

## Field Reservations - Usage Rules & Regulations

**Purpose** This document outlines the procedures through which an individual, organization, or group can reserve fields owned or permitted by the City of Concord Parks & Recreation Department. The intent of the processes outlined is to maximize the use of city fields in a manner that creates an equitable, efficient and fair approach to field allocations that ensures equal access while consistent with the Concord Parks & Recreation Department mission, while balancing field usage to foster ideal turf conditions.

**Overview** The information contained in this document establishes the policies and procedures that govern the use and allocation of athletic fields in the City of Concord.

**Field Reservations** Reservation request should be submitted by using the Athletic Field Reservation Request form <https://concordnc.seamlessdocs.com/f/FacilityRental>

To be considered a completed rental request, the organization must have submitted the additional forms listed below:

- Certificate of Liability Insurance
- Projected schedule of field usage (including specific dates & times)
- 501c3 paperwork (required if applying as one)

\*Long term use (multiple months) reservation requests must adhere to the following schedule:

**Fall Rentals: August 1 – November 30**

**Applications Accepted:** June 1 – 20 (Initial Consideration)

\*Any applications received after June 20 will be based on availability  
Applications will be reviewed in July

**Spring Rentals: March 1 – June 30**

**Applications Accepted:** January 1 – 20 (Initial Consideration)

\*Any applications received after January 20 will be based on availability  
Applications will be reviewed in February

*\*Various fields may be closed July 1 thru August 1 / December 1 thru February 28 for maintenance, field rest or rehabilitation.*

All other reservation requests must be submitted at least 7 days in advance. Requests will be considered on a first come, first serve basis and based on availability of fields and cannot be held. Concord Parks & Recreation Department reserves the right to deny any rental application where the proposed use is deemed to conflict with planned programs or adjacent or existing rentals or if it is determined that such use conflicts with any City policies, State, or Federal regulations.

**Field Reservation Allocation** The following list identifies the order in which priority is given for athletic facility reservation requests:

- City of Concord P&R athletic leagues & sponsored programs
- Designated priority usage partnerships (Odell Recreation, Northwest Athletic Association, Cabarrus County Public Schools)
- City of Concord Residents
- Outside organizations to City of Concord

While this allocation dictates that City of Concord Parks & Recreation residents will receive priority bookings of City facilities; it does not mean that all requested bookings will be approved. Our goal is to ensure an equitable distribution of facility bookings such that no one organization is monopolizing field usage.

**Responsibility** The individual or representative of the organization listed on the reservation is responsible for the actions of all participants, coaches, spectators, and volunteers before, during, and after the scheduled activity while on City property. This person or representative agrees to share and review all rules and regulations with coaches, participants, and parents. At no time is the reserving party allowed to sublease or transfer its reservation to another group or organization.

**Organized Activities** Groups with more than 15 people or gatherings that includes official game personnel (such as a coach, athletic director, official, or scorekeeper), will be classified as an organized activity, and will require a reservation. Reservations for organized games, leagues, camps, clinics, or tournaments must be made at least seven days in advance. Engaging in organized activities on athletic fields without a reservation is prohibited.

**Usage of Facilities** Athletic fields are to be used for their intended purpose and specific sport design. Any use outside of the intended use must be approved by the Parks & Recreation Director. The Concord Parks & Recreation Department reserves the right to refuse or cancel a reservation permit if the use is not for the intended purpose of the field, or if the use is different than what the reservation was made for.

#### **ATHLETIC FIELD USE POINTS OF EMPHASIS**

- Events may not be scheduled prior to 8:00am or scheduled after 10:00pm.
- Animals may not enter athletic surfaces or facilities (unless it is a service animal as defined by ADA standards).
- It is unlawful to possess, consume or display publicly alcoholic beverages or related items in any city park.
- Possession and consumption of tobacco products (including vape pens) at facilities owned or operated by the City of Concord is prohibited.
- User groups are not permitted to alter the field space in any way (moving goals/bases, marking fields, etc.) without prior approval. If equipment is moved, it may affect future rental approvals
- Grills or other cooking devices are prohibited while renting athletic facilities.
- Musical devices that produce a sound that carries more than 50 feet or is loud enough to disturb other patrons using the park are prohibited. Cars may not be used as outdoor stereo systems.
- Bicycles, scooters, skateboards, rollerblades, remote control toys, and drones are prohibited on athletic fields
- If deemed necessary, the City of Concord reserves the right to require the permit holder to obtain additional portable restroom facilities, special duty officers, dumpsters, etc., at their own expense.
- The Parks and Recreation Department must approve all park banners and signage prior to being displayed.

#### **Deposits & Payments**

- For long-term use and tournament reservations, a refundable deposit of \$500 is required at the time of application. This deposit will be credited back to the account after the reservation has been completed in full, all terms have been met, and provided that no damages have occurred during the event.
- Please note that if the applicant cancels the reservation less than three (3) prior to the event date, the deposit will be forfeited. In cases where the reservation is not approved, the full deposit will be refunded. Upon approval of the reservation, the complete payment must be made within five (5) days from the date of approval.
- A refundable cleaning deposit between \$50-\$200 maybe required for all other rentals depending on duration/event
- All other reservation payments must be made in full within three (3) days from the approval date.

**Cancellations & Refunds** If the Concord Parks & Recreation Athletic Department cancels a reservation due to inclement weather or any unforeseen circumstances, the customer will have the option to reschedule their reservation, relocate it, or receive a full refund. If the field remains open and the renter decides to cancel, they must notify the Athletic Department at least 72 hours before their rental.

Refunds will be forfeited, if the following occur:

- Notification of reservation cancellation is less than 72 hours before the event date.
- Customer subleases a field they reserved. At no time shall the reserving party sublease or assign its lease to another group or organization.
- Customer intentionally damages or destroys city property.
- Customer does not abide by all Field Reservations Usage Rules and Regulations, which includes Park rules & regulations
- If the field is not closed by the Concord Parks & Recreation Athletic Department and the renter chooses to cancel, the renter must notify the Concord Parks & Recreation Athletic Department 3 days before their rental to cancel. If the customer uses the field at any time during their previous scheduled rental time, they will forfeit any of their refund.

**Suspensions** Customers may have rental privileges suspended and/or be banned from city property, without refund, if any of the following occur:

- Customer does not abide by all Parks & Rules & Regulations and Field Reservation Usage Rules and Regulations
- Intentionally damaging or destroying city property.
- Alcoholic beverages or drugs were seen or found at the athletic field during or immediately before/after the field was used by the customer.
- Complaints, disruptions, altercations or fights taking place during the reservations.
- Continuous use of fields beyond requested rental hours, use without an approved reservation or on dates not in the reservation contract.
- Using the facility for something other than what they reserved it for or adding additional attractions and amenities to the rental, such as concessions, bounce houses, etc., without prior approval and payment.
- Collecting donations, fundraising or generating revenue without approval.
- Subleasing reserved fields.
- Unpaid account balance.

**Admission/Concessions/ Vendors** The user may not charge admission, collect donations from the general public or sell items to make a profit without permission from the Concord Parks & Recreation Department. The use of City property to generate financial gains without permission is prohibited and conducting sales on city property is not allowed without prior approval from Parks & Recreation. Cabarrus County Health Department permit is required for all food vendors and concessions that include food prepared on site. The Concord Parks & Recreation Athletic Department must be informed of any event vendors or sponsors setting up on site.

*\*Additional fees will be applied for admissions/concessions/vendors at an event.*

**Commercial General Liability Insurance** All organizations, groups, or individuals utilizing City property for leagues, tournaments, or large special events and programs must provide a copy of their Commercial General Liability Insurance with coverage no less than \$1,000,000 and have City of Concord listed as an additional insured party. The user may not sublease their field rental to any other party. The user may not modify, alter, or prep the athletic fields in any way.

**Field Permit & Reservation Receipt** The responsible person will be requested to provide proof of a field permit or reservation receipt if field usage is questionable or if there is a conflict with another group as to who has the field reserved. If difficulties continue, notify Athletics via 704-920-5630 or 704-920-5600.



Fees & Charges	City-Residents	Non-Residents
Field Rental	\$20/hour (City Residents) / \$40/hour (all others)	
Field Rental (with lights)	\$40/hour (City Residents) / \$80/hour (all others)	
Outdoor Tennis / Pickleball /Basketball Court	\$2 /hour (City Residents) / \$4 /hour (all others)	
Additional field preparation for Baseball/Softball	\$20 (one-time charge)	
Additional field preparation for Soccer/Football	\$50 (one-time charge)	
Athletic Facility - Tournaments or Spectator Events	\$250 per field	
Outdoor Courts- Tournaments or Spectator Events	\$100 half-day (4 hours) / \$200 full-day	
Staff -Open/Close Facility	\$25/hour (per staff member)	
*Refundable deposit required for ALL tournaments/spectator events		

<u>Diamond Fields</u>	<u>Base Distance</u>	<u>Fence Distance</u>	<u>Lights</u>	<u>Address</u>
<b>Flowe Park Complex</b>				99 Central Heights Dr
Field 1	60ft, 65ft, 70ft, 90ft	300 ft	Yes	
Field 2	60ft, 65ft, 70ft, 90ft	275 ft	Yes	
Field 3	60ft	200 ft	Yes	
Field 4	60ft, 70ft	225 ft	Yes	
<b>Hartsell Complex</b>				60 Hartsell School Road
Bernie	60ft, 70ft, 90ft	300 ft	Yes	
Broome	60ft, 70ft	220 ft	Yes	
Liles	60ft	200 ft	Yes	
<b>Myers Park</b>				338 Lawndale Avenue
Field	60ft, 65ft, 70ft	300 ft	No	
<b>Gibson</b>				265 Misenheimer Drive NW
Field	60ft, 70ft	220 ft	Yes	
<b>Caldwell Park</b>				362 Georgia Avenue SW
Small Field	60ft	200 ft	Yes	
Big Field	60ft, 70ft, 90ft	300 ft	Yes	
<b>Webb</b>				165 Academy Ave NW
Field	90ft	400 ft	Yes	
<b>McAllister</b>				160 Crowell Drive NW
Field	60ft	200 ft	Yes	
<b>Pitts School</b>				720 Pitts School Road SW
Big Field	60ft, 70ft, 70ft	300ft	Yes	
Small Field	60ft	200ft	Yes	
<b>Winecoff</b>				375 Winecoff School Rd
Field 1	60ft, 70ft	250ft	Yes	
Field 3	60ft, 70ft	250ft	Yes	
<b>Cox Mill</b>				1300 Cox Mill Rd
Field 1	60ft, 65ft	200ft	Yes	
Field 2	60ft, 65ft	200ft	Yes	
Field 3	60ft, 70ft, 90ft	300ft	Yes	

<u>Rectangle Fields</u>	<u>Lights</u>
Flowe Park (1 Field)	No
Dorton Park (1 Field) 5790 Poplar Tent Road	No
Caldwell Park (1 field)	Yes
Webb Field (1 field)	Yes
Cox Mill (3 Fields)	Yes
Winecoff (1 field)	No
Pitts School (1 field)	No