



DEPARTMENT OF PARKS AND RECREATION
 ADMINISTRATIVE SERVICES OFFICE
 ATHLETIC AND FACILITY SERVICES DIVISION
 300 N. Park Drive, Arlington, Virginia 22203
 TEL 703-228-4747 TTY 711 parks.arlingtonva.us

FOR OFFICE USE

HH # _____
Receipt # _____
Notes: _____

PICNIC SHELTER FACILITY REQUEST FORM

Please type or print clearly so that all information can be accurately processed. Incomplete or erroneous requests will not be processed and will be returned to the sender. Forms may be emailed to facilitiescheduling@arlingtonva.us. **The facility is not guaranteed until all rental fees are paid in full and a facility permit is issued.** There will be an administrative fee for all refunds. If you have a previous balance on your account, you will not be permitted to reserve a picnic shelter until the balance is resolved.

___ **New Account**
 ___ **Existing Account Household #** _____

PERMIT HOLDER INFORMATION

Name of Applicant: _____
 Organization/Group Name: _____
 Address: _____ City: _____ State: ___ Zip: _____
 Phone: _____ E-mail: _____
 Picnic Shelter Requested: _____ Date(s) Requested: _____
 Time In: _____ Time Out: _____ Number of Participants: _____
 Detailed Description of Event: _____

Provisions & Additional Requests: _____

*Groups wishing to use a catering service or use special equipment (i.e. tents, dunking tanks, carnival rides, ponies, etc.) must obtain permission from the Parks and Natural Resources Division (703) 228-6525.

RESERVATION FEES
 \$170 Residents / \$340 Non-residents

SHELTER	CAPACITY	SHELTER	CAPACITY
Alcova Heights	50 maximum	Jennie Dean	50 maximum
Barcroft	200 maximum	Lacey Woods – FRONT	50 maximum
Bluemont	200 maximum	Lacey Woods – BACK	100 maximum
Bon Air	200 maximum	Lubber Run	100 maximum
Fort Scott	50 maximum	Madison Manor	50 maximum
Glencarlyn 1	200 maximum	Quincy	100 maximum
Glencarlyn 2	100 maximum	VA Highlands	100 maximum
Hayes	50 maximum	Westover	50 maximum

Indemnification of County. User agrees that County will not be responsible for any loss, injury, or damage to persons or property which at any time may be suffered or sustained by lessee or by any person whosoever may at any time be using or occupying or visiting the premises or be in, on or about the same, whether such loss, injury, death or damage is caused by or in any way results from or arises out of any act, omission or negligence of user or of any occupant, visitor or user of any portions of the premises, or results from or is caused by any other matter or thing whether the same kind as or of a different kind than the matters or things above set forth. User covenants to save, defend, hold harmless and indemnify the County and all of its agents and employees from and against any and all claims, loss, damage, injury, cost (including court costs and attorney's fees) charge, liability or exposure, however caused, resulting from, arising out of or in any way connected with user occupation and use of the premises.

Permit Holder Signature: _____ Date: _____

RULES AND REGULATIONS FOR USE OF PICNIC SHELTERS

1. Park Shelter reservations are final upon completion of the application, payment and the necessary approvals.
2. There will be no rain dates or refunds issued for any reason other than cancellation by DPR. In this case, all fees are refunded.
3. All permits are non-transferable. The permitholder is responsible for the conduct of his/her group. Failure to comply will void the permit. The original Picnic Shelter Facility Permit must be in the possession of the group leader at the shelter site.
4. Possession of Alcoholic beverages or illegal substances is prohibited in Arlington County Parks.
5. All trash, rubbish or any other refuse must be disposed of in the proper receptacles. Glass containers are prohibited. Please recycle whenever possible.
6. Amplification of any kind must comply with County code and receive prior approval by DPR.
7. Please park cars in designated areas. Do not park on grass areas or interfere with bike trails and residential driveways. It is important to note that parking is not guaranteed and is on a first come, first serve basis.
8. All fires are to be built only in grills.
9. If issues arise (i.e.: non-permitted group will not relinquish shelter) or maintenance emergencies occur and a park staff member is not present on site, please contact the Roving Facility Monitor at (571)238-0265. Non-emergency maintenance issues should be reported to Park Maintenance (703) 228-6525.