



DEPARTMENT OF PARKS AND RECREATION
ATHLETIC AND FACILITY SERVICES DIVISION
3700 South Four Mile Run Drive, Arlington, Virginia 22206
TEL 703-228-4747 TTY 711 parks.arlingtonva.us

TRAIL EVENT APPLICATION

Date of Application: _____

Name of Event: _____

Type of Event: _____

Organization: _____

Primary Contact Person

Name: _____

Address: _____

City & State: _____

Work # _____ Home # _____

Event Day Contact Person Name: _____

Cell Phone: _____

Proposed Route: If the event starts or stops in a park with a rental shelter a shelter reservation form must be included with this application.

- Marymount Course (Bluemont Junction to W&OD to Custis Trail)
Bluemont Park to East Falls Church Park (Up & Back course)
Bon Air Park (Picnic Shelter toward Ballston on Custis Trail)
Other: _____ (attach map)

Date of Event: _____ Fee: \$150.00
Start Time: _____ Finish Time: _____ Estimated Participants: _____

ARLINGTON COUNTY TRAILS EVENT APPLICATION HOLD HARMLESS AGREEMENT

The applicant covenants to save, defend, hold harmless and indemnify the County, and all of its officers, departments, agencies, agent and employees (Collectively the "County") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the applicant's event as herein described.

Signed _____ Date _____

Position _____

Signature of Event Sponsor - I attest the above information is true and accurate

_____ Date _____
Signature of Event Sponsor

INSURANCE REQUIREMENT

Groups must provide proof of commercial general liability insurance coverage of no less than \$1,000,000 per incident/\$2,000,000 aggregate, including Personal Injury and Contractual Liability, and must include Arlington County (including its elected and appointment officials, agents and employees) as an additional insured. Coverage afforded under this policy shall be primary to all other insurance with respect to Arlington County.

ARLINGTON COUNTY TRAIL EVENT RULES

1. Trail event activities are limited to walking, running or wheelchair events. Bicycle and roller blade races are not permitted. Special sponsored “fun” runs, walks or rides will be considered. Trail Events are allowed from April through November.
2. Trail Event Permit applications must be submitted to the Arlington County, Dept. of Parks and Recreation. 3700 S. Four Mile Run Drive, Arlington, Virginia 22206, sixty (60) days prior to the event. Permits will be issued on first come, first serve basis. The County reserves the rights to reject or cancel a permit.
3. The permit fee is **\$150.00** and must be included with the completed application. Checks should be made payable to “Treasurer, Arlington County.” Credit Card payments are also accepted.
4. If the trail event either starts or stops in a park with a rental shelter, a shelter reservation form must be submitted and payment made for the reservation. Shelter reservation forms may be submitted to Greg Anselene at 703-338-1803 or ganselene@arlingtonva.us
5. Street only events require approval from the Arlington County Police Department which requires a Special Events application. The Office of Special Events can be reached at 703-228-1876. The Special Event applications must be submitted sixty (60) days prior to the event.
6. Trail events where the starting or stopping point is located in a park with a rental shelter are limited to the capacity of the picnic shelter. All other locations are limited to 250 participants. Larger groups can request a special waiver through the Facilities Coordination Office. Contact Greg Anselene at 703-228-1803 or ganselene@arlingtonva.us
7. Trail events may start as early as 7:00 am and finish as late as ½ hour after sunset.
8. Nothing maybe offered for sale, or sold or rented without prior approval from the Facilities Coordination Office. For exceptions, contact Greg Anselene at 703-228-1803 or ganselene@arlingtonva.us.
9. Notices can be posted along trail event route two weeks prior to the event to notify other trail users of future activity. No permanent markings or route directions may be placed along the trail route. No signs or notices may be stapled to any trees or shrubs. Temporary directional signs no larger than 11” X 17” shall be used and must be removed within 2 hours after the event.
10. Directional personnel or volunteers may place traffic cones and event signs at designated locations along trail route as required but must be removed within 2 hours after the event.
11. Trail Event participants need to adhere to trail etiquette -- stay to the right of any painted trail center line, except when passing; announce when passing, etc. All trail event organizers, volunteers, and participants must adhere to park rules and regulations covered in Arlington County Administrative Regulation 4.2 and all rules and regulations issued by the Northern Virginia Regional Park Authority.

COUNTY USE ONLY

DPR Approved _____ Disapproved _____
Signature and Date _____