City of Portsmouth
Parks, Recreation and Leisure Services
801 Crawford Street
Portsmouth, VA 23704
757-393-8481

EQUIPMENT LOAN REQUEST FORM

The Department of Parks, Recreation and Leisure Services may loan equipment to eligible organizations or agencies when management deems such loan is in the best interest of the City.

ELIGIBILITY FOR LOANS

ELIGIBLE AGENCIES AND PURPOSES

- Athletic associations affiliated with Parks, Recreation, and Leisure Services for special events such as opening/closing ceremonies, meets, tournaments, or recreation based activities in Portsmouth
- Divisions of government for functions in Portsmouth associated with recreation or official public ceremony
- Recreation events held in Portsmouth by public schools or colleges that serve Portsmouth citizens
- Formally organized non-profit groups that have an established relationship with Parks, Recreation, and Leisure Services for activities that are recreation based and held in Portsmouth
- Other non-profit organizations or events, which are deemed to benefit the interests of the City

INELIGIBLE AGENCIES AND PURPOSES

- Private groups for weddings, reunions or social occasions
- Individuals
- Political organizations for political activity
- Organizations or groups controlled in whole or in part by any church or sectarian society
- Businesses and business associations

WHO SHOULD COMPLETE THIS FORM?

Eligible organizations requesting loan of City owned equipment for their Special Events. Please see eligible agencies above. Note that City owned equipment shall not be placed on private property.

WHO DO WE SUBMIT TO?

The Department of Parks, Recreation and Leisure Services is the designated City agency that oversees the loan of special events equipment for eligible events and groups.

Contact:
City of Portsmouth
Parks, Recreation and Leisure Services
801 Crawford Street
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WHEN IS REQUEST FORM DUE? (Deadlines are based upon the size of the request)

5 or fewer items requested	**45 days** prior to the event set-up date to process the application
10 or fewer items requested	**90 days** prior to the event set-up date to process the application
More than 10 items requested	**120 days** prior to the event set-up date to process the application

EQUIPMENT LOAN REQUEST FORM

WHAT DO I DO?

Eligible agencies must complete and submit an Equipment Loan Request Form in accordance with the deadlines listed on **Page 1**, and not more than 270 days in advance of desired date(s).

The following information will be required.

- Equipment requested
- Program or activity for which the equipment will be used
- Inclusive dates and times for which the equipment is desired
- Anticipated number of participants
- Diagram/map for location purposes
- Point of contact including name, address and telephone numbers of person authorized to represent the agency and responsible for the safeguarding the City owned equipment

The request form also includes waiver of liability and when appropriate, may require a Certificate of Insurance naming the City as an Additional Named Insured. In addition, the applicant agrees to pay repair/replacement costs plus 25% administrative fee in the event of lost or damaged equipment.

Review, fill out, sign and submit the Request Form and all appropriate attachments. Please be aware of deadlines. They vary depending on the total number of items requested.

Deadlines are firm as there is a detailed process for review for all applications.

Event dates may need to be adjusted according to these application submission deadlines.

WHAT ARE THE COSTS?

Tables - $5.00 per table (Replacement cost $285 per table)
Chairs - $0.75 per chair (Replacement cost $35 per chair)

Tents

10x10 - $75 (Replacement cost $1,000)
15x15 - $100 (Replacement cost $1,300)
20x20 - $200 (Replacement cost $2,000)

WHAT HAPPENS NEXT?

The Director or his/her designee will review the request for eligibility and determine approval or denial. Determinations will typically be made within 14 working days of receipt of application.

Note that equipment will only be delivered and picked up on regular business days between the hours of 7 AM and 3 PM. The requesting agency will be responsible for securing the equipment after it is delivered until it is picked up.

At check out/delivery time, equipment conditions and counts will be verified by both an agency and a Department representative. Upon return this inventory check will be repeated.

In the event a borrowing agency fails to return equipment as promised, or fails to make good on repair or replacement costs, all future requests for use of equipment will be denied.

EQUIPMENT LOAN REQUEST FORM

OFFICE USE ONLY	Year / Month / Number	
	Request Number: _____ – _____ – _____	Rental Fee Paid? ☐ Yes ☐ No
	Event Permit Number: _____ – _____ – _____	Date Rec'd _____
	Contact Person: _____	Check # _____ Receipt # _____

Please type or print clearly when completing the application.

The information in this form will be used to determine final fees and the eligibility for the equipment requested. Please be sure that all information provided is accurate. Indicate **N/A** if the question doesn't pertain to your request.

Request forms must be submitted by deadlines listed.

Checks should be made out to **Portsmouth City Treasurer.**

Submit the completed and signed application and any required attachments to the Department of Parks Recreation, and Leisure Services before the deadlines listed on **Page 1**.

APPLICANT INFORMATION *Applicant is the contact person or event organizer for the event submitted*

Applicant's Name:			Date of Submission:	
Organization:			E-mail:	
Street address:		City:	State:	ZIP:
Day Phone:	Type: Work/Cell/Home	Evening Phone:	Type: Work/Cell/Home	Fax:
Do you represent an organization with non-profit status?	Yes ☐ No ☐	If yes, please attach a copy of non-profit certificate or provide identification number.		

Event On-Site Setup Contact Person *(if different from above)*

Contact Name:				
Day Phone:	Type: Work/Cell/Home	Evening Phone:	Type: Work/Cell/Home	Fax:

EVENT INFORMATION

Event/Activity/Program Name:

This event is a ... (Please check all that apply): ☐ Picnic ☐ Festival ☐ Concert ☐ Parade ☐ Run/Walk/Bike/Auto Procession

☐ Other (specify) _____

Event Organizer/Sponsor is a … ☐ Community/Civic Group ☐ Church ☐ Business ☐ Business Association ☐ Individual

☐ Other (specify) _____

Event location (name of park/address/streets) (Note that City owned equipment shall not be placed on private property.)

Event Date	Setup Time	Start Time	End Time	Breakdown Time

How many total attendees are expected? (participants and spectators): ☐ 0-150 ☐ 150-500 ☐ 500-1000 ☐ 1000+

Please indicate how many times this event has been hosted before:

☐ 1st Time ☐ 2-4 Times ☐5+ Times	Where?
Will admission be charged for the event? ☐ Yes ☐ No	Will the proceeds of the event be donated to a non-profit organization? ☐ Yes ☐ No

EQUIPMENT LOAN REQUEST FORM

EQUIPMENT REQUESTED

Tables	**Chairs**
_____	_____

Tents: Please give an overview of your tent plan. Specify quantities, sizes, and usage of each tent.

Number of Tents	Size	Purpose/Usage
_____	_____	_____
_____	_____	_____

Other (specify)

_____

Please list any other equipment or setups for the event:

DIAGRAM/MAP

A diagram/map with desired set-up must be attached to the request form and must be submitted at the same time as the form.

SECURITY

Describe your plans for providing for security of loaned City equipment.
Note that equipment will only be delivered and picked up on regular business days between the hours of 7 AM and 3 PM. The requesting agency will be responsible for securing the equipment after it is delivered until it is picked up.
Where will it be stored overnight? Will there be any on-site security provided?

OTHER

Please list any other pertinent details or special requirements related to your request.

THE CITY OF PORTSMOUTH

EQUIPMENT LOAN AGREEMENT

I _____ on behalf of _____
(Print Applicant Contact Name) (Print Organization/Group Name)
agree to abide by the following Equipment Loan requirements:

1. The undersigned agrees to pay the applicable fees for the equipment loan **within 7 (seven) business days** after receiving approval of this request and agrees to receive and return all equipment at the agreed upon times. The individual and/or organization agrees to be responsible for securing all equipment during such time.

2. The equipment requested, if approved, will be provided in as-is and serviceable condition, but the City of Portsmouth, the Department of Parks, Recreation and Leisure Services does not warrant its fitness for the purpose intended by the agency.

3. To comply with all laws, rules, and regulations of the federal, state, and city governments governing operations and conduct on City property.

4. In accordance with City Code Section 2-3, the City shall not lease or grant any privilege or right of any kind to use any public property, including land, buildings or other facilities, to any person or organization which discriminates in its offering of goods, services, facilities, privileges, advantages, accommodations, memberships or activities on the basis of race, color, religion, national origin, disability or sex. In the event such discriminatory policy or practice is discovered after execution of an agreement, the agreement shall be void.

5. For myself and any other persons, organizations, firms, and corporations sponsoring the event which is the subject of this agreement, jointly and severally, hereby contract and agree to indemnify, defend and hold harmless the City of Portsmouth, its officers and employees, against all claims, loss or liability from any claim or suit arising or alleged to have arisen from any act or omission of said applicant, its agents, invitees or other sponsor in connection with said event.

6. I agree to indemnify the City against all claims, which arise from its use or misuse including transportation (pick-up and return) of the equipment.

7. The undersigned authorized representative as listed above agrees to pay for the loss or repair because of damage that occurs while the requested equipment is in the custody of the Agency. Charges shall be assessed for costs incurred by the Department for repair or replacement plus a 25% administrative fee. Payment shall be made within 10 business days of notification of the charges.

8. The Department may also require proof of security arrangements and/or insurance naming the City as an additional named insured.

9. Approval of this request in no way renders the City of Portsmouth either as a sponsor or as a producer of said event.

10. Approval of this request does not obligate the City to provide the equipment if it is unavailable or out of service for any reason. Possible repairs, breakdowns, and loss may preclude equipment being available. Reasonable efforts will be made to honor approved requests, however, the City shall not be obligated in any other manner should the equipment not be available.

11. Any misrepresentation or deviation from the final agreement conditions will result in immediate revocation of the permit and halting of the equipment loan.

I have read and understand the Equipment Loan Request terms and conditions
and I agree to be bound by said terms and conditions.
I certify that the information I provided is accurate to the best of my knowledge.

Signature: _____ Date: _____
(Authorized Representative)

Print Name: _____

Print Organization Name: _____

Please make a copy of this application for your records, as copies are not provided.