



Recreation Park Reservation Form

For Office Use Only:

Received: _____
 Staff: _____ Date: _____
 check cash credit

Please mail or return this form, with check payable to "King William County Parks & Recreation" to the following locations:

Walk In/After Hours Drop Box
 Parks and Recreation Main Office
 180 Horse Landing Road
 King William, VA 23086
 (804) 769-4981

Mail To:
 King William County Parks and Recreation
 PO Box 215
 King William, VA 23086

Required Applicant Information (please print clearly)

Name: _____ Organization/Company Name: _____

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

Phone #: (H) _____ (W) _____ (C) _____

E-mail: please note that confirmation will be emailed to this account _____

Recreation Park Reservations

Name/Type of Event: _____ Estimated Attendance: _____

Reservation Area and Date: _____ 2nd Choice: _____
 (see below for list of Park Areas)

Estimated Time of Usage: **FROM:** _____ am/pm **TO:** _____ am/pm

Non-lighted areas are available between 8am-dusk.

Fees Payment must be made at time of reservation.

Park Area	Max Capacity	Items Included	Resident/ Non-Resident
Shelter	50	4 picnic tables	\$30 (R)/ \$60 (NR)
Rec Center	50	2 TVs, tables, chairs, bathrooms	\$20/hr (R)/ \$30/hr (NR) For meetings only
Fields 1 and 4	N/A	300' fence	\$10/hr (R/NR), min 2 hrs \$50 for lighting \$50 to prep field
Field 2	N/A	200' fence	\$10/hr (R/NR), min 2 hrs \$50 for lighting \$50 to prep field
T-ball Field	N/A	150' fence	\$10/hr (R/NR), min 2 hrs \$50 for lighting \$50 to prep field
Basketball Courts	N/A	2 courts	\$15 for half day, \$30 for full day (R/NR)

King William County Resident: Any person, organization, company, etc. that is located within King William County

Non-Resident: Any person, organization, company, etc. that is located other than in King William County

ALCOHOLIC BEVERAGES ARE PROHIBITED ON COUNTY PROPERTY

Special equipment shall not be installed without written permission from the Director of Parks & Recreation.

Under no circumstances will commercial amusements be allowed (blow-up slides, moon bounces, etc).

Please help keep the shelter areas and our park clean for the next user group.

By signing below, you are agreeing to adhere to all Recreation Park Rules and Regulations.

Signature: _____ Date: _____

Recreation Park Reservations

Park Areas, Rules and Regulations

Fields 1 and 4



300' fence
 \$10/hr (R/NR), minimum 2 hrs
 \$50 for lighting, \$50 to prep field

T-Ball Fields



150' fence
 \$10/hr (R/NR), minimum 2 hrs
 \$50 for lighting, \$50 to prep field

Shelter



4 picnic tables
 \$30 (R)
 \$60 (NR)

Rules and Regulations

Persons requesting the reservation of a park area in the County must complete a *Recreation Park Reservation Form* and return it to the Dept. of Parks and Recreation.

- Reservation usage in non-lighted areas is allowed between 8am and dusk daily.
- Refunds will be granted one week prior to the reservation date, after which no refunds will be allowed. Refunds will not be made due to inclement weather. All refund requests **MUST** be submitted in writing to the Parks and Recreation office.
- The Recreation Park is open throughout the entire year, but only certain Park Areas are open after daylight hours. When King William County Public Schools close due to inclement weather, the Recreation Park will also be closed.
- King William Parks and Recreation reserves the right to refuse a request to use any Park Area, and will notify applicants of such a decision in a timely manner.
- Upon receipt of a completed *Park Reservation Form*, a *Reservation Confirmation* will be returned to the applicant. The applicant must then submit full payment and have this *Reservation Confirmation* in his/her possession on the day of the reservation.
- The picnic area (not the reserved Shelter) shall be available to the public on a first come, first served basis at no charge.
- Rec Center attendance shall not exceed the maximum capacity stated on the *Recreation Park Reservation Form*.
- Any cleanup or damage to the Park Areas and damage or theft of supplies and equipment stored in the Rec Center is the responsibility of the applicant. The applicant will be billed if this responsibility is not met.
- The applicant is completely responsible for damages, accidents, and injuries. The applicant agrees to save King William County harmless from any and all accidents and injuries occurring during the use of park facilities. King William County will not be held responsible for any loss or theft during the use of park facilities.
- All fires must be in a grill; ground fires are strictly prohibited.
- Special equipment shall not be installed without written permission from the Director of Parks and Recreation. Under no circumstances will commercial amusements be allowed (blow-up slides, etc).

Field 2



200' fence
 \$10/hr (R/NR), minimum 2 hrs
 \$50 for lighting, \$50 to prep field

Basketball Courts



2 courts
 \$15 for half day, \$30 for full day
 (R/NR)

Rec Center



2 TVs, tables, chairs, bathrooms
 \$20/hr for meetings only (R)
 \$30/hr for meetings only (NR)

The King William Recreation Park is patrolled by the King William Sheriff's Department.
 Sheriff Dept non-emergency: 804-769-0999