

James City County Division of Parks and Recreation
Facility Request Form
5300 Palmer Lane Suite 1 A
Williamsburg, VA 23188

Person & Organization: _____ Date: _____

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

Day Phone: _____ Evening Phone: _____ Fax #: _____

E-mail 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, MCP, JRCC etc.): _____

Area Requested (softball field, room, shelter, etc.): _____

Planned Activity (please be specific): _____

Dates: _____ Estimated # of Participants: _____

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

Special Set-ups: _____

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: _____

Office Use:

Special Conditions: _____ Code _____ Rsrv.# _____

Fee: _____ Deposit: _____ Staff: _____ Equip.: _____ Dep. Return Date _____

Approved _____ Disapproved/Reason _____