



Indoor Facility Request Form

Name: _____ Date: _____

Organization (if applicable): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email Address: _____

Type of Organization:

- Individual** (Member of the public)
- Community/Business** (Schools, Government Agencies, Other County Departments)
- Partner** (Only those organizations contracted as partnered)
- Local Nonprofit*** (Must be a local affiliate/chapter of James City County or Williamsburg); **Federal ID #:** _____

*Local nonprofit organizations are eligible to receive a 25% discount at Veterans Park and Freedom Park, and free room use at the James City County Recreation Center and Abram Frink Jr. Community Center no more than once a month. Discount does not apply to after-hours staffing fees. A copy of the organization's IRS Form 501-C3, 501-C4, or other documentation proving nonprofit status must be provided.

With the approval of the Director of Parks & Recreation, alcoholic beverages may be served and/or sold at **Freedom Park**. Applicants must obtain any necessary licenses or permits from the Virginia Alcoholic Beverage Control Board. A Certificate of Insurance of not less than \$1 million and an Endorsement Page naming James City County as an additional insured is also required with a minimum of fourteen (14) days before the date of use.

EVENT DATE(S): _____ ESTIMATED NUMBER OF ATTENDEES: _____			
START TIME*: _____ END TIME*: _____ <i>*Time includes setup and breakdown time.</i>			
<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday
<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday	
Location	Rate	Capacity	Timeframe
<input type="checkbox"/> Abram Frink Jr. Community Center: Meeting Room	\$30/hr*	20	M-F: 4-8 p.m. Sat-Sun: 1- 6 p.m.
<input type="checkbox"/> Abram Frink Jr. Community Center: Multipurpose Room	\$50/hr*	35	M-F: 4-8 p.m. Sat-Sun: 1- 6 p.m.
<input type="checkbox"/> Freedom Park: Meeting Room & Patio**	\$60/hr*	50	Daily: 8 a.m. – 11 p.m.
<input type="checkbox"/> Freedom Park: Lobby	\$30/hr	50	Daily: 5-11 p.m.
<input type="checkbox"/> James City County Recreation Center: Rooms A, B or C***	\$50/hr*	50/room	M-Th 6 a.m.-9 p.m. Fri 6 a.m.-8 p.m. Sat 8 a.m.- 6 p.m. Sun 1-6 p.m.
<input type="checkbox"/> James City County Recreation Center: Room D	\$30/hr*	25	M-Th 6 a.m. - 9 p.m. Fri 6 a.m. - 8 p.m. Sat 8 a.m. - 6 p.m. Sun 1-6 p.m.
<input type="checkbox"/> James City County Recreation Center: Catering Kitchen	\$25/hr	n/a	M-Th 6 a.m.-9 p.m. Fri 6 a.m.-8 p.m. Sat 8 a.m.- 6 p.m. Sun 1-6 p.m.
<input type="checkbox"/> Veterans Park: Meeting Room	\$20/hr	20	8 a.m. – 8 p.m. (Nov – Feb) 8 a.m. – 9 p.m. (Mar – Oct)

* After hours staffing fee of \$20/hr is additional and based upon facility operational hours

** Will you be using a tent? (Freedom Park patio only) Yes No (Tent size must be 20' x 40', additional fees apply)

*** Rooms A/B, B/C or A/B/C can be combined. Hourly rates and room capacities still apply

Planned Activity: _____

Set-up Style: Classroom U-Shape Lecture Boardroom Other: _____

Equipment (A/V equipment, projector, extension cords, etc.): _____

Rule Agreement: I have read the Indoor Facility Use Rules (attached) and understand that I must abide by them.

Signature: _____ Date: _____

Rev.: 1/2023

1. All persons must submit an Indoor Facility Request Form and payment must be made in full at the time the request is submitted.
2. James City County Parks & Recreation will grant a refund for facility reservations that are canceled seven days before the reservation date. A 10% processing fee will be assessed. Credit/debit card convenience fees are nonrefundable.
3. All facility requests must be approved by the Facility Coordinator. Facility requests for after-hour activities will be based on staff availability and therefore no guarantee that after-hour requests will automatically be granted.
4. Participants must adhere to all posted rules and regulations at each facility.
5. A Certificate of Insurance and/or off-duty police officers may be required for some events.
6. Renter may not have access to the room before the reservation start time and must vacate the room by the reservation end time.
7. Approval is needed in advance to store materials at the facility before the reservation date.
8. The use of a 20' x 40' tent is permitted on the Freedom Park patio with an additional fee. Tents must be secured in place with water barrels – tent stakes are not permitted. Tents must be erected on the day of the event and must be disassembled and removed no later than 9 a.m. the following day. The outdoor fireplace may not be used when the tent is on the patio.
9. The use of tape, adhesive products, staples, or tacks on doors, walls, windows, or ceilings is prohibited.
10. Posted room capacities may not be exceeded.
11. All trash must be placed in trash containers or removed before vacating premises.
12. Room rental does not entitle participants to free use of other areas in the facility or park.
13. Renter agrees to pay for all damages to property, trash pick-up and for any other charges that may be incurred as a direct result of their use.
14. James City County reserves the right to stop/prohibit use at any time if any of the above rules are violated.
15. Music or noise in violation of the County's Noise Ordinance (audible at 50 feet) is prohibited.
16. Smoking, including the use of E-cigarettes, is not permitted within 25 feet of the building. Smoking is not permitted on the James City County Recreation Center property.
17. 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 Indoor Facility.