

Registration Form

The registration form can be found in the Activity Guide, the Parks and Recreation office, or on the county website.

Use the registration form for the processes on the right. Make sure to print the name of the primary contact of your family's account. This is the adult who has financial responsibility for you or your family's registration.

Complete all information so we can update your account information properly.

Fill in the classes/programs that you or your family would like to take. Don't forget to sign the registration form. Please use a separate registration form for participants from different families or addresses.

Registrations are not complete until the above information is totally complete and are paid in full.

Payment may be made by cash, check, or **credit card** only. A 2.5% fee may apply to all credit card transactions in our office.

**All checks should be made payable to:
County of New Kent**

NO PHONE REGISTRATIONS ACCEPTED.

Fees must be PAID IN FULL at registration. All programs have a minimum and maximum enrollment. Registrations are accepted on a first come-first served basis. The Parks and Recreation Department reserves the right to cancel programs for low enrollment.

Once you have registered for the program you will **NOT** be notified unless there is a change in class schedule or cancellations. Report to the class or activity on the designated date unless you are notified. You must register before the registration deadline. **Any registrations received after the deadline will be charged a \$5.00 late fee.**

Program Waitlists

A waitlist will be developed for programs that have met the maximum enrollment. If a registration form and payment have been sent in for a filled class we will place you on the waitlist and hold the registration in case a spot opens up.

If you would like to be placed on the waitlist without sending in registration and payment you may do so by contacting the Parks and Recreation office.

Those who have sent in registration and payment will be given priority over those that call in.

Mail-In Registration

Mail-In registrations will be handled as they come in, but not before registration begins. Individuals in the office registering when the mail arrives will be given priority over those that Mail-In. Mail-In registrations will not be mailed a receipt. Parks and Recreation is not responsible for lost mail. It is the registrant's responsibility to verify receipt of those materials.

Walk-In Registration

You may register in person in the Parks and Recreation Office, located on the lower level of the New Kent County Administration Office, 12007 Courthouse Circle in front of the New Kent County Courthouse. Hours of registration are: Monday through Friday, 8:00am until 4:30pm. Registrations received after 4:00pm will be processed the next day.

Drop Box Registration

We have a registration drop box located in front of the New Kent County Administration Building on the left hand side of the parking lot. Drop Box registrations must have completed registration form (**signed**), full payment by check (**do not put cash in the drop box**), and placed in a sealed envelope labeled **Parks and Recreation**. The drop box will be checked every morning. Placement of registration form and payment in the drop box does not guarantee enrollment in the class or activity. Drop Box registrations will not be mailed a receipt. It is the registrant's responsibility to verify receipt of those materials.

On-Line Registration

Contact NKPR for your household id and password (if you are a current program user and have an updated email on file you should have received an email July 1, 2009 with your information). Log onto www.co.new-kent.va.us/parks. Access online registration link and sign in (you may view as a guest but have to sign in to register for a program). Please update your household information (such as email, birthdays, cell numbers). "Shop" programs, fill your "cart" and check out with a credit card. You can also update household information, print family recreation calendars, print account history and more! Please note that there is a .08 cent processing fee for online registrations.

Credit Card Registration

We now accept credit card payment in our office. Credit card payments may be used only in our office during operating hours (8:00am - 4:30pm Monday - Friday). No credit card payments may be made over the phone or by mail. All major credit cards accepted.

A 2.5% fee may apply to all credit card transactions in our office.

Refunds

- ◆ All refund requests must be submitted in writing (E-mail, fax, letter) to the Parks and Recreation Department.
- ◆ Only those requests made a minimum of five working days before the activity start date are eligible for a refund, except in the case of family or medical emergencies.
- ◆ When the Parks and Recreation Department cancels a class a full refund will be given.
- ◆ Refunds for Youth Sports Leagues will not be given after the 1st game.
- ◆ Refunds for Adult Sports Leagues will not be given.
- ◆ A \$5.00 administrative fee will be charged for all refunds, unless the Parks and Recreation Department cancels the activity.
- ◆ Please allow 3-5 weeks for refund processing.

Incllement Weather Policy

If New Kent County Schools are closed due to inclement weather, all Parks and Recreation programs will also be cancelled. Call the Parks and Recreation Activity Hotline at 966-8502 for program-related updates. Every attempt will be made to reschedule activities cancelled due to weather.



Americans with Disabilities Act

We support the spirit of the Americans with Disabilities Act. Persons with disabilities are encouraged to enroll in any class listed in this brochure. Please provide at least 10 days notice prior to class or program start date and we will do whatever we can to accomodate you. Thanks for your cooperation.

Program Activity Sites

Listed below are the sites where activities in this brochure will take place. For assistance, please call the P & R office for directions. Due to the nature of programs/facilities, locations are subject to change.

George Watkins Elementary School (GWES)

6501 New Kent Highway
Quinton, VA 23141

New Kent Elementary School (NKES)

11705 New Kent Highway
New Kent, VA 23124

New Kent Middle School (NKMS)

7501 Egypt Road
New Kent, VA 23124

New Kent County Airport (Airport)

6901 Terminal Road
Quinton, VA 23141

P&R Gym / P&R Class / P&R Field

11825 New Kent Highway
New Kent, VA 23124

Courthouse Fields (CH Fields)

12007 Courthouse Circle
New Kent, VA 23124

Quinton Community Center (QCC)

3041 New Kent Highway
Quinton, VA 23141

Quinton Community Park (QCP)

3325 Quinton Park Trail
Quinton, VA 23141

Royal New Kent Golf Club

5001 Bailey Road
Providence Forge, VA 23140

Fox Pointe Farms

5205 Wildlife Ridge Trail
Quinton, VA 23141

Peticures

10110 Tunstall Road
New Kent, VA 23124

FACILITY RESERVATION PROCEDURES 25

Facility Rentals

The Division of Parks and Recreation is responsible for scheduling school and county facilities for non-school use. If you, or your organization, would like to schedule space in a school, county building, pavilion or an athletic field, please contact us for an application packet. Application packets, as well as regulations, are available online at www.co.new-kent.state.va.us/parks.

Parks and Community Centers

Application for Park/Facility Use Permit

Applications are accepted on a first-come, first served basis.

All applications must be signed by an individual at least 21 years of age.

The applicant or named designee must be on-site during the scheduled event.

All rental transactions, including payments, must be made by the applicant. Completed applications and deposits may be submitted at the Parks and Recreation office during regular office hours, Monday through Friday, 8:00 a.m. - 4:30 p.m. Applications and fees may also be mailed to:

New Kent Parks and Recreation
12007 Courthouse Circle
P.O. Box 50
New Kent, VA 23124

All fees are due with the application for a use permit.

The Parks and Facilities Coordinator must approve all applications for facility use before they can be confirmed. Individuals wishing to tour the facility must make an appointment with the Parks and Facilities Coordinator so as not to interfere with events in progress.

Please contact the Parks and Recreation office for more information. You can access the complete rental policy online at www.co.new-kent.state.va.us/parks.

Parks/Community Centers Rental Fee Schedule

Athletic Fields	\$100 per day Lighting \$20 per hour
Community Rooms	\$10 per hour
Gymnasium	\$30 per hour
Quinton Community Center	\$50 per hour Not to exceed \$300
Picnic Shelters/ Pavilions	\$25 per (4) hour time slot \$50 all day

Schools

Application for use of a School Facility

Applications are accepted on a first-come, first served basis.

Parks & Recreation, and the School Board, reserve the right to accept or reject, at any time, any application for use of facilities.

The applicant or named designee must be on-site during the scheduled event.

The applicant must submit a certificate of insurance for all events held in/on school facilities.

Once the request is approved, the letter of approval and an invoice will be sent to the applicant. All rental transactions must be made by the applicant. Completed applications and payments may be submitted at the Parks and Recreation office during regular office hours, Monday through Friday, 8:00 a.m. - 4:30 p.m. Applications and fees may also be mailed to:

New Kent Parks and Recreation
12007 Courthouse Circle
P.O. Box 50
New Kent, VA 23124

Individuals wishing to tour the facility must make an appointment with the Parks and Facilities Coordinator so as not to interfere with events in progress.

Please contact the Parks and Recreation office for more information. You can access the full rental policies online at www.co.new-kent.state.va.us/parks.

Schools Rental Fee Schedule

Athletic Fields	\$100 per day Lighting \$20 per hour
Kitchen/Cafeteria	\$20 per hour
Gymnasium	\$30 per hour
Auditorium	\$30 per hour
Classrooms	\$10 per hour