

Fairfax County Park Authority Commercial Use of Parkland Permit

FCPA/ Central Services Coordinator
12055 Government Center Parkway, Suite 927, Fairfax, VA 22035
Phone: (703) 324-8516 / Fax: (703) 653-7012 / Email: FCPAParkPermits@fairfaxcounty.gov
Website: www.fairfaxcounty.gov/parks/permits

Applicant Information:

Name:	Organization/Company Name:
Complete Mailing Address:	
Primary Phone:	Secondary Phone:
E-Mail Address:	

Activity Details:

Park:	Specific Area Requested:	
Date(s):	Start Time:	End Time:
Is this non-profit use? YES <input type="checkbox"/> NO <input type="checkbox"/>	Number of People involved:	

Purpose (attach additional page if more details are necessary):

Question	YES	NO	If yes, explain:
Will advance set up be necessary?			
Will you need electricity or water?			
Will on air written credit be given to FCPA?			
Will you need stages or platforms?			
Will you need a public address system?			
Will there be amplified sound?			
Will there be sanitation needs?			
Will your activity need law enforcement?			
Will your activity need parking attendance?			
Will you need Emergency Medical services?			

Equipment used (cameras, lights, etc)

Other Special needs or Hazards?

Fees:

For profit individual or commercial organization	\$350/day	x # of Days:	= Fee Due:
Non-Profit Commercial use	\$100/Day	x # of Days:	= Fee Due:
FCPA Staff (not guaranteed)	\$35/hr	x # of hours: x # of staff:	= Fee Due:
Additional Charges Determined by FCPA (area rentals, etc)		Type:	= Fee Due:
TOTAL FEES DUE:			\$

This permit is not valid unless signed by the proper Park Authority representatives. This form, accompanied by appropriate fees and insurance documentation, must be signed by the applicant and approved by the Fairfax County Park Authority before any reservations can be confirmed. The user understands that they must have a valid permit and may only use the facilities specified in this application at the specific times indicated. The user hereby agrees to indemnify and hold harmless Fairfax County, the Fairfax County Park Authority, their officers, agents, all employees, and volunteers from any and all claims for bodily injury, and personal injury, and/or property damage, including cost of investigation, all expenses of litigation, including reasonable attorney fees, and the cost of appeals arising out of any claims or suits which result from errors, omissions, or negligent acts of the user, his agents or employees. Group is responsible for abiding by all FCPA policies, rules and regulations. I agree to these conditions concerning use of park facilities and agree to abide by them and terms of this agreement.

Group Representative Signature:	Date:
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Staff use only Below

Payment Method: Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> AmEx <input type="checkbox"/>	Confirmation:
Signature of Division Director :	Date Approved?
Central Customer Services MGR:	Date

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General Permit Information:

Application Process:

- Application for Permit must be submitted no less than 5 business days before the event.
- Your request will be reviewed for approval, and you will be notified to pay applicable fees.
- Payment must be received prior to issuance of the permit. Payments may be made by check by mail or credit card during regular business hours. Please do not email credit card information.
- Once payment and the COI are received, you will receive a confirmation email that will serve as your permit. Please bring your confirmation email with you to your filming session. The certificate of insurance must list the **Fairfax County Board of Supervisors, Fairfax County Park Authority and its officers, employees and volunteers as additional insured** under your policy. Make sure the wording on the insurance certificate matches the bolded statement exactly. Please use this address on the insurance certificate: Fairfax County Park Authority, 12055 Government Center Parkway Fairfax, VA 22035
- The Park Authority understands the unique needs of the filming industry and when possible, will accommodate filming outside regular business hours. These accommodations are subject to site and staff availability and consider potential site impacts. These may take longer to permit and may require increased costs for staff and facility use.

Cancellations and Changes to a Permit:

- Any change to an issued permit must be reviewed before permission will be provided.
- If there is inclement weather that interferes with your use on the day of, we can work with you to reschedule on a mutually available day
- If you must cancel your issued permit, you may do so with a \$25 fee that will be deducted from your refund.

Questions about permits should be directed to FCPAParkPermits@fairfaxcounty.gov

Completed Applications should be sent to:

FCPA - Park Services Division – Central Services Coordinator

12055 Government Center Parkway, Suite 927

Fairfax, VA 22035

Or fax to 703-653-7012

Or email to FCPAParkPermits@fairfaxcounty.gov