

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

**Request by Outside Organization 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 60 days 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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Outside Organization

Name	
Address	
Description of Organization	

WRA Sponsor(s)

Responsibilities include: (a) being present and identifying self at each use when possible, and (b) helping the organization'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 []
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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 Outside Organization. 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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Person with authority to make agreements for the organization

Name	
Position	
Phone	
Email	
Address	

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.

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Physical impact on facilities

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

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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:
 - any needed facility changes,
 - increased utility costs,
 - increased personnel costs (such as additional lifeguard hours),

- increased insurance premiums, and
 - legal fees.
- *Any increased workload* for the Board and administrative staff (not involving additional out-of-pocket costs), including but not limited to:
- processing and evaluating the request and negotiating and executing an agreement,
 - obtaining any needed insurance and legal review, and
 - monitoring the use.

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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Liability and Insurance

WRA’s policies and procedures governing use of WRA facilities, in section II(K), require the following information and proof of insurance from outside organizations to be supplemented by whatever additional information and proof the Board determines is necessary in the particular case:

[To WRA Board: Please insert applicable requirements from Policies and Procedures sec. II(K) as revised by the Board to impose requirements on all outside organizations, pursuant to its separate policy on liability and insurance (if any).]

Information required (and please attach any required documentation).

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Other information relevant to this request:

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Submitted by:

Name	
Position	
Phone	
Email	
Address	