



# JAMES CITY COUNTY PARKS AND RECREATION



## FACILITY USE POLICY

### ***PURPOSE:***

To define the regulations and guidelines for room use in Parks and Recreation facilities. To define the criteria used to determine whether room use will be granted at the full fee, or no fee.

### ***AVAILABILITY:***

Facilities are offered on a first-come/first-served basis after Community Center and Parks and Recreation programs have been scheduled. All persons, even Parks and Recreation staff, must submit a Facility Use Application at least two weeks before use.

### ***ELIGIBILITY FOR FREE ROOM USAGE:***

Free room use is permitted for Parks and Recreation and County functions, and to groups who meet the following criteria:

1. The organization must be nonprofit/tax exempt. A copy of the organization's IRS Form 501-C3, 501-C4, or other documentation proving nonprofit status must be provided.
2. Attendees must not have been charged any kind of fee to enable them to participate in the meeting.
3. The organization must promote or provide a community or recreational service.
4. The purpose of the request must only be for a general meeting or a meeting open to the public. This meeting must be advertised to the public as an open meeting.
5. The organization must be from the immediate service area: James City County and the City of Williamsburg.

### ***RESTRICTIONS:***

The following are ineligible for room usage at any time:

1. Groups composed of persons under age 21 who do not have adult supervision.
2. Any non-Parks and Recreation request for space on a regularly scheduled basis exceeding the existing or impending program period.
3. Any individual, group, or organization whose disregard for and violation of the facility or Parks and Recreation rules has necessitated exclusion from future use of facilities.
4. Any individual, group, or organization that has violated City, State or Federal laws while using Parks and Recreation facilities.

The following are ineligible for free room use:

1. Any group considered a homeowners association where membership is a requirement of the lease or purchase agreement.
2. Any church or religious organization.
3. Any teams, troupes, squads or individuals not affiliated with Parks and Recreation or the Williamsburg-James City County School system desiring to use the space.
4. Any political party, gathering or individual candidate.

***APPROVAL OF ROOM USE REQUESTS:***

The Facility Administrator will be responsible for:

1. Reviewing request for free fee room use to determine whether the group meets the above eligibility criteria.
2. Determining if the group using the space will be required to provide Proof of Insurance for the intended function.

***CHARGEABLE ACTIVITIES:***

Chargeable activities include, but are not limited to social clubs, squadrons, churches, weddings, wedding receptions, birthday parties, private business meetings, recitals, practices, fashion shows, socials, family reunions, team practices and individuals, political party/gathering or individual candidate, non-charitable, and charitable organizations using space for solicitation or fundraising purposes.

**PLEASE NOTE THE SPECIAL CONDITIONS THAT APPLY TO INDIVIDUALS AND ORGANIZATIONS RENTING SPACE FOR SOLICITATION OR FUNDRAISING:**

1. The room use may not be open to the public by advertising or other means. Participants must be signed up in advance on an invitation only basis.
2. Approval of the request will be contingent on the appropriateness of the services and or merchandise offered. Appropriateness will be decided on a case-by-case basis by the Parks and Recreation Director.

***AFTER HOURS FACILITY REQUESTS:***

All facility requests for after hours activities will be based on staff availability. There will be no guarantee that after hour requests will be granted.

A Special Event Permit must be acquired for all events that will exceed 200 people.

The appropriate number of off duty police officers must be hired for the event. A minimum of two officers for events of 100 people or more are required.

The no re-entry rule must be followed. Participants will not be allowed back in the building if they leave.

***INSURANCE:***

A Certificate of Insurance indemnifying James City County, Virginia, against liability in case of injury and the signing of a Hold Harmless Agreement for each participant may be required. The amount of insurance required is to be determined on a case-by-case basis, after the time of the application and before actual use. The Certificate of Insurance and or Hold Harmless Agreements must be on file before the date of facility use.

***ROOM ARRANGEMENTS:***

A Facility Use Form detailing the required set up of tables, chairs, and other equipment must be submitted at time of request, with all monies necessary. Groups using the facility will be responsible for supplying disposable supplies such as flipchart pads, markers, pens, etc. *Freedom Park Interpretive Center is set classroom style. Users may adjust set up within room but must return to original set up at conclusion of program.*

***FOOD:***

If kitchen facilities are desired, the request for this space must be submitted along with the original room request. Use of the kitchen will be handled in the same manner as any room request. Catered food items and refreshments are permitted in conformance with Health Department regulations. Parks and Recreation will not provide serving utensils, paper goods, silverware, beverage containers or servers. Failure to leave any kitchen area in a clean and sanitary condition following use can result in denial of facility use in the future. All food supplies must be removed from kitchen and refrigerators at the end of the reservation.

ALCOHOLIC BEVERAGES permitted as authorized by the Director of Parks and Recreation only.

***EQUIPMENT:***

Tables and chairs are provided. Specialty and Audio Visual equipment varies according to facility. Check with Facility Administrator for specific equipment available at each location.

***CANCELLING ROOM RESERVATIONS:***

Cancelling of facility reservations must be done seven days in advance of date and time of the reservation. Group contact must speak with the Facility Supervisor on duty in order to cancel the request. Failure to comply will reflect upon approval of future requests for room use. Repeated failure to cancel will prohibit the group from future use. A ten percent processing fee will be assessed on all refunds. No refunds will be issued for cancellations less than seven days before the reservation date.

***REGULATIONS REQUIRING COMPLIANCE:***

1. Smoking restrictions must be adhered to.
2. Approval is needed in advance to store materials prior to meeting date.
3. Room use or entry is prohibited before scheduled time of use.
4. Telephone messages will be taken in emergencies only.

5. Approved room capacities may not be exceeded.
6. Empty food and beverage containers, paper products, decorations, and any other trash must be placed in trash containers or removed before vacating premises.
7. The use of tape or other adhesive products, staples, tacks or nails on doors, walls, windows, or ceilings is prohibited.
8. Provision of facility space does not entitle participants to free use of community center amenities.
9. Groups with large numbers of children must keep their group within the assigned area. Proper adult supervision (age 16+) is required; ratio of adults to children is 1:15.
10. All groups using the facility must complete a Facility Use Agreement before use.
11. Groups which have free room use on a regular basis must complete a Facility Use Agreement every six months.
12. A group's eligibility for free room use must be reestablished on an annual basis.
13. Groups that have free room use on a regular basis may not conduct any activities that are prohibited under the Restrictions section of this policy.
14. Payment is due in full when Facility Use Agreement is submitted.

FacilityUsePolicy.doc



**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>
--