

**Field Rental Change Application**

- This form is to be used to request changes to a current rental contract.
- Request form must be completed and signed by the person on the original rental contract.
- Changes/additions for approved rentals will not be accepted if within 5 business days of the rental date.
- All associated fees must be paid in full within 24 hours of notification of the approved changes unless otherwise stated.

Renter Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

I have read and understand the current policies and procedures located at [www.vbgov.com/PAAC](http://www.vbgov.com/PAAC) State: \_\_\_\_\_ Zip: \_\_\_\_\_

Current rental contract number: \_\_\_\_\_ Date change request submitted: \_\_\_\_\_

Current rental information	
Requested change to rental	
Additional comments	

I understand that if the balance due changes, based on the requests above, it is my responsibility to make payment as outlined by the Princess Anne Athletic Complex office.

I hereby agree to indemnify and save harmless the City of Virginia Beach, a Municipal corporation of the Commonwealth of Virginia, from and against all loss, damage, claim, demand, liability, or expense by reason of any damage or injury to property or person which may be claimed to have arisen as a result of or in connection with the occupancy or use of said premises. I have read and understand the Policy/Procedure information which accompanies this form.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Section below is for staff use only**

<input type="checkbox"/> Approve		
<input type="checkbox"/> Deny	Denial Reason	

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