



**Mecklenburg County
Park and Recreation**
*The Natural Place
To Be...*

Athletic Field Policies and Procedures

GENERAL POLICIES

- Any changes to field reservations, excluding cancellations, must occur at least 7 calendar days in advance of the proposed date change; an opportunity to reschedule will be provided. All requests for changes must be communicated via email to the Athletic Coordinator.
- All cancellation requests must be submitted in writing to the Athletic Coordinator.
- There will be NO refund if cancellation is made less than thirty days before the rental date.
- A refund less a 10% service charge will be approved if cancellation is made at least thirty days before the rental date.
- All reservations totaling less than \$1,000 must be paid in full, at time of reservation.
- Payment can be made via credit card online or by calling the Athletic Coordinator/Regional Office.
- All payments not made by due date will result in automatic permit/event cancellation.

EXTENDED RESERVATION (20 OR MORE RESERVATIONS) POLICIES

- Organizations are given one chance to make modifications to their original request without being penalized.
 - Modifications and/or cancellation requests must be submitted in writing at least 14 days prior to the start date of their league season.
 - Any modifications and/or cancellations made within 14 days of the start date are referred to the 30-day cancellation policy:
 - There will be NO refund if cancellation is made less than 30 days before rental date.
 - Requests to extend reservations or add dates are based on availability.

RESERVATION FEES

	County Resident	Non-Resident
Field (Natural Grass)	\$17 per hour	\$24 per hour
Field (Synthetic)	\$42 per hour	\$65 per hour
Tennis Court	\$5 per court/per hour	\$5 per court/per hour
Volleyball Court	\$4.50 per court/per hour	\$4.50 per court/per hour
Field Prep (Multipurpose)	\$21 per occurrence	\$31 per occurrence
Field Prep (Baseball/Softball)	\$10 per occurrence	\$15 per occurrence
Lights	\$25 per hour	\$35 per hour

RULES AND REGULATIONS FOR ATHLETIC FIELDS

- All reservation requests totaling 20 or more hours must be accompanied by a certificate of liability insurance; which lists Mecklenburg County as an additional insured. Certificate Holder must read as follows:

Mecklenburg County
600 East Fourth Street
Charlotte, NC 28202

- Sample Certificate of liability insurance located on the following page.
- Goals must remain anchored at all times.
- No painting or marking of fields in any manner is permitted. All painting and marking must be done by the Mecklenburg County Park and Recreation department.
- No vehicles or animals are permitted on athletic fields.
- No stakes may be driven into the field.
- Amplified sound and/or inflatable equipment is not permitted without department approval, appropriate permitting and insurance
- No smoking or tobacco products, food, drinks (except water) are allowing on playing field.
- The charging of admission or the sale of food or merchandise is not permitted without department approval.
- Any property damage to the facility will be the responsibility of the lessee and payable to the Mecklenburg County Park and Recreation Department.

INCLEMENT WEATHER POLICIES

- Department staff reserves the right to close a facility in the event of inclement weather.
- In order to receive notification of field closure(s), USER must subscribe to the GovDelivery Notification System. Link provided below:
 - https://public.govdelivery.com/accounts/NCCHARMECK/subscriber/new?topic_id=NCCHARMECK_1343
- In the case of inclement weather, you may contact Mecklenburg County Park and Recreation to reschedule the event for another time or facility if available (of equal or lesser value).
- Inclement weather rescheduling must be done within 7 business days AFTER the event.
- Refunds will not be given in the event of inclement weather.

SEASONAL REQUEST DATES

Multiple Bookings	
Season Requested	Request Submittal Period
January - June	October 1-15
July - December	April 1-15

*Requests taken for 6 month period

One Time Use	
Date Requested	Request Submittal Period
Monday - Friday	48 hour notice
Saturday - Sunday	72 hour notice



MECKLENBURG COUNTY ATHLETIC FIELD/COURT REQUEST FORM

A. Applicant Information

Organization Name: _____ Contact Name: _____

Applicant/Organization Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____ Date of Birth: _____

B. Event Information

Event Name: _____ Park/Facility Requested: _____

Number of Participants: _____ Age Group: _____ Event Type (Game, Practice, Other): _____

Which of the following pertain to your event: Vendors Amplified Sound Advertisements Fundraising

C. Reservation Specifics

For requests with different start/finish times, use separate lines below.

Facility & Field/Court Type	# of Fields/Courts	Day(s) of Week	Start Date	End Date	Start Time	End Time

Grass/Turf Field Prep Requests: *(If this box is left blank, preps will not be provided, and athletic fields will come 'as-is'.)*

Softball/Baseball Requests: *(If this box is left blank, preps will not be provided, and athletic fields will come 'as-is'.)*

Base Distance: _____ Lines: _____ Other: _____

I have read and understand the Policies and Procedures governing the usage of Mecklenburg County Park and Recreation athletic fields and agree on behalf of my above-listed organization to indemnify and hold the County, its agents, and employees harmless from and against any and all costs, expenses, liabilities, losses, damages, or injunctions. I also understand the submission of this application is NOT a guarantee of event approval.

I understand that Mecklenburg County Park and Recreation Department has the ability to retain my credit card(s) information on file and charge payments to my card(s) for athletic facility reservations. I hereby authorize Mecklenburg County to charge my credit card(s) for an athletic facility rental payment(s) when due and provide me a receipt for all charges.

Print Name: _____

Sign Name: _____

Date: _____

Submit completed Athletic Field Request Form to the Athletic Coordinator of your requested park(s).
Following submission, please allow up to 48 hours for review.