



FACILITY USE APPLICATION- ATHLETIC FIELDS

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

Company/Organization Name: \_\_\_\_\_

Contact Full Name: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Website: \_\_\_\_\_

Bill to:  Contact  Company  Other Name: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

Event Name: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Type of Sport/Activity: \_\_\_\_\_ # of Teams: \_\_\_\_ Est. # of Games: \_\_\_\_

Event Description: \_\_\_\_\_ (please circle one) Youth Event Adult Event

Est. # of Participants: \_\_\_\_ Spectators: \_\_\_\_ Has this event been held at Morven Park before? Y N

How would you like your contract sent?  E-mail  Hardcopy mail

References (new events only):

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

(If you are not familiar with the facilities, please contact 703 777 2890 x6622 to discuss and/or arrange a site tour)

Mail to: Melissa Ryburn, Morven Park
41580 Sunday Morning Lane
Leesburg, VA 20176

e-Mail: mryburn@morvenpark.org
Phone: 703-777-2890 ext. 6622
Fax: 703-779-1368

## ***FACILITY USE INFORMATION***

*(Indicate below the areas that you wish to use for your event, including locations for set up, storage, etc.)*  
Use of field equipment, trash receptacles, and parking lot is included in athletic field rentals.

Number of Fields: \_\_\_\_\_ Field Size: \_\_\_\_\_ Goal Size: \_\_\_\_\_

Additional Spaces:

- |                       |                    |                       |                      |
|-----------------------|--------------------|-----------------------|----------------------|
| <input type="radio"/> | Café/Meeting Room  | <input type="radio"/> | Route 15 Event Field |
| <input type="radio"/> | Large Indoor Arena | <input type="radio"/> | Small Indoor Arena   |

### ***ADDITIONAL REQUIREMENTS***

*(some items may require additional fees)*

- Y    N    Do you plan to utilize our on-site concessionaire during your event?
- Y    N    Do you plan to utilize additional food vendors during your event?  
*(If yes, additional information regarding food vendor requirements and fees will be provided by Morven Park staff)*
- Y    N    Do you plan to serve alcohol? *(If yes, obtain proper Loudoun County / Virginia ABC permits)*
- Y    N    Will additional portable restrooms be needed? If yes, how many \_\_\_\_\_  
(There are typically 20 portable restrooms at the Athletic Fields, one of which is Handicapped Accessible) Portable Restrooms will need to be cleaned for multi-day events.
- Y    N    Will you have vendors on site other than food vendors? Vendor fees may apply.
- Y    N    Will tents be erected? If yes, how many and what size? \_\_\_\_\_  
Where will tents be placed? \_\_\_\_\_  
*(Note: Delivery date, removal date, and tent company contact information will be required. Someone from the event must be on site to receive all deliveries unless other advance arrangements have been made. Please be aware, Loudoun County requires tent permits for tents 900 sq ft or larger.)*

FOR OTHER ADDITIONAL ITEMS NEEDED, PLEASE ATTACH SEPARATE LIST OF REQUIREMENTS.

*Office use only: Application Approved or Denied (circle one)*

*Field Sport Staff signature & Date: \_\_\_\_\_*

*B&G Staff signature & Date: \_\_\_\_\_*

*Meeting date with event contact person: \_\_\_\_\_*