

<p><b>FOR WRA USE ONLY</b></p> <p>Date of Receipt: _____ (YYYY/MM/DD)</p>
---

**Request by WRA Organized Group 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](mailto:businessmgr@waynewoodrec.org) or by regular mail to 1132 Neal Drive, Alexandria VA 22308, 703-780-7565.

<b>Date of submittal</b>	
--------------------------	--

**WRA Organized Group**

Name	
Description of Group	

**WRA Sponsor(s)**

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

Primary WRA member sponsor (required):

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

Secondary/alternate WRA member sponsor (optional)

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 [ ]
<u>If Yes, explain.</u>	
<p><u>NOTE regarding exclusive use:</u> Granting of this request will <i>not</i> 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 Organized Group. Section II of WRA policies on use of WRA facilities states:</p> <p>G. <u>Reservation of Facilities for Exclusive Use</u></p> <p>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.</p> <p>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.</p> <p>3. Use of the facilities is first-come first-served for authorized non-exclusive use and members' day-to-day unscheduled use.</p>	

Known WRA support requirements:	
---------------------------------	--

**Benefit to WRA and/or WRA members**

Describe significant benefit to WRA as a whole (including its commitment to the enhancement of the local community) or to some WRA members. For example, provide information on the estimated number of WRA members and/or their children who will use WRA facilities under this request.

--

**Physical impact on facilities**

Describe any expected physical impact on facility beyond normal wear and tear.

--

**Reimbursement for Increased Dollar Costs and Personnel Workload**

Willingness to reimburse WRA for some or all of:

- The *total increased cost* to WRA that would result from the proposed use, that is, total increased out-of-pocket and wear-and-tear costs to be incurred plus out-of-pocket administrative or overhead expenses. Such costs would include but not be limited to:
  - increased utility costs, and
  - increased personnel costs (such as additional lifeguard hours).
- *Any increased workload* for the Board and administrative staff (not involving additional out-of-pocket costs), including but not limited to:
  - monitoring the use.

Yes [ ] No [ ]	<u>Comments:</u>
----------------	------------------

Willingness to pay for damage to facilities beyond normal wear and tear:

Yes [ <input type="checkbox"/> ] No [ <input type="checkbox"/> ]	<u>Comments:</u>
--	------------------

**Other information relevant to this request:**

--