



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

Individual or Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Residency:  James City County  City of Williamsburg  York County  Other: \_\_\_\_\_

**Picnic Shelters**

Event Date: \_\_\_\_\_ Estimated Number of Attendees: \_\_\_\_\_

Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

**Half-Day Rental**  
 9 a.m. – 2 p.m.  
 3 p.m. – 8 p.m.

**Full-Day Rental**  
 9 a.m. – 8 p.m.

Location	Resident	Non-Resident	Resident	Non-Resident	Capacity
<input type="checkbox"/> Chickahominy Riverfront Park: Pavilion	<input type="checkbox"/> \$75	<input type="checkbox"/> \$100	<input type="checkbox"/> \$100	<input type="checkbox"/> \$125	100
<input type="checkbox"/> Chickahominy Riverfront Park: Pool	<input type="checkbox"/> \$75	<input type="checkbox"/> \$100	<input type="checkbox"/> \$100	<input type="checkbox"/> \$125	75
<input type="checkbox"/> Ironbound Park	<input type="checkbox"/> \$50	<input type="checkbox"/> \$75	<input type="checkbox"/> \$75	<input type="checkbox"/> \$100	50
<input type="checkbox"/> Little Creek Reservoir Park: Playground	<input type="checkbox"/> \$50	<input type="checkbox"/> \$75	<input type="checkbox"/> \$75	<input type="checkbox"/> \$100	50
<input type="checkbox"/> Mid-County Park: Kidsburg	<input type="checkbox"/> \$50	<input type="checkbox"/> \$75	<input type="checkbox"/> \$75	<input type="checkbox"/> \$100	50
<input type="checkbox"/> Upper County Park: Pavilion (electricity)	<input type="checkbox"/> \$75	<input type="checkbox"/> \$100	<input type="checkbox"/> \$100	<input type="checkbox"/> \$125	150
<input type="checkbox"/> Upper County Park: Woods	<input type="checkbox"/> \$50	<input type="checkbox"/> \$75	<input type="checkbox"/> \$75	<input type="checkbox"/> \$100	50
<input type="checkbox"/> Upper County Park: Playground	<input type="checkbox"/> \$50	<input type="checkbox"/> \$75	<input type="checkbox"/> \$75	<input type="checkbox"/> \$100	50

**Athletic Fields**

Event Date: \_\_\_\_\_

Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Rental Rates**

Field/Court .....(2 hours minimum)  Resident: \$25/hour  Non-Resident: \$35/hour

Lights .....\$20/hour  Yes  No; Total Hours: \_\_\_\_\_

James City/Williamsburg Community Center	<input type="checkbox"/> Softball Field #:	<input type="checkbox"/> Multiuse Soccer Field Field #:
James River Community Center	<input type="checkbox"/> Softball; Field #:	<input type="checkbox"/> Multiuse Soccer/Football Field Field #:
Mid-County Park	<input type="checkbox"/> Baseball Field #:	<input type="checkbox"/> Volleyball Court
Warhill Sports Complex	<input type="checkbox"/> Baseball Field #:	<input type="checkbox"/> Multiuse Synthetic Field Field #:
	<input type="checkbox"/> Multiuse Grass Field Field #:	

Planned Activity (please be specific): \_\_\_\_\_

Rule Agreement: I have read the Park Facility Use Rules and understand that I have to abide by them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use:	Special Conditions: _____	Code: _____	Reservation# _____
	Fee: _____	Deposit: _____	Staff: _____
	Approved _____	Disapproved/Reason _____	Equip.: _____
			Dep. Return Date _____

# Park Facility Use Rules

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1. Consumption or possession of alcoholic beverages, open or previously opened or other controlled substances, is prohibited. No one under the influence of a controlled substance is allowed on James City County property.
2. Gambling and other forms of games of chance are prohibited.
3. Posting, distributing, circulating or displaying advertisement or other promotional material requires approval from the Director of Parks & Recreation.
4. Selling or renting any goods, articles, privileges, commodities or services whatsoever or soliciting for any purpose in any, recreational facility is not allowed unless permission is obtained from the Director.
5. Open fires are not allowed other than in grills, fireplaces or other areas as designated and approved for such use by the Director. Please be sure to closely monitor and completely extinguish fire before leaving.
6. All trash must be placed in trash containers or removed from premises.
7. Vehicles must be parked in designated parking areas only.
8. Parents must supervise children at all times to ensure proper use of space and equipment.
9. No person shall use any type of electronic metal-detecting device in any recreational facility.
10. Posted rules and regulations at each facility must be adhered to.
11. Animals are not permitted on or within 50 feet of athletic fields or playgrounds. Owners must remove all animal waste. Only service animals will be allowed at indoor facilities.
12. Hitting golf balls, javelin throwing, flying model airplanes or performing any activity on athletic fields or in parks that is detrimental to sports turf or hazardous to other park users is not allowed.
13. Facility must be vacated no later than the end of the rental time.
14. No play shall begin on any field before 8 a.m. or continue beyond 11 p.m. (light curfew) unless permission is obtained from the Director.
15. Rental of facility space does not entitle participants to free use of other program areas.
16. Renter agrees to pay for all damages to property, litter pick-up and for any other charges that may be incurred as a direct result of their use.
17. Cancellation of a facility reservation must be received no less than seven (7) days before scheduled use in order for a refund to be processed; two weeks in advance for Special Events. A 10% administrative fee will be assessed for cancellation.
18. James City County reserves the right to stop/prohibit use at any time if any of the above rules are violated.
19. Tailgating is allowed in designated areas only, not with in parking lots.
20. Tents are only allowed in specific area with prior approval.
21. Patrons are responsible for the conduct and actions of all event participants including vendors, staff, and spectators, and to see that they abide by all Facility Use Rules.
22. Patron agrees to indemnify and hold harmless James City County, its agents and employees from any and all liability or damages resulting from use of the park facility.
23. General liability insurance may be required for facility rental (tournaments, special events, etc.). If required, the insurance underwriter may also be required to name James City County as additional insured.