



CRAVEN COUNTY RECREATION & PARKS

406 Craven Street, New Bern, NC 28560

Phone: (252) 636-6606; Fax: (252) 636-6685

FIELD RESERVATION FORM

(Non-Tournament Use Only)

FEES

Field Use: \$50 /field / day

Light Use: \$25 / hour / field (applied if needed)

INSTRUCTIONS

- Submit completed form with usage fees. (returned check fee is \$25.00)
- Must provide the County with a Certificate of Liability insurance naming Craven County as additional insured party (\$1,000,000 min.) May be required only if the event/activity occurs on more than one occasion per year.
- Group or person renting the field(s) is responsible for leaving the field(s) and facilities clean. Failure to do so will result in a \$50 clean-up fee. No future reservations will be made until clean-up fee is paid.
- Agree to abide by all [Craven County Park Ordinances & Rules](#).

USER INFORMATION please print clearly

USER NAME/ORGANIZATION: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____ WORK: _____ CELL: _____

CONTACT PERSON: _____ EMAIL: _____

FACILITY INFORMATION

Please circle requested facility: Creekside Park West Craven Park

DATE OF USE: ____ / ____ / ____ START TIME: _____ END TIME: _____

FIELD TYPE _____ FIELD NAME: _____

(EX: soccer, football, youth baseball, adult softball)

REASON FOR USE: _____ ESTIMATED # OF PEOPLE: _____

By signing this agreement, I agree to abide by the Craven County Park Ordinances & Rules. (available online or by request)

Signature _____ DATE _____

***** Office use only *****

OF FIELDS: _____ X \$50 per field X # of days _____ = \$ _____ cash / ck# _____ date _____

W/ LIGHTS: _____ X \$25 per hour X # of fields _____ = \$ _____ cash / ck# _____ date _____

STAFF _____