

PARK RESERVATION FORM

Park Reserved: _____

Date(s) and Time(s) of Function (if for a season attach schedule): _____

Name of AHPOA Member or Point of Contact: _____

Address: _____

Lot No.: _____ Daytime Phone No.: _____ Alternative Phone No.: _____

Type of Function: _____ Affiliation (e.g. BSA, church etc.): _____

I will be having a bounce house at the event. YES or NO If yes, I understand proof of insurance will be required _____ (initial).

I will be having a water slide at the event. YES or NO If yes, I understand there is a fee of \$50.00, payable at the time of reservation, and proof of insurance will be required _____ (initial).

Will non-Aquia Harbour residents take part in this activity? YES or NO (If 'Yes', please notify the front gate of the event by calling 540-659-5224).

I, _____, in reserving an Aquia Harbour Park, do acknowledge that I understand that AHPOA, Inc. does not supply insurance coverage for events at this location. If I plan to have a bounce house or water slide, I understand insurance is required and proof will be provided to AHPOA.

I am familiar with and will abide by the current Aquia Harbour Amenity/Park Reservation policies and procedures on the reverse side of this sheet, and understand I am responsible for appropriate cleanup/upkeep after each use. I understand failure to fulfill these obligations will result in billing for any damages/cleaning, or unpaid user fees, and potential cancellation of all reservations.

If this event is a tournament or other event that will exceed the reservation time limit, I will explain the purpose of the event and how many teams (if it is a tournament), total anticipated visitors, etc. I understand that it is my responsibility, on the day of the event, to notify the gate of any visitors.

Signature and Date

Witness Signature

Business Office use:

Is applicant an AH member in good standing: YES or NO

Water Fee Paid: _____

Entered on Calendar: Yes _____ (Staff initials please)

Insurance attached: YES or NO

Field/Park Reservation & Use Policy

Please initial beside each item below to acknowledge that you have read and will abide by the policy.

1. _____ Each AHPOA member or team may schedule up to 4 hours for no more than 2 days per week for practices. Only one team is allowed per session per field. Planned games and tournaments must be approved in advance and may exceed the maximum reservation limitation.
2. _____ Non-refundable user fees of \$11.00 per hour will be charged for any practice or game where less than 50% of the participants are AHPOA members. All camps will pay a flat fee of \$250. Each AHPOA member or team must provide a copy of a roster of participants for verification by the AHPOA Business Office before a reservation is accepted.
3. _____ Field reservations may only extend 4 months from date reservation is made.
4. _____ The field/park must be put back into an acceptable state of readiness for others or the AHPOA member or team will be billed for any damages, repair or cleaning of the area. The AHPOA reserves the right to deny reservations with or without cause.
5. _____ The AHPOA member or team must notify the front gate, phone number 540-659-5224, of any non-Aquia Harbour residents attending the event.
6. _____ The fields/parks are maintained on a regular basis, however, certain occasions may arise when non-routine upkeep is necessary. In these cases, the AHPOA's Parks and Recreation Committee may organize a work party to carry out the upkeep and a representative from each team/group using that field/park after the proposed work date may be asked to assist. The field/park will be closed until the grounds crew is able to affect the repair.
7. _____ The field/park must be cleared of all trash before leaving. This is to include cigarette butts, cups, bottle caps, etc. For soccer fields, the goals must be replaced at the center of the field end lines. For baseball/softball fields, infield must be raked/dragged.
8. _____ If a field/park is muddy, saturated or flooded it may not be used regardless of reservation.
9. _____ Report any equipment or field problems to the Aquia Harbour Business Office (including damaged nets, goals, broken fences, missing bases, holes in the field, etc.) as soon as possible.
10. _____ The signed reservation sheet must be on-site when the field/park is used so that any reservation conflicts can be resolved.
11. _____ Persistent non-use of reserved area will result in future reservations being cancelled (i.e. blocking out 2 days a week for practice but not using the field).
12. _____ Motor vehicles must be parked in designated parking areas.
13. _____ Pets must be leashed.
14. _____ No loud or foul language and/or music permitted.
15. _____ Repeat violations of this policy or AHPOA regulations may result in cancellation of reservations, forfeiture of fees and deposits, and prohibition from future field/park use.
16. _____ The AHPOA reserves the right to close fields/parks when necessary without notice.