

Town of Glasgow  
1100 Blue Ridge Rd.  
Glasgow, Virginia 24555  
(p) 540-258-2246  
(f) 540-258-1325



**Name of Applicant Organization:**

Type of Organization:

Sponsor of Applicant Organization if Any:

**Point of Contacts:**

Name:	Address:	Phone:
1. _____	_____	_____
2. _____	_____	_____

Facility Requested	Dates and Days of Week Requested	Times
Picnic Shelter(s)	_____	_____
Horseshoe Pits	_____	_____
Farmer's Market	_____	_____
Events Pavilion	_____	_____
Green Bingo Stand	_____	_____
Concession Stand	_____	_____
Other	_____	_____

Knick Field	Dates and Days of Week Requested	Times
Lights (Y/N) _____	_____	_____
Lights (Y/N) _____	_____	_____
Lights (Y/N) _____	_____	_____

Responsibilities & Duties	
Town	Reservation Party
Maintain the outfield and facility grass ensuring the appearance is kept in suitable condition for use of play.	Payment for reservation of the facility must be made in full by no later than 24 hours of the reservation date.
Town has restroom facilities cleaned before practices and events. Town also grants necessary access for use of these facilities.	Picking up softballs, equipment, and trash in the outfield and grounds of the facility after the use of the facility.
Town will provide access to electrical outlets for use of equipment related specifically to the activity or sport held at the venue.	Makes sure bathrooms are being used in a respectable manner and for its designed purpose (no smoking, drinking, drugs, sex, etc.).
The Town will grant access to lights for the field, only if requested by the reservation party. The Town however will charge an additional <b>\$25 an hour for use of these lights</b> .	Reservation party is responsible for the transportation of any equipment necessary to execute the activity or sport.
The Town will be responsible for turning the lights on and off.	Providing notice to the Town if the need for lights is required for the activity or sport.
The Town will provide temporary fencing for the reservation party, only if requested by the reservation party.	The Town is responsible for weed killing the infield.
	The reservation party will be responsible for picking up, setting up, and taking down temporary fencing.
	The reservation party is responsible for grading and other preparation for use of infield, including chalk on the foul line.

The above information is true to the best of my knowledge and belief. *I understand that this reservation is **not confirmed** until written approval and **payment in full** is received **at least 24 hours before** the requested reservation time. I understand the responsibilities and duties and agree to them as stated above and any breach / violation of them may result in fine and denials of future use of any public facilities.*

\_\_\_\_\_  
Applicant Signature and Date

\_\_\_\_\_  
Applicant Signature and Date

Recommendation:

Approve   
Disapprove  \_\_\_\_\_

**Town Manager**

Approve   
Disapprove  \_\_\_\_\_

**IF NECESSARY  
Council / Mayor  
Representative**