



Upper County Park Group Camping Facility Request Form

Contact and Organization: _____ Date: _____

Address: _____
 (Street) (City) (State) (Zip)

Day Phone: _____ Evening Phone: _____ Fax No.: _____

Email Address: _____

Type of Organization:

- Individual** (Member of the public)
- Community/Business** (Schools, Government Agencies, Other County Departments)
- Partner** (Only those organizations contracted as partnered)
- Local Non-Profit** (James City County or Williamsburg and must provide proof of non-profit status)

Planned Activity: _____

Event Date: _____		Estimated Number of Attendees: _____				
Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
Time:	Time:	Time:	Time:	Time:	Time:	Time:

Rule Agreement: I have read the Group Primitive Camping Rules (attached) and understand that I have to abide by them.

Signature: _____ Date: _____

Office Use:
 Special Conditions: _____ Reservation No.: _____
 Fee: _____ Staff: _____ Equipment: _____
 Approved: _____ Disapproved/Reason: _____

RULES AND REGULATIONS:

1. Primitive camping is offered September through mid-May.
2. A reservation must be made in advance to use the primitive camping area. Reservations can be made up to 12 months in advance and no later than 14 days in advance of the dates of intended use.
3. First time groups may be required to pay a deposit.
4. Reservations must be paid in full at the time of booking.
5. Maximum group size of 75 campers.
6. Resident \$50/night per group; Non Resident \$75/night per group.
7. No one aged 18 years or younger will be permitted to make a reservation for the primitive camping area.
8. The person making the reservation shall be onsite with the group during the entire time of the reserved use and is responsible for overseeing all activities.
9. Overnight parking shall be in designated parking spaces only. Motorized vehicles are not allowed in the camping area.
10. Cutting, damaging or removing trees and/or vegetation is prohibited. No object may be driven into any tree, rock, shrub, sign, fence or other object in the Park. Deadwood on the ground can be picked up and used.
11. Trenching or digging is prohibited.
12. Fires must not be left unattended and be under control at all times. Burning of trash or any material which can carry sparks aloft is prohibited.
13. Campers are restricted to the camping area after sunset.
14. Alcohol, dogs and pets are prohibited.
15. The camping area shall be kept clean and presentable during the reservation period.
16. All trash, food and equipment must be removed from the camping area at the end of the reservation period.
17. Reservations include camping area and trails only. Shelters, restrooms and event area are not included in reservation.

RESERVATION PROCESS AND FEES:

- Youth groups will contact the Park Administrative Coordinator for reservations: Stephanie.Debord@jamescitycountyva.gov or 757-259-5395.
- James City County/Williamsburg residents are \$50/night per group.
- Non Residents are \$75/night per group.
- First time groups may be required to pay a deposit.
- Groups will access Park keys in a combo lock box on gate at front entrance. Combination will be given to the group leader at the time of reservation payment. Keys must be returned to lock box at the end of reservation.