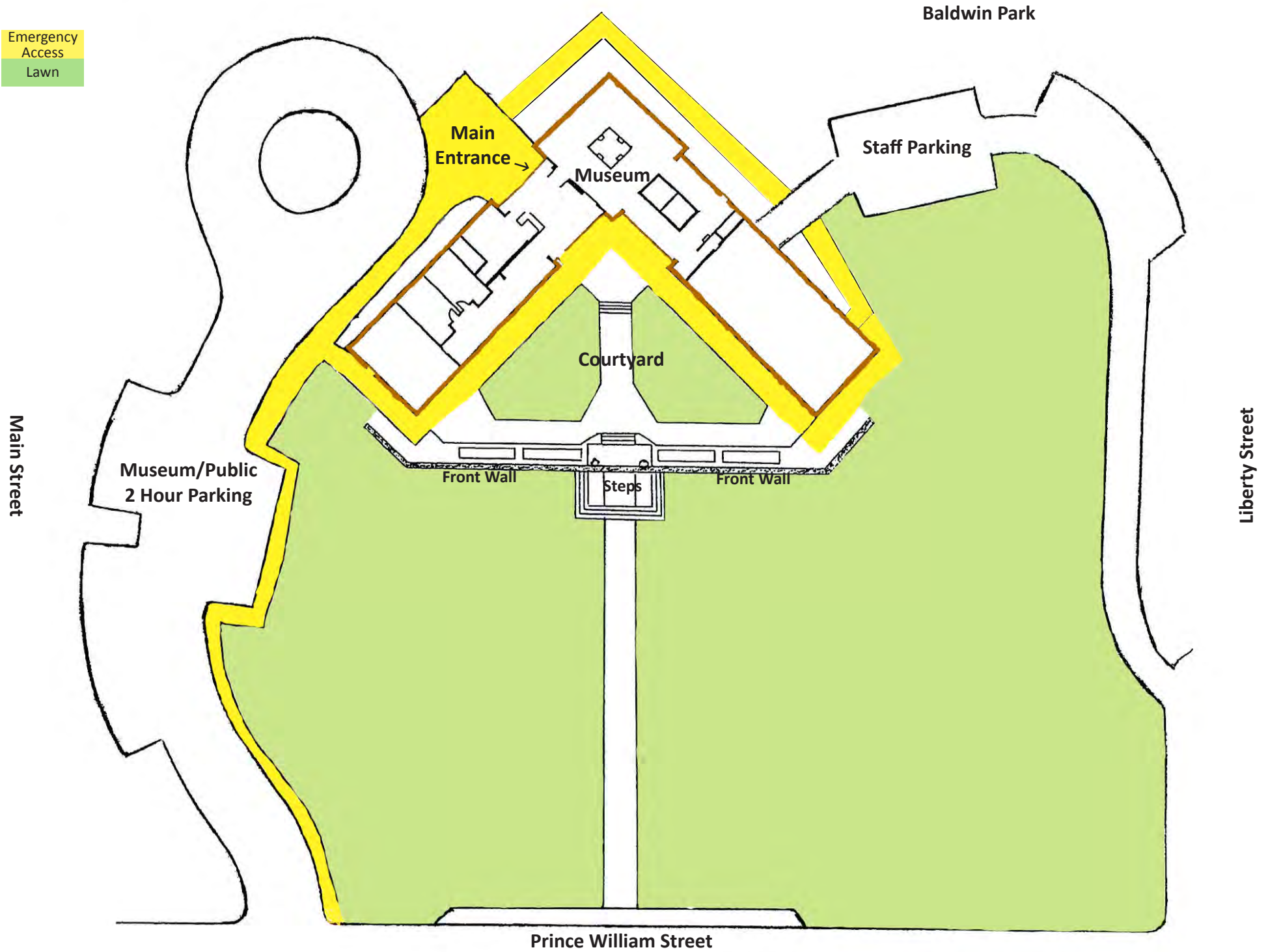
Keep this page for your reference.

Please note that these rules are in addition to the General Park Rules & Regulations listed above.

21. An approved rental agreement reserves only the museum lawn. Individual(s) or a group renting the museum lawn must complete and forward, to the Manassas Museum, a museum lawn use map, indicating the lawn space requested for use on the lawn and noting the location of activities planned. **(Please refer to the Manassas Museum Lawn Use Map provided by museum staff.)**
The remainder of the museum lawn is open to the general public.
22. Alcohol may be served under the following conditions:
 - a. the individual(s) or group renting the museum lawn must apply for the appropriate permit from the Virginia Department of Alcoholic Beverage Control (VA ABC)
 - b. a copy of the VA ABC permit must be provided to the City of Manassas at least 30 days prior to the event
 - c. the area that is serving alcohol must be clearly delineated and must be monitored at all times
 - d. the individual(s) or group renting the museum lawn must comply with all rules and regulations set forth by the Virginia Department of Alcoholic Beverage Control (VA ABC) **at all times**
 - e. the VA ABC permit must be displayed at all times that alcohol is served
23. Glass bottles and/or serving glasses are not permitted on the museum lawn. Beverages are to be served in plastic bottles and/or plastic glasses or cans.
24. An electrical outlet is available in the outdoor, walled courtyard of the museum. **Use only open receptacles** and do not unplug any outlets in use. Electrical cords are the responsibility of the individual(s) or group renting the museum lawn and must be in good working order/condition. Electrical cords must be securely taped down and/ or covered in areas of foot traffic.
25. The museum lawn must be vacated by time specified on contract.
26. Marring, staining, or painting of museum property, sidewalks and parking areas is strictly prohibited. The individual(s) or group renting the museum lawn is responsible for preventing damages to trees, landscaping and the lawn itself.
27. **Weather is at individual(s) or group own risk.**
28. Sidewalks along the museum court entrance, front circle entrance, and emergency exits are to remain accessible and unobstructed to maintain emergency access. **(Please refer to the attached Manassas Museum Lawn Use Map)**
29. The following rules pertain to individual(s) or group renting the museum lawn, unless Community Development Director approved for closure:
 - a. The sidewalk extending from Prince William Street to the main circle drive entrance of the museum is to remain accessible to visitors, during hours the museum is open. **(Please refer to the Manassas Museum Lawn Use Map provided by museum staff.)**
 - b. Museum handicap parking spaces are to remain open for museum handicapped visitors, during hours the museum is open.
 - c. The circle drive at the main entrance to the museum will remain accessible to museum visitors, during the hours the museum is open to the public.
30. Trucks, trailers and/or service vehicles needed to support the museum lawn rental event, may unload supplies needed for the rental activity using the museum's lower parking lot near Prince William Street. Once unloaded, these vehicles must be parked off site in order to maintain access to the sidewalks and museum drive.

31. Delivery of rental equipment, cakes, flowers, etc. must be made during the rental period. The Manassas Museum **will not accept** any deliveries for events on the museum lawn.
32. Manassas Museum restrooms are available for public use during the hours the museum is open:
10 am to 5 pm Tuesday through Sunday
Closed Mondays, from Labor Day to Memorial Day. Open Mondays, 10 am to 5 pm throughout June, July & August.
Please note: Restrooms are to be accessible to museum visitors and staff at all times.
33. Vehicles may be parked in the City of Manassas parking deck on Prince William Street or in any available City parking space. Vehicles are not permitted on the grass, or in any of the areas detailed above. **Vehicles in violation may be towed at the owner's expense.**
34. Two contact phone numbers, of the individual(s) or group renting the museum lawn, are required. This person should be available as a point of contact throughout the time specified in the museum lawn rental permit.

Emergency
Access
Lawn



Manassas Museum * 9101 Prince William Street * Manassas, VA 20110