



# Shelter Reservation Form

Contact and Organization: \_\_\_\_\_ Date: \_\_\_\_\_

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

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Residency:  James City County / City of Williamsburg

Other: \_\_\_\_\_

## Picnic Shelters

RESERVATION 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: Woods	<input type="checkbox"/> \$75	<input type="checkbox"/> \$100	<input type="checkbox"/> \$100	<input type="checkbox"/> \$125	100
<input type="checkbox"/> Chickahominy Riverfront Park: Playground	<input type="checkbox"/> \$75	<input type="checkbox"/> \$100	<input type="checkbox"/> \$100	<input type="checkbox"/> \$125	75
<input type="checkbox"/> Freedom Park	<input type="checkbox"/> \$50	<input type="checkbox"/> \$75	<input type="checkbox"/> \$75	<input type="checkbox"/> \$100	50
<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"/> Veterans Park: Playground	<input type="checkbox"/> \$50	<input type="checkbox"/> \$75	<input type="checkbox"/> \$75	<input type="checkbox"/> \$100	50
<input type="checkbox"/> Veterans Park: Willis G. Barnes	<input type="checkbox"/> \$50	<input type="checkbox"/> \$75	<input type="checkbox"/> \$75	<input type="checkbox"/> \$100	50
<input type="checkbox"/> Upper County Park: Pavilion	<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

Local nonprofit organizations (James City County or Williamsburg) meeting the criteria below receive a 25% discount at park and recreation facilities. 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.

Rule Agreement: I have read the Shelter Use Rules (attached) and understand that I have to abide by them.

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

James City County Parks & Recreation will grant a refund for shelters that are canceled seven days before the reservation date. A 10% processing fee will be assessed.

Reservation#

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. Charcoal is permitted in park-provided grills only and designated camping areas. Propane grills are permitted.
3. All trash must be placed in trash containers or removed from premises.
4. Vehicles must be parked in designated parking areas only and vehicles are not permitted to be driven up to shelters.
5. Posted rules and regulations at each facility must be adhered to.
6. Animals, except Service Animals as defined under the Americans with Disabilities Act, are not permitted on athletic fields, sport courts, playgrounds or any other designated facilities. Owners must remove all animal waste.
7. Single, freestanding tents up to 16' x 16' are permitted in designated areas of parks, but not permitted next to shelters and may not be combined with other tents.
8. Shelter must be vacated no later than the end of the rental time.
9. Rental of shelter space does not entitle participants to free use of other program areas.
10. Renter agrees to pay for all damages to property, and for any other charges that may be incurred as a direct result of their use.
11. James City County Parks & Recreation will grant a refund for shelters that are canceled seven days before the reservation date. A 10% processing fee will be assessed. Requests for reservation changes must be made in writing prior to reservation date. No refunds will be issued due to weather.
12. Smoking, including the use of E-cigarettes, is not permitted within 25 feet of athletic fields, sport courts, playgrounds, bleachers, pools, rinks or any other designated facilities.
13. Music or noise in violation of the County's Noise Ordinance (audible at 50 feet) is prohibited.
14. Patrons are responsible for the conduct and actions of all event participants to ensure they abide by all Park Rules.
15. 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.
16. James City County reserves the right to stop/prohibit use at any time if any of the above rules are violated or shelter capacities are exceeded. No additional tables will be provided.
17. Reservations are confined to immediate shelter area. Use of any of the following will require a Special Park Use Application:
  - a. Tents larger than 16' x 16'
  - b. Inflatables, petting zoos or an amusement attraction
  - c. Towable smokers/grills or fryers

**Shelters can be reserved for dates between March 1 – Oct. 31 only. However, you are able to make reservations for those dates up to a year in advance. Between Nov. 1 – Feb. 28 shelters are available on a first-come, first-served basis only.**

Rev. 02/2022