

# Request for Use of Building or Grounds

**\*\*\*Security Deposit and Rental fee both need to be paid before this application will be considered**

Barbour County Parks & Recreation Board 16348 Barbour County Highway (USDA Bldg)  
Philippi WV 26416 304-457-3254

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address of Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ (cell) \_\_\_\_\_

Description of Activities/Events: \_\_\_\_\_

Effective Jan. 1, 2009: A \$50.00 (returnable) deposit check is required for any facility/event. Your deposit can be picked up 1 month after your event providing everything is left in satisfactory condition.

**Facilities to be used: (please check all that apply): Price is per day**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Shelter #1 (woods) \$35           | <input type="checkbox"/> Shelter #2 (roadside) \$35       | <input type="checkbox"/> Pavilion #10 (ball qt) \$60 |
| <input type="checkbox"/> Pavilion #11 (tennis courts) \$60 | <input type="checkbox"/> Softball Field \$40              | <input type="checkbox"/> Baseball Field \$40         |
| <input type="checkbox"/> Tennis Court \$30                 | <input type="checkbox"/> Entire Park (negotiable)         | <input type="checkbox"/> Quonset Hut(w/kitchen) \$60 |
| <input type="checkbox"/> New Stage (negotiable)            | <input type="checkbox"/> Camper Hookup \$25 day           | <input type="checkbox"/> Horse Stables (negotiable)  |
| <input type="checkbox"/> Livestock Barns (negotiable)      | <input type="checkbox"/> Livestock Show Barn (negotiable) | <input type="checkbox"/> Show Arena (negotiable)     |
| <input type="checkbox"/> Covered Arena (negotiable)        | <input type="checkbox"/> Food Court on Hill \$60          | <input type="checkbox"/> Exhibit Building (new) \$60 |
| <input type="checkbox"/> Entire Grounds (negotiable)       | <input type="checkbox"/> Lights \$20/per hour             |  |

Deposit: \_\_\_\_\_ Rental: \_\_\_\_\_ Total Due: \_\_\_\_\_ Total Paid \_\_\_\_\_

(Security Deposit & Rental Fee both need to be paid before this application will be considered)

Deposit returned: \_\_\_\_\_

Deposit will be forfeited if any of the policies are broken or if cancellation is not given 15 days prior to the event.  
Make check payable to: Barbour County Parks & Recreation

Date (s) requested: From date: \_\_\_\_\_ - to - \_\_\_\_\_ Include set up & clean up time

Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Do you want the event publicized on the advertisement board on Rt. 250? \_\_\_\_\_ Yes \_\_\_\_\_ No

*I will not carry onto the grounds, consume, or sell any food or beverage with alcoholic content.*

*Rental of entire park area and/or fairgrounds will be negotiated with the Barbour County Parks & Rec. Board.  
Fundraising activities are subject to Barbour County Parks & Recreation Board contact negotiation  
Regular facility patrons may be eligible to an annual fee*

*Sponsor of sponsored events are directly responsible for insurance & policing of the grounds, facilities & equipment*

*Organization or contact person is responsible for returning everything (tables, chairs, etc) to original location or or storage area where taken from.*

*\*\*\* Trash is to be put in plastic bags, removed from the trash cans and deposited in the trash dumpster by the concession stand – bathroom area.\*\*\**

Special instruction or agreements not covered in the aforementioned \_\_\_\_\_  
\_\_\_\_\_

The undersigned representative of the organization listed above has read the attached list of understandings and agreements and assures the Barbour County Parks & Recreation Commission of the willingness of the applicant organization to abide by these directives.

Signature of applicant: \_\_\_\_\_ Date applied: \_\_\_\_\_

Approved _____ Rejected _____ Date _____
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Special instructions by P & R Board:          
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