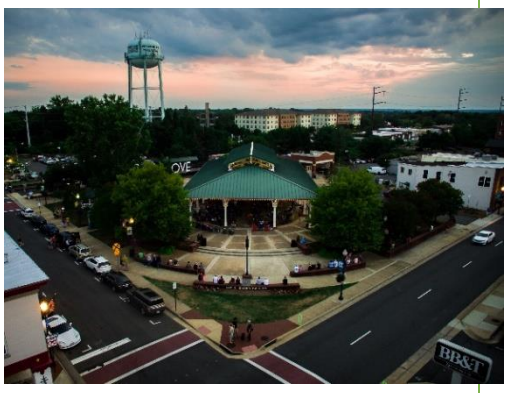
Note: Permittees must follow all CDC and Virginia guidelines related to COVID-19.



PARK RENTAL GUIDELINES

- ☐ Park Pavilion and Picnic rentals begin January 1st each year.
- ☐ Park rentals are permitted from March 15 through November 15th.
- ☐ Parks are closed to rentals during the winter season.
- ☐ Park Restrooms at Byrd Park, Dean Park and Stonewall Park open at 9am from April through October.

*Due to the COVID-19 Pandemic, Restrooms will be closed until further notice. *

- ☐ Rental hours are from Dawn to Dusk, never to exceed 8am-7pm.

EVENT VENUES RENTAL GUIDELINES

- ☐ Event venue availability is contingent upon scheduled City events.
- ☐ Event Venues and their available hours and amenities:
  - Harris Pavilion: 7am-10pm
    - Maximum Capacity: 500 Standing, 250 Seated, 100 Seated at Tables
    - Restrooms available upon request for scheduled events
  - Manassas Museum Lawn: 7am-10pm
    - Maximum Capacity: At City of Manassas representative discretion
    - Public Restrooms are located nearby at the Manassas Museum during open hours
  - Liberia House Grounds: 9am-8pm
    - Maximum Capacity: 200 people
    - Restrooms available upon request for scheduled events
    - Liberia House is only available for tours with approval and for additional charge
  - Annaburg Manor Grounds- Currently unavailable, future site only.
- ☐ All Reservation Requests are accepted on a first-come, first-served basis, no more than 1 year in advance of the requested date.

PAYMENT & PAPERWORK GUIDELINES

- ☐ Fully complete your application for approval by designated Parks, Culture & Recreation staff.
- ☐ Applications may be submitted online at ManassasCity.org or in person at the Manassas Museum.
- ☐ Dates will not be held without approval from designated Parks, Culture & Recreation staff.
- ☐ Once your event date is held, you are responsible for acquiring all documents, permits, etc. required for your event. All documentation must be received 30 days prior to your event date.
- ☐ Full payment for your event is required 30 days prior to your event date.
- ☐ Failure to complete documentation or payment will result in forfeiture of your Security Deposit and reserved event date.
- ☐ A security deposit is due at time of application. Without submitting a security deposit, your application will not be reviewed.
- ☐ Your security deposit is subject to being held if an applicant fails to adhere to the rules and regulations of the rental.

RENTAL PERMIT INFORMATION

- ☐ All finalized rentals will receive a Facility Rental Permit issued within 30 days of their event date.
- ☐ Designated organizer must keep this permit with them during their event, should proof be required.
- ☐ If someone is occupying your designated rental area, ask them to vacate. If you require further assistance, contact the non-emergency police department at 703-257-8000.

HOW DO I CANCEL OR CHANGE MY EVENT?

- ☐ All requests for refunds, cancelations, and modifications require a completed Facility Rental Modification Request Form, to be submitted to designated Parks, Culture & Recreation staff.
- ☐ The general refund policy is as follows:

Designated Area	**No Refund**	**Full Refund**
Park Facilities	Requests received less than 7 days prior to the event.	Requests received at least 7 days prior to the event.
Event Venue	Requests received less than 15 days prior to the event.	Requests received at least 30 days prior to the event.
Inclement Weather (parks & event venues only)	Requests received more than 48 hours after the event.	Requests received less than 48 hours after the event.

WHAT ARE THE RENTAL FEES?

	Non-Profit Event	For-Profit Event	Private Event
Event Venue (Weekday):	$50/hour	$75/hour	$150/hour
Event Venue (Weekend):	$50/hour	$100/hour	$200/hour
Park Pavilions	$30/hour	$30/hour	$30/hour
Picnic Areas	$20/hour	$20/hour	$20/hour

QUESTIONS?

Please contact the Parks, Culture & Recreation division staff at:

City of Manassas

Parks, Culture & Recreation

9101 Prince William Street

Manassas, VA 20110

Phone: 703-368-1873

Website: www.manassascity.org/leisure

ATHLETIC FIELDS & SPORT COURTS

General Information & Frequently Asked Questions

THINGS TO REMEMBER

- Permits are required for any group of 10 or more to use a City or School athletic field or sport court.
- Visit the Parks, Culture & Recreation division located at the Manassas Museum to obtain an application for a permit.
- Leasing City-owned fields to another party is not permitted.
- Athletic fields and sport courts are available for rental March 15 – November 15 annually on first-come, first-serve basis.
- Applications may be submitted on Feb. 15 annually for the upcoming sport season. Any applications received prior to this date will not be processed.
- Permits are available for one-time use or reoccurring rentals depending on the need of the athletic group.
- Incomplete applications will not be processed and will be returned to the applicant.
- Applications must be received within 7 days prior to the requested start date.
- All fees must be paid in full to confirm reservation.
- All finalized rentals will receive a Facility Rental Permit which must be kept with the representative during the rental period, should proof be required.
- If someone is occupying your rental space, ask them to vacate. If you require further assistance, contact Manassas City Police Department at 703-257-8000.
- All sales are final and no refunds will be issued for inclement weather.

ATHLETIC FIELDS & SPORT COURT LOCATIONS

Rental Locations	**Basketball Court**	**Diamond Field**	**Open Field**	**Pickleball Court**	**Rectangle Field**	**Tennis Court**	**Roller Hockey Court**	**Skate Park**
Byrd Park	◆	◆					◆	
Cavalry Run Park	◆			◆		◆		
Dean Park		◆		◆		◆		◆
Haydon Elem. School			◆					
Jennie Dean Elem. School		◆			◆			
Kinsley Mill Park	◆		◆				◆	
Lee Manor Park						◆		
Mayfield Intermediate School			◆					
Oakenshaw Park	◆	◆						
Round Elem. School		◆						
Stonewall Park	◆			◆	◆	◆		
Weems Elem. School		◆						
Winterset Park	◆							

- Athletic fields and sport courts are available from dawn to dusk. Locations with lights extend until 10:00 p.m.
- School athletic fields are available after school hours and activities. School board or designee may cancel or postpone any non-school activity.

ATHLETIC FIELDS & SPORT COURT RENTAL FEES

Diamond & Rectangle Fields	Rental Fees
Field without lights	$4.75/hour
Lighted Field	$6.50/hour
Practice Open Field Space	$4.00/hour
Tournaments:	Non-profits $100.00/field plus hourly field rate
	For-profits $125.00/field plus hourly field rate

Hard Surface Courts	Rental Fees
Lighted Tennis Courts	$6.00/hour
Tennis Courts without lights	$4.50/hour
Tennis Courts (tournaments/lessons)	$20.00/hour
Basketball Courts (outdoor)	$4.00/hour
Basketball Courts (tournaments/lessons)	$20.00/hour
Roller Hockey Courts	$4.00/hour
Roller Hockey Courts (tournaments/lessons)	$20.00/hour
Skate Park	$25.00/hour
Skate Park (tournaments/lessons)	$50.00/hour

QUESTIONS?

Please contact the Parks, Culture & Recreation division staff at:

City of Manassas
Parks, Culture & Recreation
9101 Prince William Street
Manassas, VA 20110
Phone: 703-368-1873
Website: www.manassascity.org/leisure

Facility Rental Application

City of Manassas
Parks, Culture & Recreation
9101 Prince William Street, Manassas, VA 20110
Office Hours: Tuesday – Sunday 10:00 a.m. – 5:00 p.m.
Phone #: 703-368-1873
Website: www.manassascity.org/leisure

Applicant Contact Information		
Name/Representative:	Organization/Company:	
Mailing Address:		*Please check one*: ☐ Personal Address ☐ Business Address
Primary Phone Number:	Email:	

Section A: Event Venue & Park Rentals

Event Venue & Park Rental Information:				
Event Date:	Setup Time:	Start Time:	Cleanup Time:	End Time:
Description of the Event:				
Maximum Attendance:	*Please check one*: ☐Public Event ☐ Private Event ☐Non-Profit Event			
How will your event be advertised?				

Event Venue & Park Rental Facilities: *Please check all that apply*			
Event Venue: ☐ Harris Pavilion ☐ Liberia House Grounds ☐ Manassas Museum Lawn	**Park Pavilion:** ☐ Byrd Park ☐ Stonewall Park	**Picnic Area:** ☐ Baldwin Park ☐ Cavalry Run Park ☐ Kinsley Mill Park ☐ Winterset Park	**Gazebo:** ☐ Harris Pavilion ☐ Nelson Park

Section B: Athletic Facility & Sport Courts

Athletic Facility & Sport Court Rental Information:				
Sport:	*Type of Application*: ☐League/Organization ☐ Team/Group ☐ One Time Use			
Start Date:	**End Date:**	*Organization/Group is a Non-Profit*: ☐ Yes ☐ No		
Facility Name:	**Day(s) of week:**	**Start Time:**	**End Time:**	**Game/Practice:**

Athletic Facilities & Sport Courts: *Please check all that apply*				
Byrd Park: • *2 Basketball Courts* • *3 Diamond Fields* • *1 Roller Hockey Court*	Cavalry Run Park: • *1 Basketball Court* • *2 Tennis/Pickleball Courts*	Dean Park: • *2 Lighted Diamond Fields* • *4 Tennis/Pickleball Courts* • *1 Skate Park*	Haydon Elem. School: • *1 Open Field*	Jennie Dean Elem. School: • *1 Diamond Field* • *1 Lighted Diamond Field*
Kinsley Mill Park • *1 Basketball Court* • *1 Open Field* • *1 Roller Hockey Court*	Lee Manor Park • *2 Tennis Courts*	Mayfield Interm. School • *1 Open Field*	Oakenshaw Park • *1 Basketball Court* • *1 Diamond Field*	Round Elem. School • *1 Diamond Field*
Stonewall Park: • *2 Basketball Courts* • *3 Tennis/Pickleball Courts* • *1 Rectangle Field*	Weems Elem. School: • *2 Diamond Fields*	Winterset Park: • *1 Basketball Court*	Concession Stands: • *Byrd Park* • *Stonewall Park Pool*	

Facility Rental Application

City of Manassas
Parks, Culture & Recreation
9101 Prince William Street, Manassas, VA 20110
Office Hours: Tuesday – Sunday 10:00 a.m. – 5:00 p.m.
Phone #: 703-368-1873
Website: www.manassascity.org/leisure

Rules & Regulations:
On behalf of the designated user, 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 the user's property and the risk of personal injury from participating in athletic activities. In consideration of being granted permission to use the facilities of the City of Manassas, 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, 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. _____ (initials) I, _____, am responsible for adhering to, enforcing, all City of Manassas, Parks, Culture & Recreation policies, rules and regulations.

Facility Rental Fees: *(staff use only)*		
Event Venue: *(due 30 days prior to event date)*	Fees Vary – Refer to Fee Schedule	$
Hard Surface Court: *(due at time of booking)*	Fees Vary – Refer to Fee Schedule	$
Picnic Area: *(due at time of booking)*	$20.00/hour	$
Park Pavilion: *(due at time of booking)*	$30.00/hour	$
Gazebo: *(due at time of booking)*	$30.00/hour	$
Concession Stand: *(due at time of booking)*	$40.00/hour	$
	Subtotal	=$
Received Date:	Security Deposit *(due at time of booking)*	$
Received Date:	TOTAL FEES DUE	=$

Approvals & Signatures: *(staff use only)*	
Required Documents: *Insert Date Received* _____ Application (Complete) _____ Certificate of Insurance _____ Public Use of Grounds Permit (Approved) _____ Special Events Permit (Approved) _____ ABC Banquet License _____ Health Department Permits _____ Umbrella License _____ Other Required Inspections/Permits _____	**Staff Signatures:** Received by: _____ Date: _____ Rental Date Held by: _____ Date:_____ Approved Application: _____ Date: _____ Reservation Confirmation #: _____

Athletic Field Allocation & Fees: *(staff use only)*		
Permit Issue Date:	Permit Expiration Date:	Permit Location:

FIELDS WITHOUT LIGHTS:
Field Use Hours _____ - # of Credit Hours _____ = _____ Total # of Hours x $4.75 x = $_____

LIGHTED FIELDS:
Field Use Hours _____ - # of Credit Hours _____ = _____ Total # of Hours x $6.50 x = $_____

TOURNAMENT FEES:
$100 x _____# of Fields x _____# of Days = $_____Total Due

All fees due upon approved field permit.

Combined Total Due: $ _____

City of Manassas, Parks, Culture & Recreation
Facility Rental Policies, Rules & Regulations
9101 Prince William Street, Manassas, VA 20110
Office Hours: Tuesday – Sunday 10:00 a.m. – 5:00 p.m. Phone #: 703-368-1873
Website: www.manassascity.org/leisure

Facility Rental Policies, Rules & Regulations		
Initials	**Policy, Rule or Regulation**	**Staff Use Only**
	Allocation of Facilities: A Facility Rental Request does not guarantee availability or assignment to a specific individual or organization. Scheduling process is designed to maximize use of available resources in a fair and equitable manner. City designee has the authority to make changes to the allocation process, season dates, sport designations, and to interpret and determine appropriate procedures from implementation of the policy. Additionally, City designee has the authority to restrict or terminate permits when violations occur that warrant termination or when it is deemed necessary in the best interest of the facility or the City. No field or facility shall be used for anything other than its intended use.	
	Alcohol: Possession or consumption of alcoholic beverages or illegal drugs is strictly prohibited in City parks. Applicants may apply for an Alcohol Beverage Use Permit for their rental when the access is limited to their party only and not to underage attendees. All alcoholic beverages must remain in designated areas at all times. In addition to the Alcohol Beverage Use Permit, applicant is responsible to ensure that all VA ABC and Federal laws are followed. VA ABC law requires a banquet license. Visit VA ABC website for more information. It is recommended to allow 3-4 weeks for processing of the VA ABC banquet license. Any For-profit event serving alcohol will require a special event permit.	
	Amplified Sound: All amplified sound is prohibited in the parks per City Ordinance. Amplified sound, at approved sites, is not permitted past 11pm per City Ordinance.	
	Animals/Petting Zoos: Please contact the City of Manassas Animal Control department at 703-257-8009 for rules and regulations on animals or petting zoos.	
	Cancellations/Refunds: All requests for refunds or cancellations must be submitted to the designated Parks, Culture & Recreation personnel at the Manassas Museum.	
	Damages: The removal, modification, or damage of City or School property is prohibited. Any individual or group found guilty of damaging property will be excluded from further use of City facilities and shall be held financially responsible for such damages.	
	Decorations: Decorations must be affixed in such a way that would not result in damage to the designated area. Failure to remove any and all decorations may result in additional fines or fees. Birdseed or bubbles area approved in lieu of confetti or rice. Cleanup of residue is required.	
	Deliveries/Rental Equipment: Applicants are responsible for supplying tables, chairs, stages, etc. for their event. Rental companies should be contracted to deliver and pick up the equipment within the designated timeframe listed on the approved application. City of Manassas will not accept deliveries on the applicant's behalf. Please check our "Facility Rental Modification Request Form" for rental options through the City of Manassas.	
	Designated Rental Area: The approved application only reserves the exclusive rights to the designated area. This does not include exclusive use of the surrounding park areas or amenities. Designated area must be vacated by the specified time in the approved application. Permits are non-transferrable; all users will not allow unauthorized second party to use the designated area without approval. Lending or leasing City designated areas is not permitted.	
	Dogs: City ordinance requires all dogs must be kept on a leash and the owner is responsible for cleaning up after them. Dogs are not permitted on athletic fields or playground equipment unless they are a registered assistance dog.	
	Facility Rental Modification Request Form: Any modifications to the initial application must be made using the "Facility Rental Modification Request Form" and submitted for approval. Additional equipment may be available for your event.	
	Failure to Comply: Failure to adhere to these regulations may result in additional fines, fees, or loss of future rental privileges. Any damage found to City property due to misuse is the responsibility of the individual, group, or organization named on the approved application.	

	Field Maintenance: Field maintenance or modifications is prohibited without prior approval from the City. Field closings for maintenance shall be at the discretion of the Parks, Culture & Recreation Division. Fields will be marked with a "No Trespassing" sign.	
	Food Trucks/Catering: Food Trucks – Please review zoning requirements (703-257-8278), Va. Dept. of Health requirements (703-792-7319), and peddler's license requirement (703-257-8214). Catering – Fully licensed and insured caterers are required. If food is being served to the public, a Prince William County Health Department Permit must be supplied 30 days prior to the event.	
	Gates and Locks: If you are provided a combination to access a facility, it is your responsibility to secure the facility at the end of your rental.	
	Inclement Weather: Playing or practicing on fields is prohibited during wet or inclement weather. Call the inclement weather hot line at 703-257-8237 for current information. Failure to adhere to this policy will result in a bill for damages.	
	Insurance: Permittees must have a general liability insurance policy and provide a certificate of insurance to the City of Manassas naming the City as an additional insured. Insurance requirements for events are: Minimum liability limit requirements for all event organizers of $1,000,000 If alcoholic beverages are served the event organizer shall have a minimum liability limit requirement of $5,000,000, including Liquor Liability. Higher limits may be required after review by the City's Risk Management Division. If any participant is an organization or company that has employees, they shall show evidence that they have workers' compensation insurance with statutory limits that meet the requirements of the Virginia Workers' Compensation Act. Any other special insurance requirements based upon specific and/or high risk event activities as determined by the City. For more information, contact Risk Management at 703-257-8268.	
	Open Flames/Grills: Personal grills or open fires are not permitted by order of the Fire Marshal. City provided grills must be fully extinguished and cleaned after use prior to vacating the designated area.	
	Payment: Full payment for the park and event venue approved application must be received no less than 30 days prior to the requested event date. Full payment for athletic field and sport court is due upon approved application. Application requests and payments may be made at the Manassas Museum or online at manassascity.org/leisure.	
	Restrooms/Portable Restrooms: Park restrooms are open seasonally from April – October. Restrooms will be unlocked before and after the specified timeframe outlined in the approved application. Portable restrooms may be approved on a case by case basis. Applicant is responsible for delivery and pick up with the allotted timeframe on approved application. Portable restrooms are not permitted on School property.	
	School Facilities: The School Board or its designee may cancel or postpone any non-school activity when such is in conflict with a school event. City staff will attempt to notify the affected organization as soon as the cancellation notice is received.	
	Security Deposit: Security deposits may be required based on the type of event. Security deposit is due at time of application and will be reimbursed upon satisfactory completion of the agreement. Any charges in excess of the deposit will be billed to the applicant. Security deposits are refunded to the individual who made the payment. If the deposit has been paid for by cash or check, the check reimbursement will take 4-6 weeks and will be sent to the payer's address on the agreement.	
	Security Plan: Security is required for all events serving alcohol, and some events may require security as determined by the Police Department. Please check special event permits. For more information, contact the Police Department's Planning and Resource Manager at 703-257-8017.	

	Setup & Cleanup: All items must be brought in and removed by the individual/group renting the designated area during the timeframe allotted in the approved application. Failure to adhere to this regulation may result in additional fines or fees. A diagram of your setup must be turned in 2 weeks prior to your rental. All AV requirements must be established at this point.	
	Signs/Banners/Unattended Displays: Please check signs and banners requirements and contact Development Services at 703-257-8278 for more information. For unattended displays, please contact the Police Department's Planning and Resource Manager at 703-257-8017.	
	Site Inspection: The reserved designated area is subject to inspection by City personnel to verify compliance with City ordinance, rules and regulations.	
	Special Event Permits: Special events on public property are defined as any event held on public property that will include any for profit-activity or advertisements by a for-profit business. Special events include, but are not limited to, pageants, celebrations, sports events, historical reenactments, carnivals, music festivals and other entertainments, exhibitions, dramatic presentations, fairs, festivals, races (i.e., run/walks), block parties, parades, and other similar activities. For information on public property special events regulations and requirements, please review the City's special events ordinance. Additional requirements may need to be met under the application request for Special Event Permits issued by the Manassas City Police Department. For more information, contact the Police Department's Planning and Resource Manager at 703-257-8017.	
	Street or Sidewalk Closures/Parking Restrictions: Requires coordination through the Manassas City Police Department, contact the Planning and Resource Manager at 703-257-8017.	
	Tents/Stages/Temporary Structures: Some temporary structures such as stages and tents larger than 100 sq. ft. require an inspection or permit. Please contact Development Services at 703-257-8278 for more information.	
	Trash/Litter: Trash and litter must be removed from the designated area. The representative listed on the approved application is responsible for cleanup. Additional fines or fees will be assessed if the designated area is not left in "as found" condition. Dumpsters on site are not for use for trash disposal. It is the responsibility of the applicant to remove trash from site. Please contact Refuse and Recycling at 703-257-8256 for approval of your trash cleanup plan.	
	User Safety and Responsibility: User agrees to ensure the safety of participants including termination of activity if unsafe conditions exist. Applicants are responsible for the conduct of all persons connected with their rental. Applicant guarantees that all activities will be orderly and lawful, and not of a nature to insight disorderly conduct by spectators or participants.	
	Vehicles/Parking: Vehicles must be parked in designated parking areas only. Vehicles are not permitted on the grass and may be towed at owner's expense.	
	Vendors: No person or business shall sell, rent, or trade goods or services on City or School property without approval. Applicants will require appropriate permits and licenses as dictated by City Code. Umbrella Vendor License is required in order to sell merchandise on City property. Please contact the Office of the Commissioner of the Revenue at 703-257-8214 for more information.	
	Weapons/Fireworks/Glass: Fireworks, weapons and glass bottles of any type are not permitted in City parks.	

City of Manassas, Parks, Culture & Recreation
Facility Rental Policies, Rules & Regulations
9101 Prince William Street, Manassas, VA 20110
Office Hours: Tuesday – Sunday 10:00 a.m. – 5:00 p.m. Phone #: 703-368-1873
Website: www.manassascity.org/leisure

Signature Confirmation
On behalf of the designated user, 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 the user's property and the risk of personal injury from participating in athletic activities. In consideration of being granted permission to use the facilities of the City of Manassas, 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, 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. _____ (initials) I, _____, am agreeing to the above changes, accompanied fee, and responsible for adhering to, enforcing, all City of Manassas, Parks, Culture & Recreation policies, rules and regulations.
Staff Use Only:
Staff Signatures: Acknowledgement Received by: _____ Date: _____ Reservation Confirmation #: _____

Facility Rental Modification Request Form

City of Manassas
Parks, Culture & Recreation
9101 Prince William Street, Manassas, VA 20110
Office Hours: Tuesday – Sunday 10:00 a.m. – 5:00 p.m.
Phone #: 703-368-1873
Website: www.manassascity.org/leisure

Facility Rental Modification Request Form	
Name/Representative:	**Organization/Company**:
Reservation Confirmation #:	**Date of Event:**
Primary Phone Number:	**Email:**

I would like to change *(complete all that apply)*

Change the date of my reservation to _____.
Adjust the hours of my reservation of the _____ such that it takes place from _____ to _____.
Add the following space/s to my rental application _____ from _____ to _____.
Change the maximum attendance from _____ to _____.

Alcohol Service Changes

I would like to serve alcohol at the event and will obtain an ABC Banquet License that will be submitted 30 days prior to the start of my event to the Parks, Culture & Recreation staff designee. _____ (Initials)

I will not be serving alcohol at the event. _____ (Initials)

I would like to cancel my event and request a refund.

I would like to cancel my event. _____ (Initials)
I am submitting a request ____ days prior to my event and would like to request a refund. _____ (Initials)
I acknowledge that I am unable to receive a refund as my request to cancel the event is less than the allotted timeframe as outlined in the refund policy. _____ (Initials)

I would like to add or change the following *(check all that apply)*

Add/Delete #	**Available Equipment/Facilities**	**Quantity Available**	**Cost**
	60 in. Round Table (seats 6)	9	
	6 ft. Rectangle Table (seats 6)	10	
	Banquet Folding Chair – White	30	
	Standard Folding Chair – White	125	
	White Round Table Linens	9	
	White Rectangle Table Linens	10	
	Stage by panel *(4'W x 6'L x 2'H)*	16 *(full size is 16'W x 24'L x 2'H)*	
	Stage Stair Unit	1	
	Stage Rail (8'L)	10	
	Sunscreens	7	
	Amplified Sound System	1	
	Microphone - Wireless	2	
	Microphone	1	
	Electric Outlet	Varies	
	Electric Extension Cords	Varies	
	Restroom Facilities	1 per site	
	Subtotal		**$**

Facility Rental Modification Request Form

City of Manassas
Parks, Culture & Recreation
9101 Prince William Street, Manassas, VA 20110
Office Hours: Tuesday – Sunday 10:00 a.m. – 5:00 p.m.
Phone #: 703-368-1873
Website: www.manassascity.org/leisure

Signature Confirmation
The user hereby agrees to indemnify and hold harmless City of Manassas, their officers, agents, all employees, and volunteers from any and all claims for bodily injury, and personal injury, and/or property damage, including cost of investigation, all expenses of litigation including reasonable attorney fees, and the cost of appeals arising out of any claims or suits which result from errors, omissions, or negligent acts of the user, his agents or employees. Group is responsible for abiding by all City of Manassas, Parks, Culture & Recreation division policies, rules and regulations. _____ (initials) I, _____, am agreeing to the above changes, accompanied fee, and responsible for adhering to, enforcing, all City of Manassas, Parks, Culture & Recreation policies, rules and regulations.

Additional Services & Fees *(staff use only)*			
	Additional Time (*hourly)*	Varies	
	Banner Display *(1-7 days prior to event)*	Varies	
	Facility Rental Refund	Varies	
	TOTAL CHARGES or REFUND		**$**

Payment Information: *(staff use only)*

Amount Received $_____ Received Date: _____

Approval & Signatures: *(staff use only)*

Staff Signatures:

Modification Received by: _____ Date: _____

Modification Approved by: _____ Date:_____

Cancelation Approved by: _____ Date: _____

Refund Approved by: _____ Date: _____

Reservation Confirmation #: _____