



# WILLIAMSBURG PARKS & RECREATION

## QUARTERPATH RECREATION CENTER INDOOR ATHLETIC EVENTS FEES AND CHARGES



202 Quarterpath Road, Williamsburg, VA 23185

| QUARTERPATH RECREATION CENTER INDOOR ATHLETIC EVENTS | FEE               |
|--|-------------------|
| Application Fee*                                     | \$25 per court    |
| Quarterpath Regulation Size Basketball Court(s)      | \$50/hr per court |
| Quarterpath Regulation Size Volleyball Court(s)      | \$25/hr per court |
| Facility Attendant                                   | \$15/hr           |
| Multi-Purpose Room #2                                | \$50/hr           |
| Meeting Room #2                                      | \$25/hr           |
| Meeting Room #1                                      | \$15/hr           |

- \*Application Fee is to be submitted with the Court Use Permit Request. Application Fee is applied toward the total rental fee. If applicant cancels event or does not use a court, the fee is non-refundable.
- A 50% deposit must be received a minimum of thirty days prior to the event. Full payment must be turned in no later than five days after the event. Failure to do so may result in future loss of rental privileges.
- Applications may be submitted up to one year in advance. Applications must be submitted a minimum of thirty days prior to the event.
- Cancellation of events must be made in writing at least thirty days prior to the date reserved to obtain a refund of rental fees paid (excluding application fee). Two weeks notice prior to the date reserved is required to obtain a half refund and after that, no refund is given. In the event the Parks and Recreation Department cancels the event due to unforeseen circumstances, a full refund will be given including application fee.
- All applicants must submit a Certificate of Insurance listing the City of Williamsburg as additionally insured for no less than \$1,000,000 with an endorsement. Address for the City of Williamsburg is 401 Lafayette Street, Williamsburg, VA 23185.
- All fees for gym use outside of normal operating hours will be doubled. Quarterpath Recreation Center is open Monday – Friday 8:00 a.m. – 9:00 p.m., Saturday 9:00 a.m. – 6:00 p.m., and Sunday 1:00 p.m. – 8:00 p.m.
- Williamsburg Parks & Recreation reserves the right to require a uniformed police officer for the duration of an event to be paid for by the applicant.

**Tournaments, Camps and Special Events:**

All requests for tournaments, camps or special events that are not considered part of an organization’s regular season or post season use will be considered separately. These requests may require payment of additional fees and charges.

**WILLIAMSBURG PARKS & RECREATION**

**202 Quarterpath Road · Williamsburg, VA 23185 · (757) 259-3760**

**Contact: Tyler Cobb · [tcobb@williamsburgva.gov](mailto:tcobb@williamsburgva.gov)**



# WILLIAMSBURG PARKS & RECREATION

## QUARTERPATH RECREATION CENTER INDOOR ATHLETIC EVENTS USE PERMIT REQUEST



202 Quarterpath Road, Williamsburg, VA 23185

**Applicant Information:**

Name: \_\_\_\_\_ Designated Contact Person: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alternate Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ On-Site Phone # During Event: \_\_\_\_\_

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

**Rental Information:**

Court(s) Requested:

- |  |                             |
|--|-----------------------------|
| <input type="checkbox"/> Quarterpath Regulation Size Basketball Court(s) (2 total) | # of Courts Requested _____ |
| <input type="checkbox"/> Quarterpath Regulation Size Volleyball Court(s) (4 total) | # of Courts Requested _____ |
| <input type="checkbox"/> Multi-Purpose Room #2                                     |                             |
| <input type="checkbox"/> Meeting Room #2   |                             |
| <input type="checkbox"/> Meeting Room #1   |                             |

Planned Activity (please be specific): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Equipment and/or Set-up: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates: \_\_\_\_\_ Through: \_\_\_\_\_

|                              |                         |
|------------------------------|-------------------------|
| Times: Monday _____ to _____ | Friday _____ to _____   |
| Tuesday _____ to _____       | Saturday _____ to _____ |
| Wednesday _____ to _____     | Sunday _____ to _____   |
| Thursday _____ to _____      |                         |

Estimated # of Participants per Day: \_\_\_\_\_

Admission Charged? Yes  No

By signing below, the applicant agrees to abide by the **CONDITIONS OF USE** and is authorized to represent the applying organization.

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

**FOR OFFICE USE ONLY**

Date Application Received \_\_\_\_\_

Request Approved

Request Denied

Reason Denied:  
\_\_\_\_\_  
\_\_\_\_\_

**FEES:**

Deposit: \_\_\_\_\_

Court Rental Fee: \_\_\_\_\_

Admission: \_\_\_\_\_

Room Rental Fee: \_\_\_\_\_

Damage Fee: \_\_\_\_\_

**TOTAL FEES DUE:** \$ \_\_\_\_\_

Special Conditions Imposed by the City of Williamsburg: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This authorizes the above organization to use Quarterpath Recreation Center as indicated. The applicant should carry this form in person during said activity.

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)



**WILLIAMSBURG PARKS & RECREATION**  
**QUARTERPATH RECREATION CENTER INDOOR ATHLETIC EVENTS**  
**RESERVATION POLICY AND RULES**  
202 Quarterpath Road, Williamsburg, VA 23185



**CONDITIONS OF USE**

1. Parking must be in designated parking areas only. Parking is not allowed in fire lanes, driveways, or on grass.
2. The use of alcoholic beverages and/or illegal substances on City property is prohibited. Anyone caught using them is subject to arrest.
3. Smoking, vaping or use of tobacco products is prohibited in the Recreation Center or within 25 feet of the building.
4. All trash, litter and debris must be collected and placed in the proper receptacles before leaving the building.
5. Amplification of any kind is prohibited.
6. Promotional materials, advertising materials, and decorations must not list the Parks & Recreation Department as a co-sponsor and must be approved by the Deputy Director or Parks & Recreation prior to posting.
7. No person shall, without permit, display or offer for sale any article or thing, nor shall solicit contributions for any purpose whether public or private. Vending request must be made in writing to the Deputy Director of Parks & Recreation and require a non-refundable \$25 application fee.
8. Request for concessions must be made in writing to the Deputy Director of Parks & Recreation, and require a non-refundable \$25 concession application fee.
9. Properly-permitted non-government groups may charge fees for entry or selling items with prior approval from the Deputy Director of Parks & Recreation. Proof of business license may be required.
10. City shall be entitled to 10% of gate receipts for approved ticketed revenue generating activities.
11. Events that involve collecting a gate fee may require a City of Williamsburg Police Officer to be present at the applicant's expense.
12. Applicant is responsible for enforcing law and order or obtaining at his/her expense the aid of a Williamsburg Police Officer to do so.
13. Applicant is responsible for all damages to the building or grounds occurring during use. Damages will be assessed by the Parks & Recreation Department and charged to the applicant.

**Disclaimers:**

1. The Parks and Recreation Department is not responsible for property placed in or on the premises.
2. The Parks and Recreation Department reserves the right to deny applicants, cancel approved reservation dates for unforeseen circumstances such as inclement weather or electrical outages, and request police security by the Williamsburg Police Department.
3. For those events so designated by the Parks and Recreation Department, a uniformed police officer from the Williamsburg Police Department will be required to provide security. Officers will be provided at the applicant's expense.
4. The Parks and Recreation Department reserves the right to remove from the premises any person or persons failing to abide by facility rules, including disorderly conduct and inappropriate behavior.
5. Applicants failing to abide by facility rules shall be prohibited from applying for future use for a period of at least one year.
6. The Williamsburg Parks and Recreation Department and the City of Williamsburg will not be liable for accidents, injury or damages of users of the facility.
7. The City of Williamsburg does not discriminate on the basis of race, color, religion, sex, national origin, age, sexual orientation, or disability in employment or the provision of services.