Olsen Park Rental Application + Policies

info@wilmingtonrecreation.com / 910.343.3682

The City of Wilmington, hereinafter referred to as "City," has athletic fields available to rent at Olsen Park. Olsen Park is the primary location for the adult softball program operated by community partner Wilmington Softball Association. Games and practices for this league will have scheduling precedence. Athletic fields are available for rent by groups and/or businesses on a first-come first served basis. Event requests must be submitted during the application submittal period. Fields may be rented hourly – reservations must be made 72 hours in advance.

Completed and signed applications can be submitted in person, online or via email.
Email: Morrell Fox, morrell.fox@wilmingtonnc.gov
In-person: 929 N. Front St., 3rd Floor, Wilmington, NC 28401

Contact Person: _____ **Group/Company:** _____

Address: _____

Phone: _____ **Email:** _____

Event Title *(event plan may be requested)*: _____

Sanctioning Organization *(if applicable)* _____

Requested Dates *(separate applications for each event)*: _____ **# of Fields:** ____

For Baseball/Softball Fields
Base Distance: _____ Pitching Rubber Distance: _____

Event Type: ☐ Commercial ☐ Recreational/Youth ☐ Competition Youth/Adult ☐ Non-profit
☐ Baseball ☐ Softball ☐ Other *(specify)*:_____

* ***ALL** rentals require $1M liability insurance. Certificate of Insurance must be submitted.*
Circle your preferred facility(s) below:

Day 1: Field 1 Field 2 Field 3 Field 4 Field 5 Multi-use Field 1(fenced) 2 3 Cross Country

Day 2: Field 1 Field 2 Field 3 Field 4 Field 5 Multi-use Field 1(fenced) 2 3 Cross Country

PARK FEES -> Administrative Fee: $25 **Hourly Rental**: $15/hr or $35/hr evening **Food Trucks:** $150
Event Deposit: $150 or total if less than $150

	ALL DAY (8AM – 11PM)				LIGHTS/hr per field	TEMPORARY FENCING	FIELD LINING per occurrence	# FIELDS	TOTAL
	Non-Profit	ADDITIONAL DAYS Non-Profit	Competition	ADDITIONAL DAYS Profit					
Field	$150/field	$80/field	$200/field	$110/field	$35	$100	$25		
Cross Country	**$10/team** **$75/10 teams** **$300 max**	**N/A**	**$15/team** **$100/10 teams** **$400 max**	**N/A**	**$20/field**	**N/A**			
Post Event	$.50/participant		$1/participant		Projected # participants:		Amount Due:		
						TOTAL FEES DUE:			

Olsen Park Rental Application + Policies

info@wilmingtonrecreation.com / 910.343.3682

Multipurpose Field Rentals				# Fields	Total Hours	Total
Single Multipurpose Field (Field 2 and 3)		$15/hr/field				
Single Multipurpose Field (Fenced Field 1)		$25/hr/field				
All Day – For Profit/Private Organizations		**All Day – Non-Profit Organizations**				
Per Field, per day	$150	Per Field, per day	$100			
Fenced Field, per day	$200	Fenced Field, per day	$150			
				Total Fees Due:		

Pickleball Court Tournament Rentals		# of Courts	Total
First Day	**$50/Court**		
Second Day	**$25/Court**		
		Total Fees Due:	

POLICIES + PROCEDURES FOR OLSEN PARK RENTALS

All activity and expenses related to the operation of a tournament are the responsibility of the tournament sponsor.

Scheduling

Priority will be given to the scheduling needs of the city and its community partner, Wilmington Softball Association, for adult league play. The City of Wilmington shall have full scheduling authority. In determining approval of an application to use the complex or any part of the complex, the following criteria will be taken into consideration:

- Nature and character of proposed event
- Character and financial condition of the applicant (City shall reserve the right to request financial statements and references)
- Demonstrated ability of the applicant to properly manage the proposed event
- Potential damage to the facility

Based on the above considerations, events will be prioritized as follows:

1. National and regional tournaments
2. State and district tournaments
3. Non-qualifying tournaments

Reservation requests for events may be submitted during the timeframe outlined below. “Major Events” are defined as reservations that last more than four (4) hours and/or include participation or attendance by 100 or more people. “General Events” are those held Monday through Thursday and are four (4) hours or less with fewer than 100 people in attendance. Any requests received after the stated deadlines will be considered based on availability.

Event Type	Event Dates	Application Submittal Dates
Weekend / Major Events	January 1 – December 31	September 1-15
General Events / Non-Tournament	January 1 – December 31	October 1-15

Applications to use the facility during the "growing season," typically end of November through February, will be reviewed and discussed by staff to determine if the request can be accommodated to maintain the well-being and quality of the turf.

Organization Status
Non-profit status will be designated to 501c3 organizations. Documentation must be submitted and approved at the time the reservation is made.

Commercial status will be designated for private individuals hosting family reunions, birthday parties, etc.

Competition / Recreation status will be designated to all businesses/organizations that charge admission fees or generate sales revenue.

Fees

Deposit is due at the time of application and is refundable until 10 calendar days prior to event. If the event is canceled by the organizer less than 10 calendar days prior to being held, the rental fee will be forfeit. This excludes cancellations for weather-related reasons. The balance for the rental fee is due five (5) business days following the event.

Concessions are not provided, but the renter may have food trucks on site and pay the $150 fee.

Additional event staff/fees are the responsibility of the licensee. These may include but are not limited to:

- Security (must be approved by city staff)
- Parking / Traffic Plan
- Ushers / Gate Staff
- Medical Personnel
- Supplementary Equipment

The renter may charge an admission fee to their event and is entitled to 100% of the collected fees; however, the public must be allowed free access to the restroom facility as well as full unrestricted use of the parking lot, playground area, and picnic facilities.

The renter is prohibited from charging a parking fee.

Terms of Use / User Responsibilities
The contract holder is responsible for conveying all information, policies and procedures to all event attendees, including but not limited to vendors and sponsors. Unless otherwise specified in the user's application, clean up of all trash generated by use of the facility will be the responsibility of the user. Failure to complete all clean-up activities in a timely manner will result in the forfeiture of future rental considerations by the user or representative of the user.

The user shall be responsible for any damage to the premises beyond normal wear and tear and the cost of repairing such damage will be deducted from the deposit and if necessary, billed by the City. Damage to the property or building during use, rule violations or acts committed by guests while in the building or on the grounds will be the responsibility of the contract holder. Any activity that may cause damage to the facility or any part thereof, in the opinion of the City of Wilmington's Parks & Recreation Department staff, will be prohibited. Because the facility is first and foremost an athletic venue, protection of fields and maintenance of the turf may preclude events and activities from taking place that could put the turf at risk of damage. Under no circumstances is the user authorized to perform any type of field maintenance without the

permission of city staff. Vehicles are not allowed off the marked parking areas without permission of the park staff.

The use of any electrical, mechanical or structural equipment not furnished by Olsen Park is prohibited unless specifically approved by the Athletics Supervisor. Storage of equipment before or after an event is not allowed. The city will not accept any responsibility for the security and safety of any equipment brought to an athletic field. The city is not responsible for personal belongings left in rooms following rental.

The city may deny the use of facilities to any group whose proposed activity is illegal or poses a significant threat, risk of damage or danger to the facility, people in attendance or other park/facility users. City staff reserves the right to dismiss any patron exhibiting disorderly conduct on city property. In addition, any event that is deemed unsafe or disorderly will result in the termination of said event.

The organization renting the field(s) shall be responsible for following all City of Wilmington Athletic Field Rental Policies. All alcoholic beverages are prohibited except where sold by City of Wilmington or approved vendor. The organization renting the field(s) shall assume all the risks and hazards incidental to the use of the athletic field(s) and facilities, the enforcement of rules, and all equipment used to play each game and will further release, absolve, indemnify, and hold harmless the City of Wilmington, the County of New Hanover, it's agents, employees, any and all of them. In the case of injuries, all claims against the City of Wilmington, County of New Hanover, its agents and employees shall be waived.

At all times, the final authority as to the playing ability of the field shall rest with City of Wilmington staff. Any organization or person permitted to use city facilities shall cooperate fully with City staff. Once permission has been granted to use the facility or any part of the facility, the Parks + Recreation Director may revoke permission at any time, if in the sole discretion of the Director or staff, the welfare and care of the facility or property is threatened or jeopardized. This policy will be agreed upon by an organization/person seeking to use the athletic field(s) as a condition precedent to such use.

Cancellations
Cancellations may be made up to 10 calendar days prior to the event for a full refund of the deposit/fee excluding the $25 administrative fee. If the City cancels an event due to inclement weather or other state of emergency, all fees and deposits will be refunded. If an event is cancelled by the city due to inclement weather or other natural disaster, a date mutually agreed upon between the city and user will be scheduled for the event at no additional charge. If no mutually agreed upon date can be reached, the city will refund all monies paid by the user. In the event of cancellation, it will be the responsibility of the user to make all necessary arrangements to notify the public, including contacting the media. Refunds shall be the responsibility of the user.

The city reserves the right to cancel an event if payment is not made in full at least 15 days prior to the event.

Broadcast Rights / Advertising in Olsen Park
The user shall have the privilege to grant television and radio broadcast rights for its games. The city shall be notified at least 10 days in advance of any grant of radio and television broadcast rights. The user will be responsible for all costs incurred to provide said coverage. The user will repair any damage resulting from radio/television coverage.

The user will have the rights to banner advertising during their use of the field(s) – permanently affixed advertising is prohibited. Advertising will be permitted in areas adjacent to the fields with prior approval from

city staff. All banner/sign fasteners must also be approved. The city reserves the right to disapprove of the use of banners/signs considered objectionable. Advertising on the playing surface is prohibited unless approved by the Parks & Recreation Department Director.

Additional Park Regulations

1. Fireworks are **not** permitted in Olsen Park.
2. Consumption of alcohol within the park is prohibited without prior written approval from city staff.
3. City staff or an authorized representative shall have the authority to remove any person from the property for violating any regulations in this document, or other city laws, or for any behavior threatening the facility, its staff or other guests.
4. The renter shall only have use of the space for which an application was submitted and approved. Unauthorized use of any facilities on the complex grounds for which authorization was not specified, and which are not permissible to the public may result in immediate suspension of the user of the facility.
5. The user shall indemnify and hold harmless the City of Wilmington and New Hanover County from any liability claims, demands and judgments for damages arising out of or from any injuries or death to any person, or damage to property arising out of the use of the facility by the user.
6. The user shall follow all City ordinances and posted park rules not listed above.

ACKNOWLEDGEMENT OF POLICIES

By signing below, I acknowledge that I have fully read and understand the policies and procedures for use of City of Wilmington Athletic fields.

Printed Name: _____

Signature: _____ Date: _____

Staff Use Only

Received by: _____ ☐ Approved ☐ Denied

Date Received: _____

RecTrac Entry: _____

Deposit Received: _____

Insurance Received: _____

Last day to cancel and receive a refund: _____ Initial: _____