

POLICY AND PROCEDURES FOR PERMITS TO USE HISTORIC PROPERTIES

Property Use Permits are required for events and activities that are not sponsored by the Prince William County Department of Parks, Recreation and Tourism, or the Office of Historic Preservation at Ben Lomond Historic Site, Bristoe Station Battlefield Heritage Park, Cockpit Point Battlefield Heritage Park, Lucasville School, Julie J. Metz Neabsco Creek Wetlands Preserve and Williams Ordinary. Events at Brentsville Courthouse Historic Centre, Old Manassas Courthouse and Rippon Lodge Historic Site, will follow the Office of Historic Preservation Property Rental Policy, unless with prior approval from the department.

Approved property use activities may include, but are not limited to organized passive recreation, group meetings, or exercise activities in keeping with the mission of the Prince William County Department of Parks, Recreation and Tourism (DPRT), and the Office of Historic Preservation. Activities such as weddings, birthdays, receptions, bridal or baby showers, dinners, and similar gatherings fall under the Office of Historic Preservation Property Rental Policy.

Property Use Permits by For Profit organizations or by private individuals for the sole purpose of advertising or exhibiting commercial products or services is **prohibited**. Furthermore, the **solicitation or collection of donations is prohibited on County historic site property**. Fundraising events may be approved provided that the collection of pledges and donations takes place off-site.

Please note, each Prince William County historic site has a designated "First Amendment Area" for public demonstration.

The Director of DPRT reserves the right to deny use for any reason that may be deemed in conflict with these guidelines.

Filing an Application for a Property Use Permit

1. Applications must be submitted ninety (90) days prior to the intended start date. Each application must include a \$25.00 application fee. The application fee is non-refundable. (see application)
2. A current certificate of General Liability insurance coverage listing the Prince William County Department of Parks, Recreation and Tourism and Office of Historic Preservation as "Additional Insured" on the policy may be required for certain activity types.
3. A request for a particular date does not guarantee availability or assignment.

Guidelines Governing Use of Prince William County Historic Sites

The following guidelines apply:

1. Processing an application and obtaining necessary approvals may require 30 to 45 working days.
2. The application must be signed by an authorized agent of the intended user group/organization.
3. Through its authorized agent (applicant), the user group/organization agrees to hold harmless the Prince William County Department of Parks, Recreation and Tourism, Office of Historic Preservation, their officers, agents and assigns, from any and all claims of bodily injury and personal injury and/or theft or property loss or damage, including the cost of investigation, all

expenses of litigation, errors, omissions, or negligent acts of the applicant, or to any person resulting from the authorized use of facilities by the applicant user group.

4. All fees applicable to the requested facility use must be paid in full not less than 4 working days prior to the scheduled use. Failure to make timely payment will result in cancellation of the scheduled use and assessment of cancellation fees to the user group.
5. The rate for managing and monitoring the permitted activity is \$50 per hour. Administrative costs and estimated costs for activities on site must be paid when the permit is approved. If any additional costs are incurred by the site, the Permittee will be billed at the conclusion of the permit. Should the estimated costs paid exceed the actual costs incurred; the difference will be returned to the Permittee.
6. No third party shall be granted permission to use the facility or any portion thereof for any purpose.
7. The signature of the Application (authorized Agent) shall be present at the scheduled event or events.
8. The permit is only for use of the specific area and time period designated on the permit. Issuance of a permit does not guarantee exclusive use of an area or building. The area for which the permit is issued will remain open to the public during site visiting hours. Permit activities must not interfere with site visitors or interpretive programs.
9. With the exception of those permits issued for First Amendment events, all permit holders are required to carry a general liability insurance policy against claims occasioned by the action or omissions of the Permittee, its agents and employees in carrying out the activities and operations authorized by this permit. Such insurance shall be in the amount of \$1,000,000.00 unless otherwise specified. The Certificate Holder on the policy must read as follows: United States of America, Prince William County, 17674 Main St., Dumfries, VA 22026. Proof of insurance must be submitted prior to the date of the permitted event. The permit holder's signature on this permit attests to the fact that insurance is in place as stated on the Certificate on the dates the permit is approved for. If for any reason the insurance is cancelled prior to the approved permit dates, it is the responsibility of the permit holder to immediately notify the site.
10. User group shall provide no less than one chaperon for each 25 or fewer children age 18 or under.
11. Vehicles of user group participants and attendees shall be parked in designated parking areas only or will be subject to ticketing and towing.
12. All participants and attendees shall comply with safety regulations of Prince William County Department of Parks, Recreation and Tourism, Office of Historic Preservation, and Police and Fire Departments.
13. All participants and attendees shall comply with all Federal, State, and Local laws, regulations, and licensing requirements.
14. The Prince William County Department of Parks, Recreation and Tourism and Office of Historic Preservation reserves the right to require Prince William County Police or Sheriff coverage of the activity, with all applicable fees to be charged to the user group.
15. The Permittee will take special care to prevent damage to site resources. The Permittee will be held liable to for any damage to historic site property arising out of this permit.
16. The following apply to all activities/events scheduled:
 - a. No smoking or fire near, around, or in any building.

- b. No alcoholic beverages may be possessed, served, or consumed in building or on grounds by any persons.
 - c. No gambling permitted on premises.
 - d. No animals are permitted in buildings, except assistance dogs; all animals on grounds must be restrained.
 - e. Food and non-alcoholic beverages are permitted only in designated areas, and only after written permission has been obtained in advance of the event.
 - f. Disorderly behavior and/or behavior to incite others to disorder is prohibited.
 - g. The Permittee is responsible for all clean up following the conclusion of the activity/event. All trash must be removed from the premises at the Permittee's expense.
17. Signs on County property advertising the time and place of activities/events and the name of the group will be limited in size to no greater than 4' x 4'. Signs may be put in place no sooner than one hour prior to the scheduled start of the activity/event, and must be removed at the conclusion of the activity/event. No other signs, emblems or symbols may be erected on County property by any group or individual. A copy of any sign or emblem to be used shall accompany the application.
18. Any permission granted under this policy shall be deemed automatically withdrawn in the event the County government is closed because of inclement weather, or other global or local emergency during the scheduled time of the activity/event. Cancellation information will be provided telephonically to the point of contact.
19. This policy shall apply to all groups and individuals applying for a Property Use Permit at Prince William County Historic Sites as listed above. No group or individual shall be excluded from equal access to County facilities because of considerations of race, sex, religious or political persuasion, or because of the political, religious, or social aims expressed by the individual or group, or by any group's members. Any and all such exclusionary activity will automatically make this contract null and void, and the groups or individuals will be removed immediately from the premises.

Applications may be mailed or faxed to:

PWC Office of Historic Preservation, 17674 Main St., Dumfries, VA 22026; PHONE: (703) 792-4754; FAX: (703) 221-7504