1. ATHLETIC FIELDS
	1. Usage
		1. Athletic facilities may only be used for sports and leisure-related activities.
		2. Athletic fields operated by the Carteret County Parks and Recreation Department (hereafter shown as CCPR) are intended primarily for the non-profit, recreational use by the residents of Carteret County. Leagues/organizations should be based in Carteret County and/or have a majority of Carteret County resident participation to reserve fields/facilities without a fee being charged. CCPR reserves the right to request rosters, participation lists or other information needed to verify majority as residents.[[1]](#footnote-1)
		3. The CCPR Department reserves the right to protect and preserve the integrity of the land and playing field areas by resting the land for aeration and turf regeneration and closing fields from play during these times. This policy covers all parks with Multipurpose/Football/ Soccer/Softball/Baseball Fields or any sports activity utilizing designated areas in the park involving five (5) or more people for an extended period of time. The timeline for closing the designated areas will be determined by the County Parks Maintenance Division. Leagues/organizations will be notified of those dates. Fields may also be closed due to condition of field as a result of weather. Leagues/organizations are not allowed on closed fields.
		4. Soccer/Baseball/Softball fields are designated for that particular sport only, unless otherwise designated by the department.
		5. Individuals cannot play golf on park property unless part of a department-sponsored program. Hitting golf balls is not permitted in the park, at any time.

* 1. Scheduling
		1. Official categories of CCPR’s working relationships with organizations are defined in the following manner:
			1. Sponsored Organizations: Organization organized and operated by CCPR.
			2. Co-Sponsored Organizations: Dependent organizations that operate under mutually-agreed upon guidelines, and use County facilities for the majority of their practices/games/activities. CCPR assists them administratively.
			3. Facilitated Organizations: Independent organizations that use County facilities for the majority of their games/practices/activities. They meet the criteria outlined in section III.A.2.
		2. All fields will be scheduled by CCPR. Scheduling of facilities will be prioritized, based on the categorizations as outlined in this section, as follows:
			1. Department-sponsored and co-sponsored programs/events will have first priority in reserving a field or facility.
			2. Department-facilitated programs/activities.
			3. Department-approved (non-sponsored), non-profit programs/activities.
		3. County ball fields are in great demand and many times heavily scheduled with multiple leagues. Leagues/organizations are expected to honor their specific confirmed scheduled hours, avoid running over scheduled hours, and/or lingering on fields so that fields may be prepared and/or available for next scheduled user, especially when it is obvious other teams are waiting for the fields.
	2. **Agreements**
		1. Leagues are required to enter into a *“****Field Use Agreement” (Addendum A)*** and complete a ***“Field Request Form” (available on website)*** for each field, on an annual basis.
			1. Each League President or Designee will be responsible for requesting fields by completing a “Field Use Agreement” (Addendum A).
			2. A Field Request Form for each field and its elements can be obtained from CCPR office, by calling 252-808-3301, or on the Parks and Recreation website ([www.ccparksrec.com](http://www.ccparksrec.com)).
			3. Additionally, all non-sponsored leagues must submit a “Binder of Coverage for Liability Insurance” (see Addendum A) for one million dollars ($1,000,000) with CCPR and Carteret County Board of Commissioners named as the insured party.
			4. Permission to use the facilities will be denied without fully completed, appropriately signed agreement and/or without required proof of insurance.
	3. **Reservations**
		1. Athletic fields may be reserved by County residents for practices, games, tournaments, etc., as long as the requested time(s) and date(s) do not conflict with previously scheduled activities or routinely planned seasonal league play. Reservation procedures are as follows:
			1. The **“Field Use Agreement – Policies and Procedures Summary” (Addendum A)** must be read, signed, and dated. The document is an Agreement between the League/Organization and CCPR for use of fields and for the time period specified. The League/Organization agrees to abide by all department policies and procedures for the term of the Agreement.
			2. Groups reserving the park for special events (non-athletic) must get special permission from the CCPR Director, and submit a  ***“Special Events – Tournament” request form (Addendum G)***.
			3. Any non-county resident/organization wishing to reserve a Carteret County athletic field will be charged a fee for usage. **FEE APPLIED**
			4. Events, camps, clinics that involve charging a program fee, admission fee and/or charge for participation, and is not sponsored or co-sponsored by CCPR shall be required to pay the current (in effect at time of reservation) tournament fee for non-county organizations.
			5. Parks and Fields covered by the Agreement must be identified.
			6. Usage – To be used during the League/Organization’s pre-season, practices, regular season, All-Star Practices and any tournaments that may be applicable.
				+ Priority of Usage – Department will make every attempt to fill league/organization’s request for county park fields in order of date received, according to availability, in order of priority as follows: (1) County-sponsored activities/organizations, (3) County co-sponsored activities/organizations, (3) Facilitated activities/organizations, with routinely-planned seasonal league play taken into consideration. Department reserves the right to reschedule or relocate games/practices/activities at its discretion, and with appropriate notice, in order to accommodate as many groups as possible. On any school owned field managed by the department school teams take priority over everyone else.
				+ Other County departments must follow the same policies and procedures as leagues/organizations when requesting the use of Parks and Recreation fields/facilities.
				+ Notification of Usage

 Each season, the league/organization is required to submit to CCPR, at least three (3) weeks prior to the first practice date, a Field Request Form detailing the requested days, dates, and times, and a preliminary regular season starting date. Days, dates, and times must be specific.

 Two (2) weeks prior to the regular season starting date; the league/organization shall submit a final schedule of all games to be played for that season.

 Fields/facilities can only be reserved during the practice period, game schedule, all-star practices, and any post-season tournaments. Reserving field/facilities just for rainouts during the practice period will not be allowed.

 The designated league representative must submit field request for make-up practice/game/activity at least 48 hours prior to requested date.

If for any reason a team cancels their practice/game/activity, it is a league representative’s responsibility to notify CCPR.

 If lights were requested during the reservation and a team cancels practice without a league representative notifying CCPR, there will be a fee charged to the responsible League/Organization. FEE APPLIED

* + - * + Any individual, team, league or organization planning to utilize County parks/facilities for a Fundraising Event, must fill out a ***“Special Events/Tournament” (Addendum G***) request form and return it to the CCPR Department at least 45 days prior to the event. For tournaments (District, State, All-Stars, Regional, Invitational, Special Event), there will be a reservation fee charged to the hosting League/Organization. Fee must be submitted with completed request form. FEE APPLIED
	1. **Supervision**
		1. League/Organization officials are responsible for providing responsible adult individuals to provide constant on-site supervision all activities and events.
		2. The League/Organization is also responsible for enforcing department policies and procedures on the facilities designated in the Agreement; and for ensuring that its participants abide by Parks and Recreation Park User Rules as outlined in section VI. Of these policies and procedures and by ***Addendum H. Sportsmanship Rules.***
	2. **Maintenance and Operation**
		1. The League/Organization shall maintain department property and facilities in good condition, with reasonable wear and tear excepted.

* + 1. The department shall have the right to enter into and upon its property for the purpose of examining and inspecting the same, and determining whether the League/Organization is in compliance with department policies and procedures with respect to care, maintenance, repair and/or renovations. The department shall be responsible for payment of electric bills only on county property or County-designated areas. When it is determined that fields should not have practice or games, and are closed for those activities, groups should abide by that ruling. For example, when a game has been canceled because of weather conditions, no activity should take place on the field.
		2. No member of any league/organization is allowed entrance into park maintenance sheds or use of park maintenance equipment; nor shall any member of a league/organization change settings on any lighting or irrigation; move or add dirt or clay to fields; dig holes on any field; or make any other park and/or facility changes without approved **“Park Facility Improvement Request – Addendum C”** form.
	1. **Indemnification**
		1. It is expressly agreed and understood that the department will not be liable for any claimed damages, losses or expenses of any kind whatsoever, whether to persons or property (including, but not limited to those claims, damages, losses or expenses resulting from or by reasons of the department’s negligent acts or omissions) arising out of, related to, or connected with any accident, occurrence or event on or about the department’s property, when the accident, occurrence or event takes place while the Individual/League/ Organization is using said property pursuant to the Agreement. As a result of the expressed Agreement and understanding, each party will at all times indemnify and hold the other party harmless, and will defend the other at its own expenses whether such claims, damages, losses or expenses are covered by the other’s insurance.
			1. Insurance – The League/Organization, as specified by department policy, shall maintain liability insurance with minimum coverage of $1,000,000, and with CCPR and the Carteret County Board of Commissioners named as the insured party.
			2. Term of Agreement – Date of Agreement and Expiration Date of Agreement should be filled in. The Agreement may be voided by the department for violation(s) by the League/Organization of the department’s policies and procedures.
			3. Agreement should be signed and dated to attest to the fact that League/Organization has read and has been provided a copy of the department’s “**Field Use Agreement” (Addendum A), “Concessions” (Addendum B), and “Sportsmanship Rules” (Addendum H);** and that the League/Organization understands the requirements of those policies. League/Organization must be in full concurrence with department policies, and have submitted the required forms to the department.
	2. **Field Light Usage**
		1. Leagues or individuals requesting the use of field lights are required to fill out a “Field Request Form”, for the particular field they are requesting use of, indicating the time period they will need the lights. The forms for each field are available by calling 252-808-3301 or at: www.ccparksrec.com.
		2. Lighted park areas will close at dark unless a game/practice or special event has been scheduled. Parks will close within 30 minutes of completed activity. Lighting will be turned off at 11:00 p.m.
		3. If for any reason a game is late starting (more than 30 minutes), CCPR recommends that the game be postponed so as not to delay any games scheduled after it; unless it is determined the game can be completed in a timely manner to allow the remaining games to be played.
		4. If the lights are requested, but will not be used for whatever reason, department should be notified by 2:00 p.m., on weekdays. Weekend lighting should be cancelled no later than Fridays at 2:00 p.m. If CCPR is not notified about any cancellations the league/organization may be charged a fee except when inclement weather occurs. FEE APPLIED
		5. All non-county Residents/Organizations will be charged a per hour fee to use lights during field reservations. FEE APPLIED

# Accountability

# Leagues/Organizations using County fields and/or facilities must also submit the following to CCPR prior to any games being played on County Fields (include Insurance information Section II.G.1.a):

# Current officers/Board of Directors for the upcoming season.

# Current League Bylaws.

# Penalties

# Leagues/Organizations that fail to meet the requirements of these policies shall be denied the use of requested fields until the requirements are met.

# Leagues/Organizations that fail to operate under the requirements of these policies during the season may be suspended from using CCPR contracted fields until the requirements are met.

1. Resident: having a Carteret County address or being a Carteret County taxpayer. [↑](#footnote-ref-1)