

**MECKLENBURG COUNTY  
PARK AND RECREATION DEPARTMENT**

**PROPOSAL GUIDELINES FOR FIRST RIGHT OF RESERVATION REQUESTS**

Philosophy

The Mecklenburg County Park and Recreation Department (MCPRD) strives to work with private and public organizations to meet the ever growing needs for recreational programs and facilities. In an effort to efficiently meet these needs, it is often beneficial to work in conjunction with other organizations to maximize resources. To this end, the following guidelines have been established to help organizations understand the process for submitting a proposal to partner with the MCPRD for capital projects or maintenance agreements.

Proposals will be reviewed on a case by case basis, but will primarily be classified as capital improvement projects and maintenance agreements. Capital improvement projects are any improvements to MCPRD properties or amenities. A maintenance agreement is a proposal for an organization to maintain a facility or amenity. Both types of agreements give an organization first right of refusal and credit toward rental fees for maintenance performed and/or capital invested in MCPRD property.

**NOTE: First Right of Reservation at a MCPRD Sportsplex is only available for capital investments (maintenance functions are not eligible for First Right of Reservation).**

The following guidelines are provided for the proposal submittal process.

Proposal Guidelines

1. A letter of inquiry outlining the party's concept and requesting permission to develop a formal proposal. This letter will be submitted to:

Mecklenburg County Park and Recreation Department  
5841 Brookshire Boulevard  
Charlotte, N.C. 28216 - 2403  
Attn: Director

2. If the concept outlined in the letter is deemed acceptable by the Director, a letter authorizing the party to submit a formal proposal will be sent.

The proposal must include:

- Park name and specific location/amenity within the park.
- Individual/Organization/Organization profile to include but not be limited to:
  - Contact Name
  - Address, Phone, etc.
  - Board of Directors listing (if applicable)
- Financial Information:

- 501c-3 Not For Profit (certificate to be provided with proposal)
- Private, For Profit
- Other
- Complete description of alterations, additions (etc.) to be provided
- Estimated cost/budget
- Type of Agreement requested:
  - Maintenance
  - Capital
  - Both
  - Other
- Impact on the park facility (parking, traffic flow, restrooms, playgrounds, etc.)
- Long term benefits to the park, site and/or community at large
- List any other relevant information.
- Capital or maintenance costs which may be required by MCPRD

3. Upon approval by the Director, the appropriate district and special interest advisory council's staff liaisons shall inform the respective chairs of the advisory council(s) that a proposal has been received for consideration by the Department. The proposal shall be placed on the next agenda for a presentation by the proposing organization. Issues the advisory council(s) should consider are: 1) Does the proposal match the master plan for the proposed park; 2) Does the proposal address an item on the Department's 10, 20 or 30 year capital needs assessment; and, 3) Does the proposal meet community, public and/or Department needs.

These are minimum considerations. Proposals must also meet all applicable laws, zoning regulations, program standards, applicable park specifications and a public notice must be placed in the local newspaper to offer other organizations an opportunity to make a competing proposal.

The special interest and park district advisory councils shall be charged with reviewing each proposal and making a recommendation on the merits of the proposal. If the council(s) determines that the proposal successfully meets the criteria and/or that the proposal is beneficial for the Department, they shall make a formal request via the Chair and the staff liaison to place the proposal on the Park and Recreation Commission (PRC) agenda. This formal request will be reviewed for approval by the Senior Leadership Team (SLT) of the MCPRD.

If the advisory council does not support the initiative, the staff liaison will communicate this decision in writing to the requesting party.

4. The individual and/or organization shall be notified of the SLT's decision and, if approved, the date of the PRC meeting so that the requesting party may attend to answer any questions which may arise.

5. If the PRC supports the proposal, the Department and representatives from the requesting organization will be responsible for coordinating a formal written agreement that will be presented to the BOCC (if appropriate) for approval.

- After approval by the BOCC, the Department will direct appropriate personnel to oversee and implement the approved Maintenance and/or Capital Improvements.

Agreement Administration

Executed agreements shall be administered via an annual performance contract that clearly identifies the scope and type of support provided. This includes but is not limited to the monetary value and any other agreed upon duties and responsibilities of the independent organization and the Department. No organization shall sub-lease or sub-let any agreement.

Enforcement of Agreements

Quarterly audits shall occur to ensure adherence to the performance agreement and will include a review of facility usage, an on-site inspection with Department standard reporting forms and reporting and agreement on credited maintenance expenses (if applicable). Organizations must agree to correct, in a timely manner, deficiencies noted in the monthly maintenance inspection performed jointly with the County.

A method of accounting will be established to monitor the exchange of services between the independent organization and the Department. For example, an organization provides \$X in funding or maintenance for a specific facility. The Department will "credit" the organization that amount in facility usage. As the organization utilizes the facility, the Department deducts the corresponding use fees from the credit amount established. The organization is responsible for paying any amount of use in excess of their credited funding and/or service value.

Adopted (Date) \_\_\_\_\_

Adopted By: \_\_\_\_\_

Title: \_\_\_\_\_