

INSTRUCTIONS FOR COMPLETING AN ASSEMBLY PERMIT APPLICATION

DEAR APPLICANT:

Attached for your use is the current permit application for public assemblies. This form contains many important items of information for which the applicant will be responsible. Hence, **it is important that the applicant review *all* information and completely fill out all sections of the form.** If a question is not applicable, fill in the blank with "NA" (not applicable).

For small events (less than 100 people and no street closures) **applicants are strongly encouraged to submit their application at least twenty-one (21) calendar days prior to the proposed date of the public assembly.** For large events and festivals (over 100 people or your event requires closing streets) **applicants are strongly encouraged to submit their application at least forty-five (45) calendar days prior to the proposed date of the public assembly.**

The following items should help you through the process:

- If your event is to occur within the downtown area (generally defined as the area bounded by Williamson Road to the east, 6th Street, SW to the west, Orange Avenue to the north, and the Roanoke River to the south), please begin by contacting Downtown Roanoke, Inc., at (540) 342-2028 (ext. 14) for completion and processing of the assembly permit application. Downtown Roanoke, Inc., provides guidance and resources for all events occurring in the downtown area. For more information, go to <http://www.downtownroanoke.org>
- If your event involves the use of a City of Roanoke park, plaza or other public property, please contact the Parks & Recreation Department (215 Church Avenue, SW – Room 303) at (540) 853-2236 to reserve the location prior to submitting the assembly permit application.
- You must contact the City of Roanoke's Police Department (Patrol Administration Office) at (540) 853-2387 at the time your application is submitted to review all issues relating to the general public health, safety and welfare and to determine if police resources will be required.
- Your event may require a certificate of insurance. Please contact our Risk Management Office (215 Church Avenue, SW – Room 209) at (540) 853-1856 to discuss the details of your event. The need for liability insurance coverage is determined by the type of event and any liability issues that it may pose. If it is determined by the Office of Risk Management that you need liability insurance for your event and you do not currently have the coverage, you may search the Internet for information on purchasing event insurance. Prior to purchasing this insurance, make sure that the company is licensed to do business in the Commonwealth of Virginia.
- If more than 1,000 persons are anticipated to congregate at any one time, or if the event is non-stationary (e.g. parade, walk, distance run), an Emergency Action Plan (EAP) is required. Please attach one copy of the EAP to your application. Go to www.roanokeva.gov/639/Emergency-Management

website for link to an EAP template or call Emergency Management at (540) 853-2426 for assistance.

- If your event involves liquid wastes, they must be properly managed. Examples of liquid wastes include cooking oil/grease, wash and sanitizing water, beverage service spills, and more. See Section 12 of the permit for more information.
- If there is a valid need for event support vehicles to park within the footprint of a public assembly, you must contact PARK Roanoke at (540) 343-0585 or parking@PARKRoanoke.com to obtain Temporary Parking Permits. Temporary Parking Permits are issued for a specific vehicle at a specific location; therefore, when contacting PARK Roanoke, be prepared to provide detailed information for each vehicle and parking location. It should be noted that Temporary Parking Permits will not be issued solely for the parking convenience of volunteers or event participants.
- Please be sure to sign and date the assembly permit application. **It will be returned to you if not signed and dated.**
- Please forward the completed application to :

Public Works Service Center
Transportation Division
1802 Courtland Road, NE
Roanoke, VA 24012
FAX: (540) 853-1270
Email: appinfo@roanokeva.gov

- Upon approval, a copy will be returned to the applicant and must be readily available at the event. Thank you for your interest in conducting a public assembly. If there are any questions, please contact (540) 853-5482.

PERMIT APPLICATION

For Public Assembly, e.g., Parade, Festival, Block Party, Distance Run/Walk, or other group assemblies, on City streets, alleys, sidewalks or other public property or in City parks
City Code, Section 30-102 (g)

For DRI Use only: Check here if permit originated at DRI: <input type="checkbox"/> Date Received: _____

For City Use only: Date Received: _____
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APPLICANT INFORMATION

1. Applicant Name: _____ Phone Number: _____
Fax#: _____ Cell Phone Number: _____
Local Address: _____ Zip Code: _____
Permanent Address: _____ Zip Code: _____
E-mail Address: _____
Title if representing an organization: _____
2. Organization Represented by Applicant (If Applicable):
Name of Organization: _____ Phone Number: _____
Local Address: _____ Zip Code: _____
3. Organization or Person to be authorized by the permit to parade or assemble (if different from No. 2 above):
Name: _____ Phone Number: _____
Local Address: _____ Zip Code: _____
4. Person in Charge of Public Assembly during Public Assembly:
Name: _____ Phone Number: _____
Fax #: _____ Cell Phone Number: _____
Local Address: _____ Zip Code: _____
E-mail Address: _____
5. **Public Assembly Background**
 - a. Name of Public Assembly (used for file identification): _____
 - b. Location of Public Assembly: _____
 - c. Description of Public Assembly Activities: Block Party Parade, Distance Run, or Walk
Festival Family Reunion or Company Picnic
Other _____
 - d. Is the City of Roanoke a sponsor of this event?
(Check One) Yes No

EVENT INFORMATION

6. On what date(s) will the Public Assembly occur? _____
7. What are the hours of the actual event? _____
Will the Public Assembly require any assembly time prior to the actual event and/or disassembly time after the event? Yes No If so, what are those hours? _____

8. How many people do you anticipate will take part in the Public Assembly? _____

If more than 1,000 persons are anticipated to congregate at any one time or if the public assembly is non-stationary (e.g. parade, walk, distance run), an Emergency Action Plan (EAP) is required. You must submit one copy of the EAP with this application. Go to www.roanokeva.gov/639/Emergency-Management to access the online EAP form or call Emergency Management at (540) 853-2426 for assistance.

9. If the Public Assembly will occur **only** in a street or alley, or on a sidewalk, please skip to No. 10. Otherwise, if the Public Assembly will occur, at least in part, in a park or on other public property, please continue with the next question.

a. In what park, or on what public property, will the Public Assembly assemble and occur?

If the Public Assembly involves the use of a City of Roanoke park, greenway or plaza, the applicant must obtain advance approval from the Director of Parks & Recreation, or the Director's designee, at (540) 853-2236. *For availability of parks and plazas in the downtown area, applicant must call Downtown Roanoke, Inc., at (540) 342-2028 (ext. 14).*

b. Where in the public park or other public property will the Public Assembly assemble and occur? (Please note that unless authorized, motorized vehicles are prohibited from driving or parking upon grass surfaces within the approved assembly area.)

(Attach Site Map or Diagram)

c. Will the Public Assembly need to use a park pavilion, stage, athletic field, greenway or other publicly owned facility?

(Check One) Yes No

If yes, there may be a user's fee or set-up fee for you to pay. Please identify the facility below and call either Downtown Roanoke, Inc., at (540) 342-2028 (ext. 14) if the event is downtown or call Roanoke Parks and Recreation at (540) 853-2236 if the event is outside of downtown and make arrangements for reservation of the public facility.

Facility: _____

d. Will the Public Assembly require access to electricity?

(Check One) Yes No

If yes, you must contact the Facilities Management Division at (540) 853-5889. Please note that most available electric outlets are 20 amps. You should visit the site of the Public Assembly and be prepared to identify the number of outlets you need to support your event and whether your event requires 220V. If the City is able to provide electricity, depending upon the level of services needed, you may need to allow for additional time for the arrangement of City personnel for such tasks. If the City cannot provide electricity it may be necessary for the applicant to furnish a generator. **If a generator is used, the applicant must provide containment and protection measures surrounding the generator during the entire period that the generator is present at the event site to prevent the adverse effects of any accidental spills.*

e. Will the Public Assembly require access to public water?

(Check One) Yes No

Please note that the City cannot guarantee that public water is available at all locations.

10. If the Public Assembly will occur in a street or alley, or on a sidewalk, for at least a portion of the Public Assembly, you must contact the Transportation Division at (540) 853-5482 to determine whether barricades will be necessary and, if so, at what cost to you or your organization. **You must attach a map or diagram** which clearly shows the route and/or location of the Public Assembly and continue with the next question.

a. Will the Public Assembly include any moving or stationary motor vehicles?
(Check One) Yes No

If yes, how many and of what type? _____

Note: See Application Instructions for information regarding Temporary Parking Permits issued by PARK Roanoke for stationary event support vehicles.

b. What type of animals, if any, will be in the Public Assembly? _____

c. What will be the maximum and minimum speed of the Public Assembly? _____

d. What will be the approximate interval of space to be maintained between units of the Public Assembly?

e. Will it be necessary to barricade any streets to allow the Public Assembly?
(Check One) Yes No

If yes, **you must attach a map** to this application showing the locations of all needed barricades. If City personnel are to deliver, erect or retrieve needed barricades, there may be a fee for which you or your organization will be responsible. You should allow fifteen (15) business days if City personnel will be needed to deliver, erect, or retrieve the needed barricades.

f. Will the Public Assembly require police officer assistance or a police escort at the head of the Public Assembly?

(Check One) Yes No If yes, how many officers? _____

11. Will the Public Assembly generate any solid waste trash or recyclables?

(Check One and initial) Yes _____ No _____

If yes, for events in City parks the applicant must contact Parks and Recreation at (540) 853-5231. For events in all other locations, the applicant must contact the Solid Waste Management Division at (540) 853-6846. Trash removal is the responsibility of the event organizer. Event planners will need to provide extra trash receptacles for their event. All trash must be removed from the event site.

12. Will the Public Assembly generate any liquid or semi-solid wastes (fats, oils, grease, wash water, soap, etc)?

(Check One and initial) Yes _____ No _____

If yes, please identify below how the liquid/semi-solid wastes will be collected and properly disposed. Note: It is strictly prohibited to discharge any waste to the municipal storm sewer system or any part thereof (inlet, curb gutter, drainage ditch, etc.) or to the ground surface, or to any water body.

a. If a temporary hook-up to sanitary sewer is desired you must contact the Western Virginia Water Authority (540) 853-1517. **If the part of your event that is generating the liquid waste can be located near a sanitary sewer manhole, this is the City's preferred option.*

b. If a liquid waste collection tank, &/or septic collection service will be used, list the name and telephone number of the individual or company providing this service in the space below: ***If a collection tank is used, the applicant must provide containment and protection measures surrounding the tank during the entire period that the tank is present at the event site to prevent the adverse effects of any accidental spills.**

13. Will the Public Assembly involve the use of fire, open flames or fireworks?

(Check One and initial) Yes _____ No _____ If yes, what type? _____

If yes, you may need a separate permit issued by the City of Roanoke Fire Marshal's Office. Please call the Fire Marshal at (540) 853-2795 for more information or go to www.roanokeva.gov/712/Permits.

14. Will amplified sound be used during the Public Assembly?

(Check One) Yes No

If yes, what type and during which hours will amplified sound be emitted? _____

15. Will the Public Assembly use a tent, amusement device, or other temporary structure?

(Check One) Yes No

If yes, you may need to obtain a building permit from the Department of Planning, Building and Development. Events that use any of the following will need a basic development plan review and building permit: Tents or other air supported structures greater than 900 square feet in area; Tents or other air supported structures with an occupancy greater than 50 people; Temporary structures greater than 120 square feet in area; or Amusement devices. Please call (540) 853-1090 for more information.

16. Will the Public Assembly involve the use of alcoholic beverages?

(Check One) Yes No

If yes, you will need to contact the State ABC Roanoke Regional Office at (540) 562-3604 for additional guidance and approval. Note that in City of Roanoke parks, you may need a City Park Alcohol Permit in addition to any permit required by the State ABC. Please contact the Director of Parks & Recreation, or the Director's designee, at (540) 853-2236.

17. Does the applicant represent an organization which has commercial general liability insurance, or an organization which will be charging a fee for participation in the Public Assembly, selling or giving away food or beverages to the general public at the Public Assembly, or setting up a booth, stage or other temporary structure in the public right-of-way, in a public park, or on public property?

(Check One and initial) Yes _____ No _____

If yes, prior to the approval of this permit, the Applicant or Permittee shall obtain a certificate of insurance for public liability in the amount of one million dollars. Said certificate of insurance shall name the City of Roanoke as the certificate holder, and in the description of operations, list the City of Roanoke, its officers, agents and employees as additional insured for the specific event name and event date(s).

18. Applicant **must** contact the Police Department's Patrol Administration Office at (540) 853-2387 at the time your application is submitted to review all issues relating to the general public health, safety and welfare and to determine if police resources will be needed.

APPLICANT'S SIGNATURE

19. By executing this application, I affirm that I am at least eighteen (18) years of age. I understand that a Public Assembly Permit confers no special privilege contrary to existing law. In addition, I agree to abide by the "Conditions of all Public Assembly Permits" (page 5 of this application) as well as any additional conditions required by the Public Assembly Permit when it is issued. Further, I agree to provide proof of notification, in form acceptable to the Director of Public Works, of all businesses or residences which adjoin any right-of-way which will be barricaded as a result of the Public Assembly.

Signed: _____

Date: _____

Applicant: Please return completed application to:

**Public Works Director, City of Roanoke
1802 Courtland Road, N.E.
Roanoke, VA 24012
Phone: (540) 853-5482 Fax: (540) 853-1270
Email: appinfo@roanokeva.gov**

Conditions of all Public Assembly Permits

Each Permit shall be conditioned upon the following:

- (1) The degree of amplification of sound to be emitted from sound trucks or bull horns shall be fixed and not variable. No amplified sound may be emitted from sound trucks or bull horns within one hundred fifty (150) feet of hospital buildings in which medical treatment or care are provided.
- (2) No Public Assembly accompanied by noise which disturbs, or tends to disturb, the peace or good order of a primary or secondary public school, or class being held therein, may be conducted within one hundred fifty (150) feet of any primary or secondary public school building while the school is in session, one-half hour before the school is in session, and one-half hour after the school session has been concluded.
- (3) Applicant shall notify businesses that have an approved Outdoor Dining Permit and which will be affected by this Public Assembly at least 10 calendar days in advance of the first day of the Public Assembly.
- (4) No Public Assembly may be in front of, or directed at, a single residence.
- (5) The rate of speed of the Public Assembly shall be fixed, and not variable, except when reasonably required for the safe and orderly conduct of the Public Assembly.
- (6) No Public Assembly may unduly disrupt pedestrian or vehicular passage.
- (7) No Public Assembly may avoid disrupting pedestrian or vehicular passage by encroaching upon private property.
- (8) No Public Assembly may touch, or unduly disrupt, pedestrians or motor vehicles ingressing to, or egressing from, any building or private property.
- (9) No person over the age of 16 years may wear a mask, hood or other device so as to conceal the identity of the wearer in violation of §18.2-422 of the Code of Virginia (1950), as amended.
- (10) All materials used in the construction of floats used in any Public Assembly shall be fire-retardant materials and shall be subject to such requirements covering fire safety as may be determined by the Roanoke Chief of Fire-EMS. Such requirements shall be conveyed, in writing, to the Applicant within five (5) business days of the issuance of the Application for Permit.
- (11) The Applicant shall retain at least one copy of the Permit at the location of the Public Assembly or at the head of the Public Assembly, if the Public Assembly is a parade or march.
- (12) **The Applicant shall be responsible for notifying as soon as possible all businesses and residences which adjoin any right-of-way which will be barricaded as a result of the Public Assembly.**
- (13) No Public Assembly may be conducted in such a way that it violates any ordinance of the city, any law of the Commonwealth of Virginia, or any law of the United States.
- (14) No person conducting or participating in a Public Assembly may deviate from, or alter, any of the terms, conditions or contents of an Application for Permit or a Permit.
- (15) No person conducting or participating in a Public Assembly may deface, alter, mark or paint any public property, street or sidewalk.
- (16) Failure, or refusal, by the Applicant, or by any participant in a Public Assembly, to abide by the conditions of a permit or the terms of a Permit shall be grounds for revocation of the Permit.
- (17) Failure, or refusal, by the Applicant, or any participant in a Public Assembly to abide by the conditions of a Permit, or the terms of a Permit, shall be a violation of Section 30-106 of the Code of the City of Roanoke (1979), as amended.
- (18) An approved Public Assembly permit is conditioned upon the issuance of all other required permits, if applicable (e.g. ABC Permit, Open Burning Permit, Building Permit, Wastewater Discharge Permit).



Downtown
Roanoke_{INC}
make it yours

Downtown Roanoke, Inc. Assembly Permit Attachment

Please complete the following and turn in with your assembly permit. This attachment will be used to supply various city departments with more information and to post your event on the DRI Events Calendar at <http://www.downtownroanoke.org/events/>.

Name of Event:

Hosting Organization:

Website:

Contact Name:

Contact Phone Number:

Date(s) of Events:

Time(s) of Events:

Location/Directions:

Are you selling food?

Are you selling alcohol?

Are you charging admission? If yes, what is the price?

Will you need electricity?

Will you be using a Roanoke City parking lot? If yes, which lot?

Will you be using the southern half of Bullitt Avenue?

Will you be using lots managed by Central Parking?

Please include a description of the event below.



Downtown
Roanoke_{INC}
make it yours

Certificate of Liability Insurance

Your company or organization must provide a Certificate of Liability Insurance from your insurance provider.

The addendum must include this *exact* wording:

“Downtown Roanoke, Inc. and The City of Roanoke, their officers, agents, employees, and volunteers, are hereby named as additional insureds in regards to [name of your event] to be held on [date of your event].”

If your event intends on hanging a banner in Downtown, you may add on to your addendum “...in addition to the hanging of the [name of your event] banner to be hung from [dates your banner is scheduled to be hung].”

The Holder must be addressed as:
Office of Risk Management
City of Roanoke

Please instruct your insurance provider to fax (540) 344-1452 or mail the certificate to:

Tina Workman
Downtown Roanoke, Inc.
213 Market Street
Roanoke, VA 24011

In addition to mailing or faxing, the certificate may be emailed to tinaw@downtownroanoke.org.

Do not send the certificate to the holder.

If your certificate is not received by Downtown Roanoke, Inc., your permit will not be approved.

Please be sure to make copies of your Certificate of Insurance, as you may need it for other permits.



Downtown
Roanoke_{VA}
make it yours

Please attach a map of your event/ festival area or a map of your walk, run, or parade route.

Applicant must contact the **Police Department's Patrol Administration Office** at (540) 853-2265 at least 10 days prior to the event to review all issues relating to the general public health, safety and welfare and to determine if police resource will be needed.

SEWER HOOK-UP: If a temporary hook-up to sanitary sewer is desired you must contact the Western Virginia Water Authority at (540) 853-1517.

ELECTRICITY: If you are using a city park/plaza and need access to electricity, please call Facilities Maintenance at (540) 853-2042.

TENTS OR TEMPORARY STRUCTURES: If you checked yes to question 9E, please call (540) 853-1090.

SOLID WASTE/ RECYCLABLES: If your event will generate solid waste or recyclables please contact:

Billy Basham
Maintenance Supervisor
Solid Waste Management Division
City of Roanoke
(540)853-6846



Downtown
Roanoke_{VA}
make it yours

Rules and Regulations for Downtown Events Revised 8/10/07

The purpose of these rules and regulations is to protect your event from extra expense and last minute changes. These rules will help special events become a more positive and beneficial experience for fundraising organizations, as well as for downtown merchants and vendors. These guidelines must be met in order to ensure a positive experience for the downtown community.

1. Large events that draw a gathering of an audience or crowd must turn in a completed Assembly Permit no later than **two months** prior to the event date. Smaller events geared for pedestrian traffic must turn in a completed Assembly Permit no later than **ten business days** prior to the event date. A \$50 fee will be charged for permits submitted late. Depending on when the permit is submitted, the event may not have enough time for approval and therefore will need to be rescheduled.
2. Events may not dump grease or any other substance into drainage grates. This will cause serious electrical and environmental damage and your event will be financially responsible for any damage caused.
3. **All trash must be removed from the event site; trash removal is the responsibility of the event organizer. Event planners will need to provide extra trash receptacles for their events.** Dumpsters are owned and used by area restaurants. Events are not to dump trash in any existing dumpster and will be held financially responsible for any fines given to a restaurant whose dumpsters are filled past capacity due to your event. Event organizers must provide trash can liners, change out the liners during the event, and have fresh, empty liners in all cans at the end of their event. For small events, you may call Solid Waste Management to schedule a trash pick-up; all trash must be bagged and left on the street corner for pick-up. Events that anticipate a very large amount of waste must rent their own dumpster. This may be done through Tidy Services (540) 345-0168.
4. Events must take into consideration the placement of all entities of their event. Restrooms and dumpsters are not to be placed anywhere near restaurants or windows. Vendors must not be placed near competing merchants (for example, a hot dog vendor should not be placed near the Roanoke Weenie Stand).
5. Organizer must notify **30 days prior** all affected merchants and vendors of any closings that will affect their business. A form will be provided by Downtown Roanoke, Inc. for copy and distribution.
6. **Set-up of Market Square events will need to be approved through Downtown Roanoke, Inc.** We can be reached at (540) 342-2028.
7. Events anticipating a large amount of attendees must supply an appropriate amount of portable toilets. Restaurant and merchant restrooms are not for public use. Portable toilets may be rented through Tidy Services (540) 345-0168. Your event may be subject to fines if adequate facilities are not provided.
8. Under no circumstances may downtown sidewalks be blocked by barricades, vendors, or any other part of your event. Any event using the Farmer's Market stalls **MUST** set up from the street side of the stalls, allowing pedestrian traffic on sidewalks.
9. Tents must be secured with sandbags or weights; stakes are **NOT** allowed. Any damaged caused by punctured irrigation pipes will be at the planner's expense.

This signature acknowledges that you have been given both verbal and written instruction and agree to adhere to all rules stated above. Failure to follow these guidelines will cost your fundraiser unnecessary expense and may prevent you from hosting future events in Downtown Roanoke.

Signature: _____

Title: _____

Organization: _____

Date: __/__/__



PARK AND PLAZA OPEN SPACE RESERVATION REQUEST

For Office Use Only:

Date Received: _____ Received By: _____

Section I – Fee Schedule

Events with Alcohol

Fees for renting a park or plaza open space for events with alcohol are as follows:

- \$150.00 per park, per day
- \$200.00 refundable damage deposit
- \$50.00 for alcohol permit

Events without Alcohol

Fees for renting a park or plaza open space for events without alcohol are as follows:

- \$150.00 per park, per day
- \$100.00 refundable damage deposit

Please note: you are responsible for picking up and removing all trash and litter created by your event. Please remember to utilize the trash receptacles. Also, no temporary structure (i.e., tent) is allowed to be erected in any City park without prior approval. Please mark "YES" on your assembly permit (9.e.) and contact the Department of Planning, Building, and Development at 853.1090 for more information. If a temporary structure is erected, it should be weighted and not staked as to avoid damaging utility lines. This reservation is for open space only. Athletic fields, shelters, stages, and equipment must be reserved separately.

Section II – Applicant and Event Information

Group or Individual Applicant Name: _____ Main Contact: _____

Address: _____

Email: _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

Event Description: _____ Number of Expected Guests: _____

Desired Location(s): _____

Will Alcohol Be Served? Yes No If Yes, an Alcohol Permit Application is required
Alcohol is only allowed in Elmwood Park, Century Plaza, Wells Fargo Plaza, and River's Edge Sports Complex - North

Is This A Public Event? Yes No

Is Electricity Needed? Yes No If Yes, please contact Facilities Management at 853.2042

Event Start Date: _____ Event End Date: _____

Event Start Time (to include set-up): _____ Event End Time (to include clean-up): _____

Special Requests: _____

Section III – Indemnification and Authorized Signatures

The applicant hereby acknowledges and confirms that the information listed above is true and accurate and takes full responsibility for the planned event and rental of Roanoke Parks and Recreation facilities and/or equipment. Lessee warrants that all copyrighted materials performed by Lessee or used by Lessee under this Agreement, or performed or used by any person appearing or performing in the event or activity which is the subject of this Agreement, have been duly licensed or authorized by the copyright owners or their representatives, and the Lessee agrees to be responsible for all license and royalty fees incurred by reason of the performance, and to defend, indemnify and hold the City of Roanoke, its officers, employees, agents and representatives, harmless from any and all claims, losses, or expenses incurred with regard thereto.

Applicant Signature: _____ Date: _____

For Office Use Only

Per Park, Per Day: \$150.00 Damage Deposit: \$ _____ Alcohol Permit: \$ _____

Total Due: \$ _____

Special Considerations: Neighborhood Partnership Roanoke City Public Schools Co-Sponsored Event Internal Use

Workflow Approvals (Initial and Date): _____ / _____ _____ / _____ _____ / _____



ATHLETIC FACILITY RESERVATION REQUEST

For Office Use Only:

Date Received: _____ Received By: _____

Section I – General Information

Thank you for choosing our facility for your athletic event. To ensure proper scheduling, all requests and appropriate payment must be received a maximum of three months and a minimum of two weeks in advance of your event. No alcoholic beverages are allowed at any time at any athletic facility.

Section II – Fee Schedule

Outdoor Basketball Court

Fee for renting an outdoor basketball court for city residents is as follows:

- \$10.00 per hour

Fee for renting an outdoor basketball court for non-city residents is as follows:

- \$15.00 per hour

Tennis Court

Fee for renting a tennis court for city residents is as follows:

- \$2.50 per hour

Fee for renting a tennis court for non-city residents is as follows:

- \$3.00 per hour

Indoor Basketball Court

Fee for renting an indoor basketball court for city residents is as follows:

- \$25.00 per hour

Fee for renting an indoor basketball court for non-city residents is as follows:

- \$30.00 per hour

Volleyball Court

Fee for renting a volleyball court for city residents is as follows:

- \$10.00 per hour

Fee for renting a volleyball court for non-city residents is as follows:

- \$15.00 per hour

Section II – Applicant and Event Information

Group or Individual Applicant Name: _____ Main Contact: _____

Address: _____

Email: _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

City Resident? Yes No

Purpose of Reservation: _____ Number of Expected Guests: _____

Desired Location(s): _____

Event Start Date: _____ Event End Date: _____

Event Start Time (to include set-up): _____ Event End Time (to include clean-up): _____

Special Requests: _____

Section III – Indemnification and Authorized Signatures

The applicant hereby acknowledges and confirms that the information listed above is true and accurate and takes full responsibility for the planned event and rental of Roanoke Parks and Recreation facilities and/or equipment. Lessee warrants that all copyrighted materials performed by Lessee or used by Lessee under this Agreement, or performed or used by any person appearing or performing in the event or activity which is the subject of this Agreement, have been duly licensed or authorized by the copyright owners or their representatives, and the Lessee agrees to be responsible for all license and royalty fees incurred by reason of the performance, and to defend, indemnify and hold the City of Roanoke, its officers, employees, agents and representatives, harmless from any and all claims, losses, or expenses incurred with regard thereto.

Applicant Signature: _____ Date: _____

For Office Use Only

Fee Calculation: Court(s): _____ @ \$ _____ per hour = \$ _____ Total Due: \$ _____

Special Considerations: Neighborhood Partnership Roanoke City Public Schools Co-Sponsored Event Internal Use

Workflow Approvals (Initial and Date): _____ / _____ _____ / _____ _____ / _____



ATHLETIC FIELD RESERVATION REQUEST

For Office Use Only:

Date Received: _____ Received By: _____

Section I – General Information

Thank you for choosing our field for your athletic event. To ensure proper scheduling, all requests and appropriate payment must be received a maximum of three months and a minimum of two weeks in advance of your event. No alcoholic beverages are allowed at any time at any athletic field.

Section II – Fee Schedule

Field Rental Fee – Non-Tournament Use

Fee for renting an athletic field for city residents for non-tournament use is as follows:

- \$12.50 per hour

Fee for renting an athletic field for non-city residents for non-tournament use is as follows:

- \$17.50 per hour

Field Rental Fee – Tournament Use

Fee for renting an athletic field for tournament use is as follows:

- \$200 refundable deposit
- \$125.00 per field per day
- OR-
- \$5 per team
- Whichever is greater

Lighting

Fee for using lights is as follows:

- \$7.50 per hour (Spring/Summer 7:00 p.m. and later, Fall/Winter 6:00 p.m. and later)

Marking and Dragging

Fee for marking a full football, full lacrosse, and full rugby field is as follows:

- \$175.00 per field
- Includes lines at five-yard intervals, all hash marks, and numbers at ten-yard intervals

Fee for marking a flag football and soccer field is as follows:

- \$125.00 per field
- Includes field perimeter outline, lines at ten-yard intervals for flag football, midfield line and circle and six-yard and 18-yard boxes for soccer

Youth soccer fields are marked proportionately to field size

Fee for marking and dragging a baseball and softball field is as follows:

- \$100.00 per field
- Includes marking all foul lines, coaches boxes, batter's boxes, pitcher's circle, and broom dragging and filling obvious holes.

Section III – Applicant and Event Information

Group or Individual Applicant Name: _____ Main Contact: _____

Address: _____

Email: _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

City Resident? Yes No

Purpose of Reservation: _____ Number of Expected Guests: _____

Desired Location(s): _____

Event Start Date: _____ Event End Date: _____

Event Start Time (to include set-up): _____ Event End Time (to include clean-up): _____

Special Requests: _____

Section IV – Indemnification and Authorized Signatures

The applicant hereby acknowledges and confirms that the information listed above is true and accurate and takes full responsibility for the planned event and rental of Roanoke Parks and Recreation facilities and/or equipment. Lessee warrants that all copyrighted materials performed by Lessee or used by Lessee under this Agreement, or performed or used by any person appearing or performing in the event or activity which is the subject of this Agreement, have been duly licensed or authorized by the copyright owners or their representatives, and the Lessee agrees to be responsible for all license and royalty fees incurred by reason of the performance, and to defend, indemnify and hold the City of Roanoke, its officers, employees, agents and representatives, harmless from any and all claims, losses, or expenses incurred with regard thereto.

Applicant Signature: _____ Date: _____

For Office Use Only

Special Considerations: Neighborhood Partnership Roanoke City Public Schools Co-Sponsored Event Internal Use

Workflow Approvals (Initial and Date): _____ / _____ _____ / _____ _____ / _____



PARK SHELTER RESERVATION REQUEST

For Office Use Only:	
Date Received: _____	Received By: _____

Section I – General Information

- Thank you for choosing our park for your special event. While using the park, please keep in mind the following park rules:
- Vehicles of all kinds are not allowed on sidewalks, grassy areas, or other areas not intended for vehicular use in the City’s parks. Pre-approved vehicles transporting handicap persons to and from a shelter are sometimes allowed for unloading and loading purposes only. However, the vehicle cannot remain in the park. This is to protect pedestrians and prevent damage to trees, grass, and sidewalks.
 - You are responsible for picking up and removing all trash and litter created by your event. Please remember to utilize the trash receptacles.
 - No cooking grease or similar products are allowed to be disposed on the park grounds or on any public streets.
 - No alcohol of any kind is permitted in this park.
 - No temporary structure (i.e., tent) is allowed to be erected in any City park without prior approval. Please mark “YES” on your assembly permit (9.e.) and contact the Department of Planning, Building, and Development at 853.1090 for more information.

If you have problems obtaining use of a shelter during your reservation time, please call 911 for Roanoke Police. For electric and water issues, please call 853.2411 and the appropriate person will be notified. If you need access to electricity, please call Facilities Management at 853.2042 several days before your scheduled event. We hope that your event will be a success and should you have any questions, please feel free to contact the main office at 853.2236.

Section II – Fee Schedule

Park Shelter

Fees for renting a park shelter for city residents are as follows:

- \$40.00 for a full day, 10:00 a.m. to 9:00 p.m.

Fees for renting a park shelter for non-city residents are as follows:

- \$50.00 for a full day, 10:00 a.m. to 9:00 p.m.

Mill Mountain Park Shelter

Fees for renting the Mill Mountain Park shelter for city residents are as follows:

- \$60.00 for a full day, 10:00 a.m. to 9:00 p.m.

Fees for renting the Mill Mountain Park shelter for non-city residents are as follows:

- \$75.00 for a full day, 10:00 a.m. to 9:00 p.m.

Section II – Applicant and Event Information

Group or Individual Applicant Name: _____ Main Contact: _____

Address: _____

Email: _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

City Resident? Yes No

Purpose of Reservation: _____ Number of Expected Guests: _____

Desired Location:

<input type="checkbox"/> Brown-Robertson	<input type="checkbox"/> Carvins Cove	<input type="checkbox"/> Crystal Spring	<input type="checkbox"/> Eastgate	<input type="checkbox"/> Eureka	<input type="checkbox"/> Fallon
<input type="checkbox"/> Fishburn	<input type="checkbox"/> Garden City	<input type="checkbox"/> Golden	<input type="checkbox"/> Horton	<input type="checkbox"/> Jackson	<input type="checkbox"/> Kennedy
<input type="checkbox"/> Melrose	<input type="checkbox"/> Mason Mill	<input type="checkbox"/> Mill Mountain	<input type="checkbox"/> Ridgewood	<input type="checkbox"/> River’s Edge - Gazebo	
<input type="checkbox"/> River’s Edge - Concession	<input type="checkbox"/> Smith	<input type="checkbox"/> Strauss	<input type="checkbox"/> Thrasher	<input type="checkbox"/> Wasena - Stone	
<input type="checkbox"/> Wasena - Brick	<input type="checkbox"/> Washington - Upper	<input type="checkbox"/> Washington - Lower			

Event Start Date: _____ Event End Date: _____

Event Start Time (to include set-up): _____ Event End Time (to include clean-up): _____

Special Requests (other than electricity): _____

Section III – Indemnification and Authorized Signatures

The applicant hereby acknowledges and confirms that the information listed above is true and accurate and takes full responsibility for the planned event and rental of Roanoke Parks and Recreation facilities and/or equipment. Lessee warrants that all copyrighted materials performed by Lessee or used by Lessee under this Agreement, or performed or used by any person appearing or performing in the event or activity which is the subject of this Agreement, have been duly licensed or authorized by the copyright owners or their representatives, and the Lessee agrees to be responsible for all license and royalty fees incurred by reason of the performance, and to defend, indemnify and hold the City of Roanoke, its officers, employees, agents and representatives, harmless from any and all claims, losses, or expenses incurred with regard thereto.

Applicant Signature: _____ Date: _____



MOBILE STAGE RESERVATION REQUEST

For Office Use Only:	
Date Received: _____	Received By: _____

Section I - Fee Schedule

The following is a listing of available equipment and the fee associated with each. Please check the box in the front of the desired equipment and enter in the hours or quantity where applicable.

<input type="checkbox"/> Regular Reservation - Eight Hours or Less: \$1,200	Hours: _____	Total Amount: \$ _____
<input type="checkbox"/> Regular Reservation - Each Additional Hour: \$125	Hours: _____	Total Amount: \$ _____
<input type="checkbox"/> Non-Profit Reservation - Eight Hours or Less: \$900	Hours: _____	Total Amount: \$ _____
<input type="checkbox"/> Non-Profit Reservation - Each Additional Hour: \$100	Hours: _____	Total Amount: \$ _____
<input type="checkbox"/> Additional Stage Panels: \$50 per unit, 24 total units available	Quantity: _____	Total Amount: \$ _____
		Grand Total: \$ _____

Section II - Applicant and Event Information

Group or Individual Applicant Name: _____ Main Contact: _____

Address: _____

Email: _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

City Resident? Yes No Nonprofit Organization? Yes No

Purpose of Reservation: _____ Number of Expected Guests: _____

Event Start Date: _____ Event End Date: _____

Event Start Time (to include set-up): _____ Event End Time (to include clean-up): _____

Special Requests: _____

Section III - Indemnification and Authorized Signatures

Lessee warrants that all copyrighted materials performed by Lessee or used by Lessee under this Agreement, or performed or used by any person appearing or performing in the event or activity which is the subject of this Agreement, have been duly licensed or authorized by the copyright owners or their representatives, and the Lessee agrees to be responsible for all license and royalty fees incurred by reason of the performance, and to defend, indemnify and hold the City of Roanoke, its officers, employees, agents and representatives, harmless from any and all claims, losses, or expenses incurred with regard thereto.

Applicant Signature: _____ Date: _____

For Office Use Only Authorized Signatures and Work Flow	
Maintenance Supervisor: _____	Date: _____
Parks and Recreation Manager: _____	Date: _____



EQUIPMENT RESERVATION REQUEST

For Office Use Only:	
Date Received: _____	Received By: _____

Section I – Applicant and Event Information

Group or Individual Applicant Name: _____ Main Contact: _____

Address: _____

Email: _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

City Resident? Yes No Nonprofit Organization? Yes No

Purpose of Reservation: _____ Number of Expected Guests: _____

Event Start Date: _____ Event End Date: _____

Event Start Time (to include set-up): _____ Event End Time (to include clean-up): _____

Special Requests: _____

Section IV – Fee Schedule

The following is a listing of available equipment and the fee associated with each. Please check the box in the front of the desired equipment and enter in the requested quantity where applicable.

<input type="checkbox"/> Sectional Stage: \$200 per unit, four-panel minimum	Quantity: _____	Total Amount: \$ _____
<input type="checkbox"/> Additional Stage Panels: \$50 per unit, 24 total units available	Quantity: _____	Total Amount: \$ _____
<input type="checkbox"/> Picnic Table: \$10 per unit, 44 total units available, 20-unit minimum	Quantity: _____	Total Amount: \$ _____
<input type="checkbox"/> 3' X 8' Mity Lite Table: \$10 per unit, 10 total units available	Quantity: _____	Total Amount: \$ _____
<input type="checkbox"/> Mity Lite Chair: \$2.50 per unit, 85 total units available	Quantity: _____	Total Amount: \$ _____
<input type="checkbox"/> Trash Box: \$4.50 per unit, 100 total units available	Quantity: _____	Total Amount: \$ _____
<input type="checkbox"/> 10 X 10 Tent: \$100 per unit, 5 total units available	Quantity: _____	Total Amount: \$ _____
<input type="checkbox"/> 20 X 20 Tent: \$400 per unit, 1 total unit available	Quantity: _____	Total Amount: \$ _____
<input type="checkbox"/> 20 X 40 Tent: \$800 per unit, 1 total unit available	Quantity: _____	Total Amount: \$ _____
<input type="checkbox"/> Bleachers: \$250 per unit, 5 total units available	Quantity: _____	Total Amount: \$ _____
		Grand Total: \$ _____

Section III – Indemnification and Authorized Signatures

The applicant hereby acknowledges and confirms that the information listed above is true and accurate and takes full responsibility for the planned event and rental of Roanoke Parks and Recreation facilities and/or equipment. Lessee warrants that all copyrighted materials performed by Lessee or used by Lessee under this Agreement, or performed or used by any person appearing or performing in the event or activity which is the subject of this Agreement, have been duly licensed or authorized by the copyright owners or their representatives, and the Lessee agrees to be responsible for all license and royalty fees incurred by reason of the performance, and to defend, indemnify and hold the City of Roanoke, its officers, employees, agents and representatives, harmless from any and all claims, losses, or expenses incurred with regard thereto.

Applicant Signature: _____ Date: _____

For Office Use Only Authorized Signatures and Work Flow	
Maintenance Supervisor: _____	Date: _____
Parks and Recreation Manager: _____	Date: _____



ALCOHOL PERMIT APPLICATION

For Office Use Only: Date Received: _____ Received By: _____

Section I – General Information

This application must be completed and signed by the applicant and received by Roanoke Parks and Recreation no later than 30 days prior to the first day of the event for which the application is being made. Applicants should complete and submit the form to Roanoke Parks and Recreation, 215 Church Avenue, SW, Room 303, Roanoke, VA 24011. Applications can be emailed to parksrec@roanokeva.gov or faxed to 853.1287.

Section I – Application Items and Fee Schedule

The application must be accompanied by the following:

- A copy of a completed Virginia Department of Alcoholic Beverage Control Application for Banquet License
- A completed City of Roanoke Assembly Permit Application, if the event expects more than 100 guests

The fees for submitting this application are as follows:

- \$50.00 non-refundable application fee
- \$200.00 refundable damage deposit

Section II – Applicant and Event Information

Group or Individual Applicant Name: _____ Main Contact: _____

Address: _____

Email: _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

Event Description: _____ Number of Expected Guests: _____

Desired Location: Elmwood Park Century Plaza Mill Mountain Discovery Center
 Mountain View Center Wachovia Plaza

Event Start Date: _____ Event End Date: _____

Event Start Time (to include set-up): _____ Event End Time (to include clean-up): _____

Special Requests: _____

Section III – Indemnification and Authorized Signatures

I certify that the information provided is true and correct to the best of my knowledge and belief. Also, I understand that I must file with the City of Roanoke a copy of the Virginia Department of Alcoholic Beverage Control Banquet License at least three (3) business days before the first day of the event that is the subject of this permit. I acknowledge that failure to submit said Banquet License within the required time frame will result in the City's Alcohol Permit becoming null and void. Further, I understand that the organization herein applying for a City Alcohol Permit will be held financially responsible for any damage or cleanup necessitated by the applicant's use of the facility or park indicated above, and that cost may be deducted from the damage deposit, but is not limited by it. I acknowledge that the determination of whether clean-up is necessitated shall be within the City Manager's sole and absolute discretion.

Applicant Signature: _____ Date: _____