

ATHLETIC FACILITY USE GUIDE

INTRODUCTION:

The Town of Holly Springs Parks and Recreation (HSPR) Department maintains over 20 athletic fields and facilities. Due to the growth of the town and an increased demand for field usage, HSPR has developed athletic rental policies and procedures to ensure an equitable and efficient reservation process. Please read this packet in its entirety as many changes have been made.

Hereinafter, an organization, group, or individual renting athletic facilities shall be referred to as *RENTER*.

RENTAL APPLICATION DEADLINES:

Repeat use of an athletic facility for conducting leagues, season games or ongoing practices involves added commitment on the part of both the renter and HSPR. Applications will be accepted for seasonal use on the following schedule:

Season Dates	Requests Accepted	Allocations distributed	Last day for pre-season amendments	Payment due date
Jan 1 – April 31	Oct 1 - 31	Dec 1 st	Dec 8 th	Dec 15 th
May 1 – Aug 31	Feb 1 - 28	Apr 1 st	Apr 8 th	Apr 15 th
Sep 1 – Dec 31	Jun 1 – 30	Aug 1 st	Aug 8 th	Aug 15 th

**** NOTE:** Tournament and Special Event requests are handled separately**

Applications **will not** be processed prior to the designated request periods.

An incomplete application will not be processed. A blank field or TBD is not acceptable and will be returned for proper completion and resubmission.

An application not received by the deadline will be processed on a first come, first serve basis.

Renter should release, in writing, any allocation not needed by the pre-season amendments deadline. Renter will be held financially responsible for time not released within this timeframe.

A rental request must be submitted to HSPR using the Rental Application. Phone and/or email requests without a rental application will not be accepted.

CONSIDERATION OF USE POLICY

HSPR frequently receives multiple requests for the same facility during the same playing times. The goal is to accommodate as many requests as possible. Following the application deadlines, HSPR staff will review all requests. Facility use will be allocated in the following priority order:

1. Holly Springs Parks and Recreation programs
2. Partner Organizations (ex. Wake FC, Salamanders, etc.)
3. Tournaments/Events that provide substantial economic impact for the Town of Holly Springs
4. All other rental organizations

A reservation is not guaranteed until a signed rental contract is received and all payments have been made.

DOCUMENTATION/INSURANCE

The following documents are required:

- A separate rental application form for each renting organization.
- **Insurance:** A Renter participating in competitive or league play (practices, games, tryouts, etc.) must provide proof of Commercial General Liability insurance at the time of application. The Town of Holly Springs must be named as an additional insured and listed on the certificate of insurance. The limits of coverage of the policy must have combined single limits of no less than \$1,000,000 each occurrence and \$2,000,000 aggregate. The Certificate of Insurance must be provided before a contract can be executed.

PAYMENT

Full payment must be made once a final reservation has been approved and the contract has been fully executed (signed by both parties). If a fully executed contract is not received by the **Payment Due Date** the reservation will be cancelled. It is highly recommended that an appointment is scheduled between the Renter and the HSPR Sports Complex Manager, or authorized Ting Park staff, to review and finalize the contract details and to make payment. Payment is also accepted at the Hunt Center Front Desk Monday – Friday, 9am – 4pm. Payment methods include cash (Hunt Center only), credit card and check payable to **Town of Holly Springs**.

PERMITS

A signed copy of the contract along with a receipt of payment will be sent to the Renter once the application has been finalized and approved. This will serve as the permit. Any amendments and cancellations will be processed according to the HSPR standard policies.

A copy of the signed contract/permit should be carried by the Renter on the day of the reservation and if requested to show proof, the Renter is to comply with the request. Should a problem occur, contact Park staff on-site or call the Maintenance On-call number at (919) 577-3215. If there is a public safety concern call the Town of Holly Springs Police Department, either 911 or the non-emergency line (919) 557-9111.

AMENDMENT to EXISTING RESERVATION/CONTRACT

Renter may submit a change request or amendment to an existing contract by completing and submitting a new Rental Application no later than fourteen (14) days prior to the rental date. Amendment requests made via phone call and/or email will no longer be accepted. Additional rental fees (i.e. field lining, lights) will apply accordingly. Additionally, a processing fee in the amount of \$15.00 per occurrence may be applied. Balances are due upon receipt.

CANCELLATIONS/REFUND POLICY

Once a permit has been issued, any cancellation requests must be submitted in writing to the Sports Complex Manager.

- A refund of ninety (90) percent will be granted if the request is received sixty (60) days or more in advance.

- A refund of fifty (50) percent will be granted if the request is received within fourteen (14) and fifty nine (59) days in advance.
- No refund will be granted for requests received less than fourteen (14) days in advance.

Cancelled rentals may be rescheduled, without penalty, as long as the cancellation is made at least fourteen (14) days prior to the rental date. Rescheduling is subject to availability. Rescheduled dates must be confirmed no later than thirty (30) days after the initial rental date.

Due to increased demands, a credit will not be given for field/court use that has been reserved but is not used.

INCLEMENT WEATHER POLICY

HSPR staff continuously monitors the playability of athletic fields/courts. Factors such as moisture content of the soil, potential for damage, inclement weather and safe use are all taken into consideration in determining the status for play. Contact our office to confirm if the Town has closed facilities due to the rain or other circumstances. If the Town closes the fields/courts, arrangements can be made to move the reservation to another date and time pending field/court availability. If the cancelled reservation cannot be rescheduled, a full refund will be issued.

If the facility is not used when reserved due to inclement weather, arrangements can be made to move the reservation to another date and time pending field availability. The reservation office must be notified the next business day following the cancelled use.

FIELD LINING AND SETUP

Field lining is available at an additional fee. If a field rental is made with less than fourteen (14) days notice, there is no guarantee that the field will be lined as requested. All field maintenance and lining will be performed by Town of Holly Springs staff. Field lining requests and diagrams must be finalized once a permit has been issued.

Multipurpose Fields: Soccer/Lacrosse goals are provided for multipurpose field use depending on inventory at each facility. Corner Flags are provided at turf fields at Womble Park and Ting Park. Otherwise, renters are responsible for providing their own equipment.

Baseball/Softball Diamonds: Fields will be dragged the morning of use and can be lined for an additional fee. Bases and mound are provided, but renters are responsible for providing any additional equipment.

Note: baseball field dragging is not available on Sunday, unless renter pays for field lining.

LIGHTS

Field use after sunset may not occur on an unlit field/court. When completing the rental application, please list the start and end times and take into consideration sunrise/sunset times. When lights are requested, lights will be set to come on and turn off during your rental times.

RESPONSIBLE PARTY CHANGE

A Renter requesting field/court use must have an account with the Town of Holly Springs and may have up to four (4) designated representatives who are authorized signatories. Individuals not listed as official designated representatives will not be able to reserve fields under Renter's account.

PARKING/VEHICULAR ACCESS

Motorized vehicles on park property are not allowed on lawns, turf fields, restricted roadways, pedestrian pathways or athletic fields. Roadways and parking areas are clearly marked and established.

TRASH DISPOSAL

All sites must be restored to original condition at the end of use. Clean up and/or repair charges beyond normal wear and tear will be billed to the renter. If trash receptacles are full, please call On-Call Maintenance for additional bags and place next to trash barrels or in nearby dumpsters.

FIELD AVAILABILITY

- Womble Soccer Fields have limited availability Monday – Saturday, mid-February – mid-May and mid-July – mid-November due to recreation programming.
- Town Baseball fields have limited availability Monday – Saturday, mid-March – mid-June and mid-August – mid-November due to recreation programming.
- Joint use facilities at Holly Springs schools are available after 6:00pm Mondays – Fridays. Weekend and evening availability varies depending on school programming and field maintenance needs.
 - Holly Springs High School multipurpose field and Holly Grove Middle School multipurpose fields are closed between June – August for maintenance and repair.
- Ting Park, formerly known as North Main Athletic Complex, is a joint-use facility shared with the Salamanders and Wake FC. Soccer programming including practices, games, clinics and camps are limited to Wake FC use at Ting Soccer Complex but other sports and activities may be approved.

Holly Springs Parks and Recreation Field Dimensions

Park	Field	Lights	Pitching Mound	Base Distances	Fence
Womble	Baseball Field #1	Y	Portable	60'/65'/70'	300'
	Baseball Field #2	Y	Portable	60'/65'/70'	300'
	Baseball Field #3	Y	Portable	60'/65'/70'/80'/90'	300'
	Baseball Field #4	Y	Portable	60'/65'/70'/80'/90'	300'
Holly Springs High School	Baseball	Y	60'	90'	370'
	Softball	Y	42'	60'	220'
Holly Grove Middle School	Softball Field	Y	40'	60'	220'
Holly Ridge Middle School	Softball Field	N	40'	60'	220'
Jones Park	Baseball Field	Y	Portable	70'	225'
North Main Stadium	Baseball Field	Y	60'	90'	400'

Park	Field	Lights	Surface	Length	Width
Womble <i>*See field map for dimensions*</i>	Quad A	Y	Artificial Turf	<i>4 permanent 10U soccer fields 6 permanent 8U soccer fields 1 permanent lacrosse field Capable of lining 2 full sized soccer fields and 4 12U soccer fields</i>	
	Quad B	Y	Artificial Turf		
	Quad C	Y	Artificial Turf		
	Quad D	Y	Artificial Turf		
The Pit	Soccer	N	Natural Grass	300'	210'
Holly Springs High School	Multipurpose #1	Y	Natural Grass	Combined area of 450'x350. Fields are lined based on school athletics seasons 1 permanent 12U field 1 permanent 10U field 1 permanent Lacrosse field	
	Multipurpose #2	Y	Natural Grass		
Holly Grove Middle School	Football/Soccer	Y	Natural Grass	360'	170'
Holly Ridge Elementary School	Soccer	N	Natural Grass	350'	190'
Holly Springs Elementary School	Soccer	N	Natural Grass	225'	150'
Ting Park	Quad A	Y	Artificial Turf	<i>2 permanent 10U soccer fields 2 permanent 12U soccer fields 2 permanent full sized soccer fields Capable of lining an additional 2 10U and 2 12U soccer fields</i>	
	Quad B	Y	Artificial Turf		
	Quad C	Y	Artificial Turf		
	Quad D	Y	Artificial Turf		

Athletic Field Fees FY2019-2020:

Multipurpose Fields

Hourly Rate for natural grass multipurpose fields.....	\$30.00 (R)/ \$45.00 (NR)
Hourly Rate for Turf fields (per quadrant, \$100 deposit required)	\$35.00 (R)/ \$52.50 (NR)
Light usage (where available)	(per hour) \$15(R)/\$22.50 (NR)
Multipurpose Field Lining	\$35.00 (R)/ \$52.50 (NR)

Baseball/Softball Fields

Hourly Rate for baseball/softball fields – (excludes High School & Ting Stadium)...	\$30.00 (R)/ \$45.00 (NR)
NOTE: includes field dragging the morning of reservation, except Sundays	
HSHS Baseball Field.....	\$35.00 (R)/ \$52.50 (NR)
Deposit	\$50.00
Light usage (where available; excludes Ting Stadium)	(per hour) \$15(R)/\$22.50 (NR)
Baseball/Softball infield preparation	\$25.00 (R)/ \$37.50 (NR)
(Includes field lining, field dragging, and setting bases the morning of reservation)	
Hourly Rate for Scoreboard/Clock (where available, includes operator).....	\$37.00 (R)/ \$55.50 (NR)

Tennis Courts

Hourly Rate per court	\$6.00 (R)/ \$9.00 (NR)
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Ting Stadium

Deposit	\$300.00
Hourly Rate for Non-Ticketed Events	\$72.00 (R)/ \$108.00 (NR)
No Spectators (practices, clinics, camps)	
Hourly Rate for Non-Ticketed Events	\$100.00 (R)/ \$150.00 (NR)
with Spectators (games, special events)*	

*Games have a 3 hour minimum rental. Additional staff may be required at renter’s expense. Cleaning fees may be required at renter’s expense. Additional costs TBD based on individual event.

Hourly Rate for Scoreboard/Clock (includes operator)	\$40.00 (R)/ \$60.00 (NR)
Rate for Clubhouse Rental (minimum 3 hours)	\$150.00

Extra Fees (applicable to all reservations)

Processing fee	\$15.00 per rental amendment
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BASEBALL/SOFTBALL DIAMONDS RENTAL APPLICATION

Please complete ALL information. Incomplete requests will not be processed. Blank fields or TBD is not acceptable and rental application will not be processed. If there is no preference on the facility, please list the number of players and required size of the field. A facility will then be appropriately assigned. Feel free to make copies of this form if needed.

Please make allowance for set-up and tear down times, warm-up and cool-down times, etc. when renting a field. Start time is when the first person steps onto the field and End time is when the last person leaves the field. For example, if a game is to start at 5:00pm, 15 minutes for warm-up is needed, and 10 minutes required for cleanup, include the warm up time, playing time, and cleanup time as the total amount of reserved time. Renters will not be allowed access to the field earlier than their rental time.

Organization Name:			
Organization Address:			
Main Contact Name:			
Main Contact Address:			
Main Contact Phone and E-mail:			
Expected # of Spectators:			
Expected # of Participants:		% Holly Springs Residents:	

Event Name	Event Date	Facility	Start Time	End Time	Lights? Y/N	Mound/Base Lengths	Lining? Y/N
<i>Ex: Regional Baseball Game</i>	<i>10/1/2017</i>	<i>Womble Park – Field #4</i>	<i>6:00pm</i>	<i>8:00pm</i>	<i>Y</i>	<i>60/90</i>	<i>Y</i>
<i>Ex: Regional Baseball Game</i>	<i>10/1/2017</i>	<i>ANY</i>	<i>6:00pm</i>	<i>8:00pm</i>	<i>Y</i>	<i>60/90</i>	<i>Y</i>

Please return via e-mail to ath.reservations@hollyspringsnc.us or in person at the Hunt Center located at 301 Stinson Avenue along with the signed Application Signature Page (page 10)

MULTIPURPOSE FIELDS RENTAL APPLICATION

Please complete ALL information. Incomplete requests will not be processed. If there is no preference on the facility, please list the number of players and required size of the field. A facility will then be appropriately assigned. Feel free to make copies of this form if needed.

Please make allowance for set-up and tear down times, warm-up and cool-down times, etc. when renting a field. Start time is when the first person steps onto the field and End time is when the last person leaves the field. For example, if a game is to start at 5:00pm, 15 minutes for warm-up is needed, and 10 minutes required for cleanup, include the warm up time, playing time, and cleanup time as the **total** amount of reserved time. Renters will not be allowed access to the field earlier than their rental time.

Organization Name:			
Organization Address:			
Main Contact Name:			
Main Contact Address:			
Main Contact Phone and E-mail:			
Expected # of Spectators:			
Expected # of Participants:		% Holly Springs Residents:	

Event Name	Event Date	Facility	Start Time	End Time	Lights ? Y/N	Lining
<i>Ex. Soccer Game</i>	<i>10/17/18</i>	<i>HS High School Multipurpose A</i>	<i>6:00pm</i>	<i>8:00pm</i>	<i>Y</i>	<i>11 v 11, 340' x 210'</i>
<i>Ex. Soccer Game</i>	<i>10/17/18</i>	<i>Any</i>	<i>6:00pm</i>	<i>8:00pm</i>	<i>Y</i>	<i>11 v 11, 340' x 210'</i>

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TENNIS COURTS RENTAL APPLICATION

Please complete ALL information. Incomplete requests will not be processed. If there is no preference on the facility, please list the number of courts that are needed. A facility will then be appropriately assigned. Feel free to make copies of this form if needed.

Please make allowance for all set-up and tear down times when renting a court. Additionally, make allowance for warm-up time if needed. For example, if a match is to start at 5:00pm, 15 minutes for warm-up is needed, and 10 minutes required for cleanup, include the warm up time, playing time, and cleanup time as the total amount of reserved time.

Organization Name:			
Organization Address:			
Main Contact Name:			
Main Contact Address:			
Main Contact Phone and E-mail:			
Expected # of Spectators:			
Expected # of Participants:		% Holly Springs Residents:	

Event Name	Event Date	Facility	Start Time	End Time	Lights ? Y/N	Number of Courts
<i>Ex. Tennis Match</i>	<i>10/17/18</i>	<i>Ting Park</i>	<i>6:00pm</i>	<i>8:00pm</i>	<i>Y</i>	<i>5</i>
<i>Ex. Tennis Practice</i>	<i>10/17/18</i>	<i>Holly Springs High School</i>	<i>6:00pm</i>	<i>8:00pm</i>	<i>Y</i>	<i>3</i>

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APPLICATION SIGNATURE PAGE (REQUIRED)

ADDITIONAL INFORMATION FROM ABOVE OR ANYTHING ELSE YOU WANT TO TELL US

By signing in the space provided below, Renter has read and is in agreement with the terms and conditions as described in the Athletics Facility Use Guide and certifies that the information provided is complete and accurate. **Rental applications with no signature will be considered incomplete and returned.**

Signature: _____ **Date:** _____

Print Name: _____

Please return via e-mail to ath.reservations@hollyspringsnc.us or in person at the Hunt Center located at 301 Stinson Avenue

For Internal Use by TOHS

<i>Rcvd:</i>	<i>Rtnd/Comp:</i>	<i>Pd/Sign:</i>	<i>Notes</i>