



DEPARTMENT OF PARKS AND RECREATION
ATHLETIC AND FACILITY SERVICES DIVISION
300 N. Park Drive, Arlington, Virginia 22203
Phone: 703-228-4747, Option 2 TTY 711
parks.arlingtonva.us

FOR OFFICE USE	
HH # _____	Receipt # _____
Notes: _____	

TRAIL EVENT APPLICATION

Please type or print clearly so that all information can be accurately processed. Forms may be emailed to DPRTailReservations@arlingtonva.us. **The Trail Reservation process is not complete until all fees are paid in full.** There will be an administrative fee for all refunds. If you have a previous balance on your account, you will not be permitted to reserve a trail event until the balance is resolved.

_____ **Returning Trail Event** _____ **New Trail Event** **Fee:** Resident \$160/ Out-of-County \$320

Date of Event: _____ Time In: _____ Time Out: _____ Number of Participants: _____
Name of Event: _____
Type of Event: _____
Event Sponsor: _____
Number of check or refreshment stations to be set up: _____

EVENT ORGANIZER INFORMATION

Name of Organizer: _____
Address: _____ City: _____ State: _____ Zip: _____
Organizer Phone: _____ Organizer Email: _____
Event Day Contact Point of Contact (POC) Name: _____
POC Phone: _____ POC Email: _____

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)

Check all that apply to your event:

- ☐ Road closures are needed in support of the trail event
- ☐ Event will include amplified sound. Check all that apply:
 - ☐ Music
 - ☐ Announcements
- ☐ Plan to sell food or beverage in support of trail Event. (Sale of alcohol on park trails or in public parks is prohibited)
- ☐ Plan to set up tents or any temporary structures to support trail event

Event Sponsor must submit a copy of their General Liability Insurance Certificate listing Arlington County Government and NOVA Parks as an additional insured. **Document submitted:** _____ Yes _____ No (**must be submitted prior to the event**)

Indemnification of County. User covenants to save, defend, hold harmless and indemnify the County and all of its officers, officials, departments, agencies, agents and employees 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 User's or its agents' or invitees' acts or omissions in performance or nonperformance of its obligations under this MOA.

Permit Holder Signature: _____ Date: _____

Position: _____

ARLINGTON COUNTY TRAIL EVENT RULES

1. Trail events may start no earlier than 7 a.m. and conclude no later than ½ hour prior to sunset.
2. Trail event activities are limited to walking, running or wheelchair events. Bicycles, motorized scooters and roller blade races are not permitted. Special sponsored “fun” runs, walks or rides will be considered. Trail Events are only allowed from April through November.
3. Trail Event applications must be submitted sixty (60) days prior to the trail event to the Department of Parks and Recreation. There are three (3) ways to submit your application:

- **By Email:**
E-mail your application to:
DPRTrailReservations@arlingtonva.us.
E-mailed applications are preferred.
- **Mail In:**
Print online form at
<https://parks.arlingtonva.us/off-street-trails/> and mail the form and payment to
300 N. Park Drive, Arlington, VA 22203.
- **In-Person:**
Visit 300 N. Park Drive, Arlington, VA 22203 to fill out the application and submit in person.

The permit fee is \$160.00 for Residents and \$320.00 for Out-of-County. Payments are due upon receipt and checks should be made payable to “Treasurer, Arlington County.” Credit/Debit Card payments are also accepted. A non-refundable 3% fee is charged by our credit card processor. Customers paying by credit/debit card pay the fee directly to the credit card processor. Arlington County does not receive any portion of the fee. Pay online by E-CHECK to avoid the surcharge.

4. Trail events that start and/or stops in a park where there is a rental picnic shelter, must also submit a picnic shelter reservation form along with payment for reserving the shelter. Note: These trail events are limited to the capacity of the picnic shelter. All other events are limited to 250 participants. Larger groups can request a special waiver by submitting their request in writing to DPR Trail Event Reservations at:
DPRTrailReservations@arlingtonva.us.
5. Trail events may require a special event permit (additional fees apply) if the event includes any of the items listed below:
 - Amplified sound
 - Food vendors
 - Merchandise vendors
 - Street or road closures
 - Tents or other temporary structuresThe Special Events Office can be reached at specialevents@arlingtonva.us. All Special Event Applications must be submitted sixty (60) days prior to the event.
6. Trail event organizer may post signs no larger than 11 x 17 along the trail route no earlier than two weeks prior to event to provide advance notice to all trail users. The Event Organizer shall post signs during the event to notify all users “Caution – Event in Progress”. Directional personnel or volunteers may place traffic cones and/or other temporary directional signage along trail event route the day of the event, but all must be removed within 2 hours after the event. No signs may be stapled to any trees or shrubs.
7. Trails must remain open to everyone during the event. Event participants are to be cautioned regarding potential conflict with other trail users, including cyclists.
8. All trail markings must be approved, no permanent markings shall be placed on the trails. The use of chalk is not permitted.
9. Trail Event participants need to adhere to trail etiquette which is to stay to the right of any painted trail center line, except when passing; announce when passing, etc.
10. All trail event organizers, volunteers, and participants must adhere to Arlington County Trail Rules and Regulations and be familiar with and conform to W&OD Trail Rules and Regulations issued by the Northern Virginia Regional Park Authority listed on the reverse side of this page.
11. The event organizer shall be responsible for any clean-up or damages resulting from the event.

**Permit Conditions for Arlington County Department of
Parks and Recreation Events that will use the W&OD Railroad Regional Park**

- The Arlington Trail Event Application must be reviewed and approved by NOVA Parks no later than 14 days prior to the event. The application should include the type of event, the day and time of the event, the section of the trail to be used, the approximate number of participants, any check or refreshment stations, and the name of the contact person responsible for overall coordination of activities.
- The event sponsor agrees to fully indemnify and hold harmless NOVA Parks, its officers, employees, and agents, from any and all claims, loss, damage, injury, cost (including court costs and attorney's fees) charge, liability or exposure, however caused, resulting from, arising out of or in any way connected with user occupation and use of the premises. Event sponsor will name NOVA Parks as an additional insured on its general liability insurance.
- Maximum number of participants may be limited based on safety factors.
- Large groups must stagger if starting on the W&OD Trail. A maximum of five participants in each starting group is permitted. All staging must take place well off the trail.
- Motor vehicles are not permitted on the park property.
- Races are to be scheduled to reasonably ensure that the trail will be cleared of participants by 11:00 a.m.
- Solicitation, sales, collection or payment of funds or similar transactions on park property are prohibited, regardless of the charitable purpose of any event.
- The event organizer must provide marshals at locations determined by NOVA Parks.
- The event organizer may establish check stations or refreshment stations on the park property, provided they are located at a reasonable location approved in advance. Such stations shall not be located closer than ten feet from the edge of the trail.
- Other conditions may be added as deemed necessary by NOVA Parks staff.