

**FIELD USE REQUEST/AGREEMENT FORM**

League/Organization Name: \_\_\_\_\_

Sport: \_\_\_\_\_ Age Group(s): \_\_\_\_\_

League/Organization President: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Email: \_\_\_\_\_

League/Organization Treasurer: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Email: \_\_\_\_\_

League/Organization Mailing Address: \_\_\_\_\_

League/Organization Website: \_\_\_\_\_

\*\*\*POINT OF CONTACT: \_\_\_\_\_ Contact #: \_\_\_\_\_

Park(s) and Field(s) requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Practice dates requested: Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_

Days of the week: (circle) \_\_\_\_\_ Sun M T W Th F Sat

Game dates requested: Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_

Days of the week: (circle) \_\_\_\_\_ Sun M T W Th F Sat

Opening Ceremonies: Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

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**IMPORTANT NOTE:** Each season – **three (3) weeks prior to the first practice date** – the League/Organization shall submit a schedule showing the days, dates and times the fields are to be used for practices and a preliminary game schedule. **Two (2) weeks prior to the date the first game(s) is to be played on the field(s)**, the League/Organization shall submit a final schedule of all games to be played for that season. The Recreation & Parks Department will prepare fields for use.

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The League/Organization listed above submits with this Agreement:

1. List of Officers/Board of Directors
2. Practice schedule (if Agreement is signed three (3) weeks or less prior to the use of the fields).
3. Certificate of Liability Insurance naming Craven County Recreation & Parks Department and Craven County Board of Commissioners as additional insured.
4. League/Organization Bylaws (submit at beginning of Agreement or when changes are made during season).

**FIELD USE REQUEST/AGREEMENT FORM****PARK POLICIES AND PROCEDURES SUMMARY**

This Agreement is made and entered into between the Craven County Recreation and Parks Department and the League/Organization named above for the use of the fields named in this Agreement and for the time period specified in the Agreement. The League/Organization agrees to abide by all park policies and procedures for the term of this Agreement.

This Agreement supersedes all proposals, oral or written, and all other communications between the League/Organization and the recreation and parks department relating to the subject of this Agreement.

Park Policies and Procedures include, but are not limited to, the sections outlined below.

**USAGE/FEE** To be used during the League/Organization's pre-season or regular season practices. **Field fees are \$50 per field per day.**

**PRIORITY OF USAGE** This Agreement shall give the League/Organization priority use of facilities listed in the Agreement during the time period as stated in this Agreement, in accordance with policies and procedures for facilities of the department. However, the Craven County Recreation and Parks Department reserves the right to schedule department activities or events on said facilities during the Agreement dates, with timely notice given to League/Organization.

**NOTIFICATION OF USAGE** Each season the League/Organization is required to submit to the Department – **three (3) weeks prior to the first practice date** – a schedule showing the days, dates, and times the fields are to be used for practices and a preliminary regular season starting date. **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.

**SUPERVISION** League/Organization officials are responsible for providing responsible individuals of the League/Organization to supervise all League/Organization activities and events. The League/Organization is also responsible for adhering to all park policies and procedures as stated in the Craven County Recreation & Parks Ordinance adopted on June 1, 2009. For a copy of the ordinance, visit our website at [www.cravencountync.gov](http://www.cravencountync.gov).

**MAINTENANCE AND OPERATION** The League/Organization shall maintain department property and facilities in good condition, with reasonable wear and tear expected. 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 park policies and procedures with respect to care, maintenance, repair and renovations. The department shall be responsible for payment of electric bills.

**INDEMNIFICATION** 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 League/Organization is using said property pursuant to this Agreement. As a result of this 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.

**CONCESSIONS** Each league that requests concession stand usage must complete a separate Concession Use Agreement. Rental fee for the concession stand is \$500 per year.

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**INSURANCE** The League/Organization, as specified by department policy, shall maintain liability insurance with minimum coverage of \$1,000,000.00, and Craven County Recreation & Parks Department and the Craven County Board of Commissioners named as insured parties.

As League/Organization President, by signing this form, I acknowledge and agree to the following:

- I have read and understood the summary of Park Policies and Procedures as stated above;
- I have read and understood the full Craven County Recreation & Parks Ordinance adopted on June 1, 2009 and found on the CCRPD website;
- I agree to take responsibility for ensuring that all individuals participating in the League/Organization I am President of, have been informed of these policies and procedures and that they will abide by them;
- I acknowledge that I have been informed that if members of my league do not abide by these policies and procedures, they may be suspended from playing in this league;
- I understand that the League/Organization I represent may not use park fields or facilities until all of the required paperwork is turned in to Craven County Recreation & Parks Department and that the department Director has signed this Agreement.

\_\_\_\_\_  
League/Organization President's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Recreation & Parks Director's Signature

\_\_\_\_\_  
Date

Beginning date of this Agreement:      \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Expiration date of this Agreement:      \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Usage Fee to be paid by:      \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Return completed original Agreement to:  
Craven County Recreation & Parks Department  
406 Craven Street, New Bern, NC 28560  
(252) 636-6606

Adopted:      \_\_\_\_\_ 12 / 21 / 2009 \_\_\_\_\_