

<p>FOR WRA USE ONLY</p> <p>Date of Receipt: _____ (YYYY/MM/DD)</p>
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**Request by WRA Family Groups for Use of
Waynewood Recreation Association (WRA) Facilities**

Please note: Office parties, purely commercial activities open to the general public, and profit-making activities of outside organizations will not be authorized (except for officially invited businesses providing goods and services to WRA members).

Submission of Form.

1. Time. Submit request form *at least one week before the requested date(s)* (though the Board will try to accommodate later submissions in special circumstances).
2. Place. Submit request form to the WRA Business Manager, Leslie Schoeffel, by e-mail to businessmgr@waynewoodrec.org or by regular mail to 1132 Neal Drive, Alexandria, VA 22308, 703-780-7565.

Date of submittal	
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WRA Family Group

Name	
Description of event type	

WRA Sponsor

Responsibilities include: (a) being present and identifying self at each use when possible, and (b) helping the family group's primary contact (i) assure compliance with the agreement, (ii) identify and resolve issues, and (iii) recommend and implement improvements.

WRA member or approved user sponsor (required):

Name	
Signature	
	(or have sponsor confirm sponsorship by e-mail to WRA Business Manager)
Member #	
Phone	
Email	
Address	

Details of Request

Identification of facility:	
Proposed use of facility:	
Date(s) and time(s) of use:	
Estimated number of participants:	WRA Members and Approved Users: _____ Not WRA Members or Approved Users: _____ (Guest fees apply for pool or tennis) TOTAL: _____

Is request for exclusive use of the facilities?	Yes [] or No []
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If Yes, explain.

NOTE regarding exclusive use: Granting of this request will *not* be for exclusive use of the facility unless it is expressly requested and expressly granted and so stated in the agreement between WRA and the WRA Family Group. Section II of WRA policies on use of WRA facilities states:

G. Reservation of Facilities for Exclusive Use

1. The Board may grant exclusive use of particular WRA facilities when appropriate for WRA-sponsored meets, matches, and games of swim and tennis, for other sports leagues, and for some other WRA group activities.

2. Otherwise, the Board will generally not grant exclusive use of particular facilities, because of potential undue interference with members' day-to-day unscheduled use and/or the logistical difficulties of maintaining and enforcing a reservation system especially for uncontrolled facilities such as the ball fields, playground, and picnic tables.

3. Use of the facilities is first-come first-served for authorized non-exclusive use and members' day-to-day unscheduled use.

Known WRA support requirements:	
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Reimbursement for Increased Dollar Costs

Willingness to reimburse WRA for the total increased cost to WRA that would result from the proposed use, such as additional lifeguard hours.

Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]	<u>Comments:</u>
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Willingness to pay for damage to facilities beyond normal wear and tear:

Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]	<u>Comments:</u>
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Other information relevant to this request:

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