



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 66% Arlington residency attached. Forms may be emailed to 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**

NOTE: Minimum TWO HOUR rental required. Please be advised that facility monitor fees and/or custodial fees will be incurred for use that occur outside normal operations. When facility monitor fees are incurred, it includes 1/2 hour before start of the event and 1/2 hour after the event concludes. **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	Arlington Mill (132), Dawson Terrace, Lee, Madison, Aurora Hills (back room) Fairlington (127, 103), Lubber Run (201, 202, 203, 204), Walter Reed: Multipurpose Room (A, B, or C), Arts & Crafts Room, Senior Room, Conference Room
Game Room	\$35 Residents \$70 Non-residents	Madison, Arlington Mill and Walter Reed
Small Gymnasium/Multi-purpose Room	\$55 Residents \$110 Non-residents	Arlington Mill Rm: 527A, 527B, 404, 411, 412, 413, 418 and 205 Fairlington Rm: 100 and 134 Aurora Hills Main Room, Lubber Run Madison, Lee, and Fairlington Gym (139)
Full-size Gymnasium/Large Multipurpose Room	\$80 Residents \$160 Non-residents	Gym: Walter Reed Fairlington Rm: 118 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	Please contact Facilities Scheduling Office 703-228-4747 for details.
Synthetic Field – Unlit (PRIME TIME: Weekdays after 4PM & Weekends All Day)	\$105 Residents \$210 Non-residents	Please contact Facilities Scheduling Office 703-228-4747 for details.
Synthetic Field – Unlit (NON-PRIME TIME: Weekdays 7AM – 4PM)	\$65 Residents \$130 Non-residents	Please contact Facilities Scheduling Office 703-228-4747 for details.
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 703-228-4747 for details.
Diamond Field – Unlit	\$35 Residents \$70 Non-residents	Please contact Facilities Scheduling Office 703-228-4747 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 703-228-4747 for details.
Outdoor Basketball Courts	\$20 Residents \$40 Non-residents	Please contact Facilities Scheduling Office 703-228-4747 for details.
Outdoor Volleyball Courts	\$11 Residents \$22 Non-residents	Please contact Facilities Scheduling Office 703-228-4747 for details.
Bocce Courts	\$10 Residents \$20 Non-residents	Please contact Facilities Scheduling Office 703-228-4747 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	Facility monitor fees are incurred outside normal operations or when additional staff is needed to support the event during hours of operation. When facility monitor fees are incurred, it includes 1/2 hour before the start of the event and 1/2 hour after the event concludes.
Custodial Fee	\$35 per hour	There is a minimum FOUR HOUR custodial fee incurred outside normal operating hours. When custodial fees are incurred, it includes 1/2 hour before the start of the event and 1/2 hour after the event concludes.