



Vienna Parks and Recreation Department
 Vienna Community Center
 120 Cherry Street SE
 Vienna, VA 22180
 703-255-6360
 www.viennava.gov

2024 PARK PICNIC SHELTER APPLICATION

Picnic Shelters are available at Meadow Lane, Glyndon Park and Southside Park.
 Each shelter has a capacity of 75 people.
**Accepting permit requests for 2024, starting March 1st,
 for the months, April-October.**

Park Use Rules:

- No alcoholic beverages
- No conducting of camps, fairs, exhibits, rallies, walks, races, tournaments and other organized events
- No loud music
- No motorized vehicles
- No sale of food, beverages, or other goods or services
- No charging of fees for any activities or services
- Pets must be on leash
- Pick-up and properly dispose of all trash
- Use grills provided and leave all charcoal in the grill after use
- No cutting or removal of trees
- Permits will be issued for up to 5-hours

Please check one MEADOW LANE _____ GLYNDON PARK Shelter#2 _____
 SOUTHSIDE PARK _____

Name of Applicant _____

Organization (if applicable) _____

Address _____

E-Mail _____

Phone (H) _____ (W) _____ (C) _____

Date of Use _____ Start Time _____ End Time _____

Fees: Select One Town Resident \$50 Non-Resident \$100

Bathroom Key Deposit \$50 (refundable after return of key. **Key must be returned within 15 business days of picnic or it will be forfeited**), Attach separate check payable to Town of Vienna

Electric Fee— (if requested for moon bounces, etc.) \$25. Please check if needed

Number of People (Limit of 75) _____

Signature of Responsible Person _____ Date _____

Reservations are made thru Webtrac. For weekend picnics, bathroom keys may be picked up during Business Office hours, Monday-Friday, 8 a.m.– 4:30 p.m. and returned at any time during the day, including after regular business hours. You must have your Picnic Shelter Permit when you come to pick up the restroom key. If you return your bathroom key after hours, your check may be mailed back to you the next business day.