

City of Staunton Parks and Recreation Department

ACCOMMODATION REQUEST FORM

Please submit the completed form to:

Chris Tuttle

Director of Staunton Parks and Recreation

PO Box 58 Staunton, VA 24402-0058

Fax: 540.332.3983

Email: tuttlecj@ci.staunton.va.us

In general, a plan for accommodation will be provided to you approximately one week after we receive a fully completed request.

The process for finalizing an accommodation request may vary slightly depending on the nature of the request, the duration of the desired accommodation, and the number of locations involved in the request. Additional information may be requested.

Response to accommodation requests shall be in writing, and when needed, in the format requested.

This form is for Parks use only and the information will be kept confidential.

RECREATION ADMINISTRATION ONLY

DATE RECEIVED: _____ **INITIALS:** _____

Revised 11/16/2016