

Athletic Field Rental Application + Policies

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The City of Wilmington, hereinafter referred to as "City," has athletic fields available to rent at Robert Strange Park (RS) and Maides Park (MP). The city has priority scheduling of the fields for programs, events and activities. Athletic fields are available for rent by groups and/or businesses on a first-come first served basis. Reservations must be made two (2) weeks in advance of the event – penciled in reservations are not allowed.

Completed and signed applications can be submitted in person, online or via email.

Robert Strange Park Rentals

Email: Portia Daniels-Murphy,
portia.daniels.murphy@wilmingtonnc.gov
In-person: 401 S. 8th St., Wilmington, NC
28401

Maides Park Rentals

Email: Patrick Rendleman,
patrick.rendleman@wilmingtonnc.gov
In-person: 1101 Manly Ave., Wilmington, NC
28405

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

****ALL** rentals require \$1M liability insurance. Certificate of Insurance must be submitted.

FIELD INFORMATION

Facility	Lights	All Day		2 nd Day	Hourly		# Hours	Total
		Non Profit	Competition		With Lights	Without Lights		
R.S. Field 1 (300 ft.)	NO	\$100	\$150	\$75	\$20	\$10		
R.S. Field 2 (260 ft.)	YES	\$100	\$150	\$75	\$20	\$10		
R.S. Field 3 (275 ft.)	NO	\$100	\$150	\$75	\$20	\$10		
M.P. Baseball	YES	\$100	\$150	\$75	\$20	\$10		
M.P. Multipurpose	YES	\$100	\$150	\$75	\$20	\$10		
Field Lining	N/A	\$25	\$25	\$25	\$25	\$25		
							TOTAL FEES:	

POLICIES + PROCEDURES FOR ATHLETIC FIELD RENTALS

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

Total rental fee 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. If fees, dues, and/or admissions are charged/solicited, or if merchandise is sold, the renter must pay 10% of the gross revenue collected to the City of Wilmington. The renter will submit an itemized statement of admissions or fees collected. The balance for the rental fee and gross revenue, if applicable, are due five (5) business days following the event.

Concessions are not provided, but the renter may have a food truck 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
- Parking / Traffic Plan
- Ushers / Gate Staff
- Medical Personnel
- Supplementary Equipment

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. 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.

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 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.

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, its 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 the City of Wilmington staff. Any organization or person permitted to use city facilities shall cooperate fully with City of Wilmington 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

If an individual/organization cancels the event, all fees paid, except \$25 administrative fee, will be refunded. If the City cancels an event due to inclement weather or other state of emergency, all fees and deposits will be refunded. *The city reserves the right to cancel an event if payment is not made in full at least 15 days prior to the event.*

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: _____

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