



## Annual Instructional Class Park Use Permit

---

### Application Process:

1. Contact James City Parks & Recreation Department at 757-259-5395 to request an Annual Instructional Class Park Use Permit Application packet or download an application at [www.jamescitycountyva.gov/recreation](http://www.jamescitycountyva.gov/recreation).
2. A completed application must be submitted along with a \$25 non-refundable application fee, no later than 30 days prior to the start of the proposed first class date. The following items are also required to be submitted with the application:
  - A Certificate of Insurance indemnifying James City County, Virginia, in the amount of \$1,000,000 against liability in case of injury.
  - Proof of Business: A copy of the applicant's business license that is on file with the James City County Commissioner of Revenue's office shall be included with the permit application.
  - Signed Certification of Compliance form with Background Checks for programs serving youth under the age of 18 or vulnerable populations.
  - A copy of any relevant certifications (AED, CPR, first aid, WSI; personal training - ACSM, ACR, NASM, NSCA; group fitness - AFFA, NETA or ACE)
3. Once the review by appropriate Parks & Recreation staff is completed, the application will be approved, denied or, if required, sent back to the applicant for additional information.
4. The approved permit will be issued to the applicant no later than five working days after final approval.

Certain James City County parks are available to host a variety of instructional services and programs. The provisions of chapter 16 of the County Code authorize the Director of Parks & Recreation to develop and administer County policies, procedures, rules and regulations governing the use of outdoor recreation facilities.

In addition to providing such authorization, the Annual Instructional Class Park Use Permit process will ensure that the program or service is held at an appropriate park location, does not conflict with other scheduled activities, that the County, class offerors, and participants are properly insured and the program/service is coordinated effectively with James City County staff.

**Applicability:**

Any individual and/or business that is interested in using a designated James City County park as a location for the delivery of an instructional program or service is required to obtain an Instructional Class Park Use Permit.

Examples of instructional services or programs that would be required to obtain such a permit include, but are not limited to, fitness boot camps, exercise classes, personal training, organized camps, sports instruction and instructional classes/workshops.

**Conditions:**

1. Permit requests shall be submitted no later than 30 days before the desired starting date of the program/service.
2. Permits are effective for one year from the date of approval and will be renewed automatically for successive one year terms unless either party gives 30 days' notice that they do not wish to renew. Permits are non-transferable and non-refundable.
3. A copy of the permit shall be carried by the person in charge of the service or program while at the park.
4. Programs and services must be held during regular park operating hours unless otherwise permitted.
5. Use of equipment that could damage park grounds, park amenities or pose a hazard to the general public is prohibited.
6. Assigned use of park areas are non-exclusive and in an "as-is" condition. No additional services such as electricity, water, portable restrooms, etc. will be provided. No tents, canopies, stakes, posts, signs or any other items may be used without prior permission from James City County Parks & Recreation.
7. No fees for the program and/or service shall be collected at the park site. Selling of food, beverages, merchandise or any other items are prohibited. Equipment rentals are permitted at park locations where those services are not available.
8. Violations of the permit conditions or any James City County Codes may result in the revocation of the permit on a temporary or permanent basis.
9. Any changes to the permitted program or service shall be communicated to the approving entity within James City County Parks & Recreation.
10. James City County Parks & Recreation reserves the right to limit the number of Instructional Class Park Use Permits issued as well as class size at each location.

**Fees:**

Non-Refundable Application Fee \$25

Vendor agrees to submit the following on a quarterly basis for any activity held on park property:

- 10% of Gross Revenue payable by check to James City County Treasurer
- Rosters and revenue report for each activity conducted in a James City County Park
- Revenue report for all rental activity conducted in a James City County Park.

Additional requirements:

- No rental of SUP's can take place on any park during operational hours if available at that park
- A Hold Harmless Agreement must be signed by each class participant and you must retain those electronic copies for 12 months after the program is completed
- Provide a three month schedule of programs including dates, times and location and title of class
- Any changes to the original schedule or request for new programs must be made 7 days in advance of the program or as soon as possible to insure availability. The request must be by email and sent to the assigned park manager.
- James City County Parks & Recreation will waive the non-resident parking fees at Jamestown Beach Event Park for class participants. A roster of participants must be provided to the parking attendant prior to the class.

Use of other Park amenities for instruction i.e. athletic field, sport court etc., shall follow standard rental fees and policies for the park requested.

**Requirements:**

1. A Certificate of Insurance indemnifying James City County, Virginia, in the amount of \$1,000,000 against liability in case of injury.
2. Proof of Business: A copy of the applicant's business license that is on file with the James City County Commissioner of Revenue's office shall be included with the permit application.
3. Signed Certification of Compliance form with Background Checks for programs serving youth under the age of 18 or vulnerable populations.
4. Copy of any relevant certifications (AED, CPR, first aid, WSI; personal training - ACSM, ACR, NASM, NSCA; group fitness - AFFA, NETA or ACE).

**Applicant Name:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Day Phone:** \_\_\_\_\_ **Evening Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

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

**On Site Instructor Name:** \_\_\_\_\_

**Instructor Cell Phone:** \_\_\_\_\_