



DEPARTMENT OF PARKS & RECREATION  
Parks and Natural Resource Division

2700 South Taylor Street, Arlington, VA 22206  
TEL 703-228-7632 FAX 703-228-6507 [www.arlingtonva.us](http://www.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:

- 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

**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.
2. Trail Event Permit applications must be submitted to the Arlington County, Parks & Natural Resources Division, 2700 South Taylor Street, 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.”
4. If the trail event either starts or stops in a park with a rental shelter, the shelter must be reserved for the event. For shelter reservations, call Facilities Scheduling at 703-228-1805.
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 Parks and Natural Resource office. Contact Robert Upton at 703-228-7632.
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 Parks & Natural Resources. For exceptions, contact Robert Upton at 703-228-7632.
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 \_\_\_\_\_