



## Temporary Outdoor Commercial Activity Permit

In light of the COVID-19 pandemic, the City of Falls Church, through the Recreation and Parks Department, will temporarily permit use of City parks and amenities for commercial activity, by City of Falls Church businesses and non-profit organizations, located in the City of Falls Church.

Under normal circumstances, Mr. Brown's Park is the only City park where businesses and organizations may rent space for the purpose of commercial activity. Through March 1, 2021, an exemption will be made to permit rentals at the locations listed below. This date may be extended as the Coronavirus pandemic continues. This permit does not apply or permit for outdoor dining.

### **Requirements:**

- It is the responsibility of the renter to collect a completed waiver from each participant, releasing the City of Falls Church from any liability. A waiver will be emailed to renter with final permit.
- Submit a Certificate of Insurance, in an amount of \$1,000,000 for personal injury and property damage, naming Falls Church, and its agents and employees as additional individuals to be insured. Proof of insurance is required a minimum of one week before first scheduled rental.
- All requirements of any executive order of the Governor (including but not limited to requirements for social distancing, use of face coverings, and cleaning and disinfection) must be followed.

### **User responsibilities:**

- Vehicles are not permitted in the grass. Vehicles may only be driven on paved areas.
- Rented areas of use should be left in the same condition in which they were found. Trash should be placed in secured bags and left in or beside trash containers. Recycling should be placed in recycling bins.
- Rental patrons are expected to comply with the Recreation and Parks Department Code of Conduct.
- Rental patrons are solely responsible for damages or injuries to persons or property resulting from inadequate supervision or carelessness on the part of the user.
- Alcohol is not permitted under this permit.
- Confine rental event to the area that is identified in your permit.
- Any set up to include needed tables, chairs, etc., is the responsibility of the renter.

### **Fee:**

- A \$200 security deposit, in the form of a check, made out to City of Falls Church must be submitted at least one week prior to the first rental. The check will remain on hold with the Recreation and Parks Department until the end of all rentals under this permit. So long as no damage is done to parks or amenities, the check will be returned after the last rental. Mail security deposit checks to:  
Falls Church Recreation & Parks - Rentals  
223 Little Falls Street  
Falls Church, VA 22046
- Each rented space will be charged a fee of \$20/hour.

The City of Falls Church is committed to the letter and spirit of the Americans with Disabilities Act. To request a reasonable accommodation for any type of disability call 703-248-5077 (TTY 711)



**Temporary Outdoor Commercial Activity Permit Application**

Once the application has been submitted for approval, the process can take up to 5 business days to complete. Staff will contact you when the reservation is approved. Please note the following:

Reservations are NOT FINAL until you receive your confirmation email with a receipt. Please be mindful of this when planning your programs.

Areas will be reserved on a first come, first serve basis. While staff may check the availability of a rental location for you, sometimes there may be requests pending that have yet to be processed.

Include set up/clean up time in your reservation request. (Example: If you are holding an exercise class from 2-3pm, you'll want to request the space beginning at 1:30 or 1:45 until 3:15 or 3:30, depending on your needs.)

Business Name (DBA): \_\_\_\_\_ Business Type/Use: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
Contact Email: \_\_\_\_\_

Select your preferred location:

- |  |   |
|--|---|
| <input type="checkbox"/> Roberts Park Field                | <input type="checkbox"/> Madison Park Basketball Court                    |
| <input type="checkbox"/> Roberts Park Picnic Shelter       | <input type="checkbox"/> Designated grass area Cherry Hill Farmhouse/Park |
| <input type="checkbox"/> Cavalier Tail Basketball Court    | <input type="checkbox"/> West End Park Open Space                         |
| <input type="checkbox"/> Cherry Hill Park Basketball Court | <input type="checkbox"/> Mr. Brown's Park                                 |

Dates and times of use (submit a separate application for each location you are requesting):  
\_\_\_\_\_

Expected number of attendees per rental: \_\_\_\_\_  
Square Footage needed: \_\_\_\_\_

**\*Along with this application, you must also submit a diagram illustrating how you plan to use the space**

The undersigned certifies that he/she is familiar with the Falls Church Recreation & Parks Department policies and regulations as stated on the accompanying pages of the agreement, and that these shall be enforced as well as honored by the using group. The undersigned further certifies that he/she is the authorized representative to act for and accept the responsibility for the organization.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Once you complete this application, please save it and email it to [Recreation@fallschurchva.gov](mailto:Recreation@fallschurchva.gov)\***