



www.KingWilliamREC.com

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For Office Use Only:	
Received: _____	
Staff: _____	Date: _____
Approved: _____	Denied: _____
<input type="radio"/> check	<input type="radio"/> cash <input type="radio"/> credit

Athletic Field Allocation Request Form

This form is for multi- day use only

Check One:	<input type="radio"/> March-July Allocation forms accepted December 1 st -31 st Allocation notifications in January 1 st -31 st	<input type="radio"/> August-December Allocation forms accepted May 1 st -31 st Allocation notifications in June 1 st -30 th
<i>Please Note: Athletic Fields are closed during the months of December-February of each year.</i>		
Check One:	<input type="radio"/> King William County Public Schools - Sponsored Program <input type="radio"/> County-Affiliated Youth Program <input type="radio"/> Non County-Affiliated Youth Program <input type="radio"/> County-Affiliated Adult Program <input type="radio"/> Non County-Affiliated Adult Program 	
<i>Please complete a separate form for Games and Practices.</i>		
Check One:	<input type="radio"/> Soccer <input type="radio"/> Football <input type="radio"/> Baseball <input type="radio"/> Softball <input type="radio"/> Other: _____	
Name of Organization: _____		
Contact Name: _____		
Address: _____		Apt #: _____
City: _____	State: _____	Zip: _____
Home Phone: _____		Work Phone: _____
Cell Phone: _____		Fax #: _____
E Mail: _____		
Total # of participants: _____		
Season Start Date: _____		Season End Date: _____
Area(s) Needed: _____ Number of Fields Needed: _____		
Day(s) of week requested: <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun		
Start Date: _____		End Date: _____
Time: _____		Total Fee: \$ _____

As a user, I certify that I am duly elected or an appointed representative of the organization listed above and have the authority to reserve the requested facilities by this organization. I further agree to be jointly (with the organization requesting permission), responsible for any damages, which may occur to the County property and equipment for which this application is being made. I further agree to be responsible for the maintenance of good order and/or conduct on County property and will provide police protection or supervision when necessary at the expense of the user. The user will be completely responsible for liability in case of accident. A CERTIFICATE OF INSURANCE IS REQUIRED, prior to use of facility and on file at the Parks and Recreation Office.

Signature: _____ Date: _____

User Fee Policy- Athletic Fields

General Use

The Parks and Recreation Department will charge “Non-County Affiliated” groups the regular rental rate and are accommodated only after Affiliated League use is determined. To reserve an athletic field for multiple days, complete the *Athletic Field Allocation Request Form* and return it to the Department of Parks and Recreation.

Tournament Use:

For use of Parks and Recreation fields for Tournament Play, The Department charges the regular rates per field, per day to the tournament organizer.

County-Affiliated

A “County Affiliated” Use Group is any community organization that provides recreational outlets for youth and adults. The Department may collaborate with a community organization in order to minimize the need for programs and facilities to be developed and operated by the Department or the local government.

Benefits for being a County Affiliated User Group include discounted rates for field use, free use of the Rec Center, and priority for field reservation. County Affiliated User Groups get use of the athletic fields at the Recreational Park at the following discounted rates:

- General Use: \$5.00 per participant per season.
- Tournament Use: County-Affiliated Groups will only be charged for tournaments that are not part of league season play or playoffs. Regular rental rates will apply. Established tournaments will have priority over new tournaments when it comes to field assignments.

To apply for “County-Affiliation,” a group representative must complete an Application for County Affiliation Status, located on the Department website. User Groups will still need to submit the Athletic Field Allocation Request Form to reserve fields.

Athletic Field Rental Rates

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

