

## REQUIREMENTS FOR YOUTH EVENTS HENRICO COUNTY RECREATION & PARKS

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In addition to the policies and rules set forth in the Facility Reservation Guide and Policies, the following requirements apply to youth events:

- A minimum of one chaperone (20 years or older) is required. For events with more than 25 attendees/guests/participants between the ages of 15-19, an additional chaperone (20 years or older) is required for every twenty-five (25) attendees/guests/participants between the ages of 15-19. All required chaperones must be present on-site at all times during the event.
- A guest list must be provided to the division at least two weeks before the event date. The guest list must include the names of the attendees/guests/participants between the ages of 15-19 and chaperones.
- Only guests identified on the guest list provided to the division may enter. Individuals not on the provided guest list are not permitted to enter.
- Event times must be pre-determined and submitted 30 days before the event date.
- The presence of two off-duty Henrico Police officers is required for events for youth. Applicants are assessed a minimum fee of \$400 for the service, which includes three hours of coverage during the event, as well as ½ hour both before and after the submitted and approved event time. Fees for additional hours of police coverage as required will be assessed at a flat rate of \$100 fee per hour.
- The established room capacity may not be exceeded.
- The applicant is responsible for the conduct and behavior of all attendees/guests/participants.
- The applicant must cooperate with and abide by lawful orders and requests from authorized Henrico County personnel.

**I have read the foregoing requirements for youth events, and I agree to comply with the requirements in this document and the policies and rules set forth in the Facility Reservation Guide and Policies. I understand and acknowledge that I am responsible for supervising the event identified below and the attendees/guests/participants of such event.**

Event Name: \_\_\_\_\_

Reservation Location: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY:**

Date Submitted for Police Request: \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_