

PARK & EVENT RENTAL FAQs



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.
- 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.manassasva.gov/parks

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.manassasva.gov/parks



Applicant Contact Information	
Name/Representative:	Organization/Company:
Mailing Address:	Please check one: <input type="checkbox"/> Personal Address <input type="checkbox"/> 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: <input type="checkbox"/> Public Event <input type="checkbox"/> Private Event <input type="checkbox"/> Non-Profit Event			
How will your event be advertised?				
Event Venue & Park Rental Facilities: Please check all that apply				
Event Venue: <input type="checkbox"/> Harris Pavilion <input type="checkbox"/> Liberia House Grounds <input type="checkbox"/> Manassas Museum Lawn	Park Pavilion: <input type="checkbox"/> Byrd Park <input type="checkbox"/> Stonewall Park	Picnic Area: <input type="checkbox"/> Baldwin Park <input type="checkbox"/> Cavalry Run Park <input type="checkbox"/> Kinsley Mill Park <input type="checkbox"/> Winterset Park	Gazebo: <input type="checkbox"/> Harris Pavilion <input type="checkbox"/> Nelson Park	

Section B: Athletic Facility & Sport Courts

Athletic Facility & Sport Court Rental Information:				
Sport:		Type of Application: <input type="checkbox"/> League/Organization <input type="checkbox"/> Team/Group <input type="checkbox"/> One Time Use		
Start Date:		End Date:		Organization/Group is a Non-Profit: <input type="checkbox"/> Yes <input type="checkbox"/> 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

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 Parks, Culture & Recreation
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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: <i>(due 30 days prior to event date)</i>	Fees Vary – Refer to Fee Schedule	\$
Hard Surface Court: <i>(due at time of booking)</i>	Fees Vary – Refer to Fee Schedule	\$
Picnic Area: <i>(due at time of booking)</i>	\$20.00/hour	\$
Park Pavilion: <i>(due at time of booking)</i>	\$30.00/hour	\$
Gazebo: <i>(due at time of booking)</i>	\$30.00/hour	\$
Concession Stand: <i>(due at time of booking)</i>	\$40.00/hour	\$
Subtotal		=\$
Received Date:	Security Deposit <i>(due at time of booking)</i>	\$
Received Date:	TOTAL FEES DUE	=\$

Approvals & Signatures: *(staff use only)*

<p>Required Documents: <i>Insert Date Received</i></p> <p>_____ 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</p>	<p style="text-align: center;">Staff Signatures:</p> <p>Received by: _____ Date: _____</p> <p>Rental Date Held by: _____ Date: _____</p> <p>Approved Application: _____ Date: _____</p> <p>Reservation Confirmation #: _____</p>
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Athletic Field Allocation & Fees: *(staff use only)*

Permit Issue Date:	Permit Expiration Date:	Permit Location:
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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: \$ _____