



## EXTERNAL USER FACILITY REQUEST FORM

Please be advised that incomplete or erroneous requests will not be processed and will be returned to the sender. Type or print clearly so that all information can be accurately processed. Arlington County sponsored activities will receive priority over non-county activities. All groups requesting multiple facility space (more than 2 dates) must submit a roster with proof of 65% Arlington residency attached. Forms may be emailed to [facilitiescheduling@arlingtonva.us](mailto:facilitiescheduling@arlingtonva.us). Please be advised that the facility is not guaranteed until all rental fees are paid in full and a facility permit is issued. There will be a \$20 administrative fee for all refunds.

**Name of Applicant:** \_\_\_\_\_  
**Group Affiliation:** \_\_\_\_\_  
**Address of Applicant:** \_\_\_\_\_  
**City/County:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_  
**Phone - Day:** (\_\_\_\_) \_\_\_\_\_ **Phone Evening:** (\_\_\_\_) \_\_\_\_\_  
**Phone - Cell:** (\_\_\_\_) \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Facility Preference:** 1. \_\_\_\_\_ 2. \_\_\_\_\_  
**Date(s) Requested:** **Start:** \_\_\_\_\_ **Finish:** \_\_\_\_\_  
**Day(s) Requested:** *Check All Dates that Apply* **Mon**  **Tues**  **Wed**  **Thur**  **Fri**  **Sat**  **Sun**   
**Program Time(s):** \_\_\_\_\_ am / pm **to** \_\_\_\_\_ am / pm **Number of Participants:** \_\_\_\_\_  
**Program Description:** \_\_\_\_\_

### Type of Facility Requesting

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Arts Studio/Crafts Room            | <input type="checkbox"/> Field – Rectangular Synthetic | <input type="checkbox"/> Wellness Studio                     |
| <input type="checkbox"/> Number of Classroom(s) _____       | <input type="checkbox"/> Game Room                     | <input type="checkbox"/> Number of Bocce Ball Court(s) _____ |
| <input type="checkbox"/> Number of Conference Room(s) _____ | <input type="checkbox"/> Gymnasium                     | <input type="checkbox"/> Number of Basketball Court(s) _____ |
| <input type="checkbox"/> Field - Diamond                    | <input type="checkbox"/> Multi-purpose Room            | <input type="checkbox"/> Number of Tennis Court(s) _____     |
| <input type="checkbox"/> Field – Diamond - Synthetic        | <input type="checkbox"/> Senior Room                   | <input type="checkbox"/> Other _____                         |
| <input type="checkbox"/> Field – Rectangular - Natural      | <input type="checkbox"/> Teen Lounge                   |  |

### Reservation Needs

\*\*Please specify break-out space & specific time needed for each additional space\*\*

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Do you have sufficient liability insurance to cover this activity?**  **Yes**  **No**

**If Yes, Give the Name of the Carrier:** \_\_\_\_\_ **Amount of Coverage:** \_\_\_\_\_

Indemnification of County. User agrees that County will not be responsible for any loss, injury, or damage to persons or property which at any time may be suffered or sustained by lessee or by any person whatsoever may at any time be using or occupying or visiting the premises or be in, on or about the same, whether such loss, injury, death or damage is caused by or in any way results from or arises out of any act, omission or negligence of user or of any occupant, visitor or user of any portions of the premises, or results from or is caused by any other matter or thing whether the same kind as or of a different kind than the matters or things above set forth. User covenants to save, defend, hold harmless and indemnify the County and all of its agents and employees from and against any and all claims, loss, damage, injury, cost (including court costs and attorney's fees) charge, liability or exposure, however caused, resulting from, arising out of or in any way connected with user occupation and use of the premises.

**Signature of Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

-----DO NOT WRITE BELOW THIS LINE - Office Use Only-----

Coordinator Approval	Date Approved	Processing Scheduler	Date Entered

**FEE SCHEDULE  
FOR USE OF DPR INDOOR & OUTDOOR FACILITIES**

**\*\*Please note:** Minimum TWO HOUR rental required.

**All fees are subject to change based on the annual fee resolution adoption\*\***

Size of Facility	Hourly Rental Fee	Facility Space to Which Fees Apply
Classroom or equivalent	\$30 Residents \$60 Non-residents	Dawson Terrace, Fairlington, Lee, Lubber Run, Walter Reed, Madison and Aurora Hills back room
Game Room or equivalent	\$35 Residents \$65 Non-residents	Dawson Terrace, Fairlington and Walter Reed
Small Gymnasium/Multi-purpose Room	\$55 Residents \$110 Non-residents	Arlington Mill Rm: 527A, 527B, 404, 411, 412, 413, 418, 132 and 205, Fairlington Rm: 139, 100, 103, 104, 127 and 134, Walter Reed Multipurpose Room, Madison, Aurora Hills Main Room, Lubber Run and Lee
Full-size Gymnasium/Large Multipurpose Room	\$80 Residents \$160 Non-residents	Barcroft Sports & Fitness Gym, Walter Reed Gym, Fairlington Rm: 118 and Arlington Mill Rm. 527
Arlington Mill Gymnasium	\$100 Residents \$200 Non-residents	
Indoor Synthetic Field	\$80 Residents \$160 Non-residents	Gunston Park Bubble
Synthetic Field – Lighted	\$130 Residents \$260 Non-residents	Wakefield Stadium, Washington-Lee Stadium, Greenbrier Stadium, VA Highlands, Barcroft #6, Gunston and Long Bridge Park
Synthetic Field – Unlit (PRIME TIME: Weekdays after 4PM & Weekends All Day)	\$105 Residents \$210 Non-residents	Wakefield Stadium, Washington-Lee Stadium, Greenbrier Stadium, VA Highlands, Barcroft #6, Gunston and Long Bridge Park
Synthetic Field – Unlit (NON-PRIME TIME: Weekdays 7AM – 4PM)	\$65 Residents \$130 Non-residents	Wakefield Stadium, Washington-Lee Stadium, Greenbrier Stadium, VA Highlands, Barcroft #6, Gunston and Long Bridge Park
Natural Turf Rectangular Field – Lighted	\$55 Residents \$110 Non-residents	Bermuda Fields are closed from November 15 through March 31 and again June 15 until Labor Day.
Natural Turf Rectangular Field – Unlit	\$35 Residents \$70 Non-residents	Please contact the Facilities Scheduling Office for a complete list of Bermuda Fields.
Diamond Field – Lighted	\$55 Residents \$110 Non-residents	Please contact Facilities Scheduling Office for details.
Diamond Field – Unlit	\$35 Residents \$70 Non-residents	Please contact Facilities Scheduling Office for details.
Large Plaza	\$48 Residents \$96 Non-residents	Penrose Square, Long Bridge, Clarendon Metro Park, Gateway Park East & West ½ day – 4 hour minimum
Small Plaza	\$27 Residents \$54 Non-residents	Arlington Mill ½ day – 4 hour minimum
Tennis Court Rental	\$10 Residents \$20 Non-residents	Please contact Facilities Scheduling Office for details.
Outdoor Basketball Courts	\$20 Residents \$40 Non-residents	Please contact Facilities Scheduling Office for details.
Outdoor Volleyball Courts	\$11 Residents \$22 Non-residents	Please contact Facilities Scheduling Office for details.
Bocce Courts	\$10 Residents \$20 Non-residents	Please contact Facilities Scheduling Office for details.
Park Shelters	\$170 Residents \$340 Non-residents	Lubber Run, Glencarlyn 1 & 2, Bon Air, Bluemont, Lacey Woods Front, Lacey Woods Back, Alcova Heights, Fort Scott, Jennie Dean, Quincy, VA Highlands, Westover, Barcroft, Hayes and Madison Manor
Athletic Field Preparation Fee	\$46	All diamond and rectangular fields
Audio/Visual Set-up Fee	\$25	All stand-alone facilities
Facility Monitor Fee	\$20 per staff	May incur facility monitor fees for additional staff if necessary or at locations that require County staff presence
Custodial Fee	\$35 per hour	Minimum 4 hours custodial charge incurred after normal operating hours