



Outdoor Classroom Reservation Form

Name: _____ Date: _____

Organization Name (if applicable): _____

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

Phone: _____ Email Address: _____

Residency: James City County / City of Williamsburg
 Other: _____

RESERVATION DATE: _____		ESTIMATED NUMBER OF ATTENDEES: _____				
<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
Hourly Rental (between 9 a.m.-8 p.m.)			Capacity			
Freedom Park: Outdoor Classroom*			\$20/hour	40		
Organization's Federal ID Number: _____						
Local nonprofit organizations (James City County or Williamsburg) meeting the criteria below receive a 25% discount on 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.						
<ul style="list-style-type: none"> Hourly rentals are available daily between 9 a.m.–8 p.m., or until the park closes, daily. A 1-hour minimum is required for all reservations. Dry erase markers are available for all patrons who have reserved the outdoor classroom. A code and lockbox location will be provided before the start of your reservation. 						
* A Park Instructor or Historical Interpreter may be requested for your group reservation at an additional rate of \$20/hour. Staff will only be provided should availability allow. For requests, call 757-259-4022 or email sarah.oreilly@jamecitycountyva.gov.						

Rule Agreement: I have read the Outdoor Classroom Rules (attached) and understand that I must abide by them.

Signature: _____ Date: _____

James City County Parks & Recreation will grant a refund for reservations that are canceled seven days before the reservation date. A 10% processing fee will be assessed. Credit/debit card conveniences are nonrefundable.

Reservation #:

Outdoor Classroom Rules

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. All trash must be placed in trash containers or removed from premises.
3. Vehicles must be parked in designated parking areas only and vehicles are not permitted to be driven up to the outdoor classroom area.
4. Posted rules and regulations at each facility must be adhered to.
5. Dry-erase markers will be provided to patrons who reserve the Outdoor Classroom. It is required to return materials to park staff/storage location.
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, free-standing tents, up to 16' x 16' are permitted in designated areas of parks, but not permitted next to the classroom area and may not be combined with other tents.
8. Outdoor Classroom must be vacated no later than the end of the rental time not to exceed 8 p.m.
9. Rental of Outdoor Classroom 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 reservations that are canceled seven days before the reservation date. A 10% processing fee will be assessed. Credit/debit card convenience fees are nonrefundable. Requests for reservation changes must be made in writing before 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 Outdoor Classroom capacities are exceeded. No additional tables/seating will be provided.
17. Reservations are confined to immediate classroom 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

Outdoor Classroom reservations can be reserved year-round. However, you are able to make reservations up to a year in advance.