



**James City County Parks and Recreation
Facility Request Form**
5301 Longhill Road, Williamsburg, VA 23188



Person & Organization: _____ Date: _____

Address: _____
(Street) (City) (State) (Zip)

Day Phone: _____ Evening Phone: _____ Fax No.: _____

Email Address: _____

Type of Organization:

- Community/Commercial** (Schools, Governmental Agencies, Other County Departments, Civic Organizations)
- Individual** (Member of the general public)
- Cosponsored** (Only those organizations contracted as cosponsored)

Site Requested (JCWCC, FRP, JRCC): _____

Area Requested (meeting room, kitchen, gym): _____

Planned Activity (please be specific): _____

Dates: _____ Estimated No. of Participants: _____

Times:*	Monday	_____ To _____	Friday	_____ To _____
	Tuesday	_____ To _____	Saturday	_____ To _____
	Wednesday	_____ To _____	Sunday	_____ To _____
	Thursday	_____ To _____		

* Include set up and tear down time

Special Set-up

Special Equipment: _____

Rule Agreement: I have read the rules and regulations of this facility and failure to uphold will result in revocation of the use of the facility and future requests will be denied.

Signature: _____ Date: _____

<p>Office Use: Special Conditions: _____ Reservation No.: _____ Fee: _____ Staff: _____ Equipment: _____ Approved: _____ Disapproved/Reason: _____</p>
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