

Rental Packet 2021

Buffaloe Road Athletic Park



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PARKS, RECREATION
AND CULTURAL
RESOURCES

Buffaloe Road Athletic Park
5812 Buffaloe Road
919-996-6836
parks.raleighnc.gov



Raleigh
Parks

Buffaloe Road Athletic Park General Information

Built in 2003, Buffaloe Road Athletic Park contains five (5) fenced, halogen lit diamonds with skinned in- fields and hybrid grass outfields. All fields have underground irrigation. The facility also has a multi-purpose field, 8-lane 400-meter track, and playground area.

Amenities include:

- *Enclosed dugouts*
- *Aluminum bleacher seating that can hold up to 1000 spectators*
- *Temporary fencing available (extra fees and a 60 day notice apply)*
- *Scoreboard for each field*
Field Dimensions:
Fields 1-3: 200ft. fence; Field 4: 350ft. fence; Field 5: 250ft. Fence



Buffaloe Road Athletic Park has hosted events such as:

- *North Carolina Special Olympics Softball events*
- *World Fastpitch Connection youth tournament*
- *City of Raleigh/ Wake County Fitness Council Track Clinic*
- *Hershey's Track and Field Games Wake County meet*
- *City of Raleigh Youth Baseball Championships*
- *USSSA Youth Baseball Tournaments*
- *Annual Carolina Cardinal Classic*
- *2012-2014 NCASA "A" State Tournament 16u & 18u*



Facility Rules:

- **NO alcohol or firearms are permitted on City of Raleigh property**
- **NO smoking is allowed in the park (exception: parking lot)**
- **NO open flames or portable generators**
- **DO NOT leave children unattended without adult supervision**

***Buffaloe Road is located at 5812 Buffaloe Rd., Raleigh, NC 27616. Easily accessible from I-440. Take exit 11 (Capital Blvd. North) onto Capital Blvd. Proceed down Capital and turn right onto Old Buffaloe Rd. Follow Buffaloe Road. ***

Documents Required for Rental

- Non-refundable deposit of \$150.00 per tournament due upon award agreement and a \$50 application fee
- Rental Request Form
- Certificate of Liability Insurance (Insurance with the City of Raleigh as an additional insurer for at least \$2 million)
- Assembly Permit required if the Police and Athletic Department deems it necessary due to the type, size, nature, and history of the event.

If you have any further questions, please contact Athletics at (919) 996-6836



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City of Raleigh Parks, Recreation and Cultural Resources Department Buffaloe Road Athletic Park Stipulations Governing Facility Use

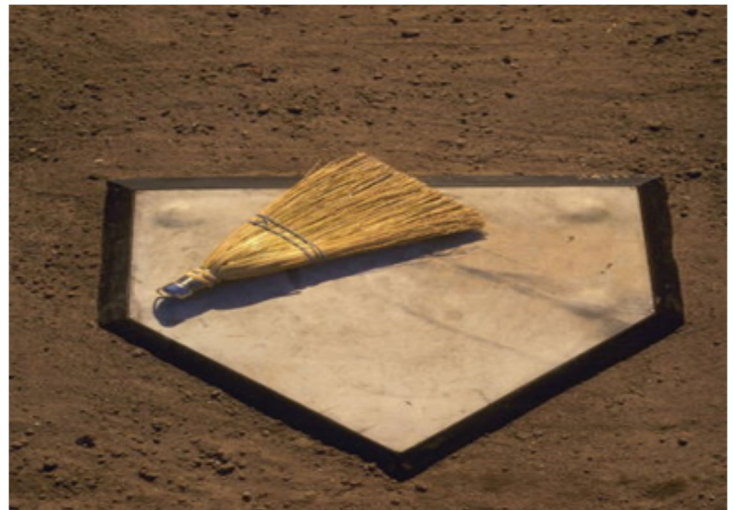
1. City of Raleigh Parks, Recreation and Cultural Resources Department sponsored/partnered programs have scheduling priorities over all fields uses.
2. The specified user shall not sub-let the facility.
3. The possession and/or consumption of alcoholic beverages and/or illegal drugs are prohibited on all City of Raleigh parks property. If alcoholic beverages and/or illegal drugs are detected, Raleigh Police Department will be called and appropriate action will take place.
4. There will be NO SMOKING allowed except in the parking lot, in accordance with the City of Raleigh Ordinance (No. 2011- 834) which states: "All city parks and greenways and structures associated with parks and recreation except that smoking shall be permitted in Moore and Nash Squares and in all parks and greenway areas specifically delineated as automobile parking areas."
5. The user organization shall be responsible for the general clean-up of the facility. In the event the facility is not cleaned after the use of the facility, the user/organization will be billed for the cost of clean-up by the Department. (Cost determined by staff.)
6. In the event of inclement weather, the Department reserves the right to cancel all reservations.
7. RPRCRD may deem it necessary to have uniformed police/security officers to be on the premises; the user/organization shall be responsible for deciding of such officers and for paying directly for their services. If the function exceeds 500 persons, a security officer is required (1 per 500 patrons).
8. The user/organization is responsible for seeing that vehicles use designated parking areas only. In the event of damages to any Raleigh Parks, Recreation and Cultural Resources facility the user/organization will be held liable for all damages.
9. The user/organization shall assume all responsibility for all risks and hazards incidental to the use of the facility as well as any transportation to and from the facility. The user/organization further agrees to release, absolve, indemnify, and hold harmless the Raleigh Parks, Recreation and Cultural Resources Department and its employees.
10. A parking fee may be charged for all motorized vehicles entering the park. This will be in effect two (2) hours prior to the first game. Parking permits must always be displayed in the vehicle's window while parking at the complex.
11. All teams participating in softball at the complex must be registered with: ASA, USSSA, NSA, or any National Softball Governing Body that provides the City with a certificate of insurance showing that a policy of Comprehensive General Liability insurance providing coverage with respect to the foregoing hold harmless and indemnification undertaking is and will continue to be in effect during the period of such permitted use. Combined single limits of no less than \$1,000,000 each occurrence and \$2,000,000 aggregate. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability. City of Raleigh is named additional insured as their interests may appear' must be endorsed onto policy and listed on Certificate of Insurance. Certificate must be provided to RPRCRD prior to the event (at least five business days to the event).
12. **Deposit/Fees:** Reservation are not valid until a rental request has been signed by all parties and the required non-refundable deposit of \$150.00 per tournament per agreement and a \$50 application fee has been submitted. An individual request must be submitted for each tournament. Total deposit must be paid in advance to reserve the Buffaloe Road Athletic Park. Accepted forms of payment are by check, credit/debit card (Visa, MasterCard or American Express or certified money order). **NO** cash payment accepted no exceptions. Full payment of all rental fees is due at least 60 business days prior to the scheduled event.



Raleigh
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City of Raleigh Parks, Recreation and Cultural Resources Department Buffaloe Road Athletic Park Stipulations Governing Facility Use

13. **Cancellation Policy:** In the event the rental party wishes to cancel the event, the cancellation must be submitted in writing including signature of the person appearing on the rental contract, the event date, and the date of the cancellation request. 25% of total rental payment will be withheld if the event is cancelled less than five days prior to the event (excluding non-refundable deposit of \$150.00).
14. A team list(s) is due to the Athletic Division office no later than two days prior to the tournament. Tournament brackets are due to the office by noon the day prior to the event.
15. No pets, skates, skateboards, rollerblades, bicycles, or motorcycles are allowed inside the plaza areas of the complex.
16. No wading or swimming is allowed in the reservoir or creek within the park.
17. The user/organization is responsible for set-up and immediate take-down of necessary supplies. Vehicles are allowed in the plaza areas for loading and unloading of the user's/organization's supplies only. Plaza area will be closed 1 hour prior to the first scheduled game to assure safety within the plaza area.
18. All games must cease play at 11pm.
19. There will be no admissions, fund-raising, or selling of merchandise or food at any City of Raleigh facility by any user/organization without prior written approval from the Raleigh Parks, Recreation and Cultural Resources Department. If allowed, a 20% fee of the vendor's gross receipts will be paid to the City of Raleigh no later than one (1) week after the event. All vendors must have the following before applying: NC State Tax Form, City of Raleigh Privilege License, Wake County Health Inspection and Permit (if applicable), Insurance listing the City of Raleigh as an additional insured, and a Vendor's Agreement and Vendor's Log.
20. **Refund Policy:** All refund requests must be received in writing 14 days or more in advance of the start date of the programs/rental/team placement are entitled to: 100% refund/credit/transfer if the department cancels program or facility rental, 100% credit or transfer of fees to another program at time of withdrawal, 85% refund based on total cost of program, or 85% credit/transfer/refund of eligible rental fees. Refund/credit/transfer requests received less than 14 days prior to the start date of a program/rental/team placement will not be granted. Refunds for medical reasons requested prior to the start date of a program/rental/team placement will be granted at 100% subject to verification. Outdoor facility usage cancelled due to inclement weather may be rescheduled pending space availability. A credit may be used by any family member on the same registration account. Non-attendance/non-participation in a program does not entitle a patron to a refund.





Raleigh Parks

City of Raleigh Parks, Recreation and Cultural Resources Department
2021 Buffalo Road Athletic Park Rental Fees
General Liability Insurance is required for ALL Tournament and Event Reservations

2021 RENTAL FEES (Fields will be dragged/marked prior to the first game each day)
5 Fields (weekend, excludes multipurpose field): \$950
Field (per day, per field): \$150
Multipurpose Field and Track (per day): \$175

ADDITIONAL SERVICES
Drag/Mark fields per game: \$35 per field

Yes No

In case of rain, Directors may request drying materials be added to the fields at a cost of \$15.00 per bag. A bill will be sent to the tournament director after the Event.

I will require the use of a golf cart, gator, or other small motorized vehicle(s) for this event.

60 day advanced request, approval and payment: \$250/field fee for fencing
Outside Fields (if available), 7 business days advanced request required
\$200 per field per day (6+ hours)
\$150 per field per day (less than 6 hours)
Tent Rental (if available) 60 day advanced request: (\$50 per tent)
Supply Water, Ice & Coolers: (\$10 per dugout per game)

Deposit Fees (non-refundable): \$ 150.00

Application Fees (non-refundable): \$ 50.00

Total Fees: \$

Applicant Name (PRINT)

Applicant Signature Date:

(Signature verifies applicant has read both sides of the application and agrees to abide by the stipulations governing the facility. All new users are required to meet with Parks and Recreation prior to approval. Attach all required documents.) *Fees are subject to change per city council.



Raleigh Parks

City of Raleigh Parks, Recreation and Cultural Resources Department
2021 Buffaloe Road Athletic Park Rental Fees
General Liability Insurance is required for ALL Tournament and Event Reservations

Name of User/Organization: _____ Date: _____

Name of Tournament/Classification: _____

Sanctioned Event? (Check) YES NO

If yes, which organization? (Check) ASA USSSA TFS SSAA Other: _____

Contact Person: _____

Phone Number (Office): _____ Phone Number (Cell): _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Specific Purpose for use of the fields: _____

Insurance Information (attached policy): _____

Estimated Attendance: _____ Number of teams: _____ (check) YOUTH ADULT

Dates of Reservation: Estimated Starting & Projected Ending Time: _____

Alternate Dates of Reservation: _____

Tournament Director: _____ Umpire in Chief: _____

Base Distance Requested: _____ Pitching Rubber Distance: _____

Estimate number of fields needed: _____

Applicant Name (PRINT): _____

Applicant Signature: _____ Date: _____

(Signature verifies applicant has read and understands both sides of the application and agrees to abide by the stipulation governing this facility. All new users are required to meet with Parks, Recreation and Cultural Resources Department prior to approval. Attach all required documents.) *Fees are subject to change per city council.

OFFICE USE ONLY:

Date Received: _____ Staff Initials: _____

Method of Payment: VISA, MC, AE, CHECK # _____ Deposit Received: _____

Contract #: _____ Certificate of Liability Receive: _____



**Raleigh
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**City of Raleigh Parks, Recreation
and Cultural Resources Department**
2021 Buffaloe Road Athletic Park Rental Fees
*General Liability Insurance is required for ALL
Tournament and Event Reservations*

COVID-19 requirements to utilize Buffaloe Road Athletic Park

- All spectators, coaches, athletes, officials, vendors, City of Raleigh employees, etc. are required with federal, state and local guidelines. Failure to abide could result in removal from the complex.
- All spectators, coaches, athletes, officials, vendors, City of Raleigh employees, etc., shall comply with any applicable laws, regulations or orders concerning the wearing of masks or other forms of personal protective equipment, social distancing and other public health measures to prevent the spread or transmission of infectious disease
- Coaches must wear face coverings at all times.
- When not actively engaged in competition or “warm-up” activities, athletes must wear face coverings.
- All players, coaches and staff will be required to pass a Wellness Check upon entering the park.
- Teams must conduct daily symptom assessments by coaches and players (self-evaluation). Anyone experiencing symptoms must stay home.
- Athletes are strongly recommended to travel to the venue alone or with a member(s) of their immediate household, if possible. Face coverings are strongly recommended for individuals traveling to and from the venue.
- Whenever possible, equipment and personal items should have proper separation and should not be shared. If equipment must be shared, proper sanitation should be administered between users.
- No touch rule – players should refrain from high fives, handshake lines, and other physical contact with teammates, opposing players, coaches, umpires, and fans. A “tip the cap” can be used following the game in lieu of the handshake line.
- No spitting or eating seeds, gum, other similar products.
- Each team must provide their own bucket of “clean” balls during play.

COVID Wellness Check Questions:

All coaches, athletes, officials, vendors, City of Raleigh employees, etc. will be required to successfully complete a COVID wellness check conducted by City of Raleigh employees prior to entering the facility. The check will occur at the plaza by fields 1-3, field 4-5, or in front of the track gates. Once completed, each individual will receive a fabric wristband that must be displayed when inside the dugouts and on the field.

Participant: Questions for Wellness Screening

1. Do you or do any of the children you are dropping off or any of your group have a fever*, cough, shortness of breath or difficulty breathing, chills, new loss of taste or smell, vomiting or diarrhea?

YES

NO

*Fever is determined by an oral thermometer reading 100.4 (infrared forehead reading of 98.4). or higher or by subjective signs such as flushed cheeks, fatigue, extreme fussiness, chills, shivering, sweating, achiness, headache, not eating or drinking. The City of Raleigh will complete an infrared temperature check.

2. Have you or any of the children you are dropping off in your group been in contact with anyone with COVID-19 symptoms? If yes, when?

YES

NO

WHEN? _____

3. Have you or any of the children you are dropping off in your group potentially been exposed* to COVID-19 or have reason to believe you/they have COVID-19? If yes, when?

YES

NO

WHEN? _____

*Exposure is sharing a household or having close contact with anyone with COVID 19 or has symptoms of COVID 19.



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City of Raleigh Buffaloe Road Athletic Park Aerial Photos





Raleigh
Parks

City of Raleigh

Release and Indemnity Agreement

Facility Rental

WHEREAS, the undersigned (hereinafter, "Renter") has requested the use of the following facility belonging to or is under the auspices of the CITY OF RALEIGH, North Carolina: _____ to engage in activities for the exclusive benefit of the Renter; and, WHEREAS, the Renter agrees to do so at his or her own risk recognizing the possible and inherent dangers of personal injury or property damage resulting therefrom, including exposure to the COVID-19 virus through contact with other renters, City staff, or City equipment or facilities; and, WHEREAS, the CITY OF RALEIGH does not wish to be liable for any damages arising from personal injury or property damage sustained in connection with Renter's use;

NOW THEREFORE, in consideration of the mutual promises and other good and valuable consideration, the Renter does hereby for him/herself, his/her heirs, executor, successors or administrator, and personal representatives:

1. Assume full responsibility for any personal injury to him/herself or any other person; or any damage to any personal or real property, whether such property be owned by the City, the Renter, or any other person or entity; which may occur, directly or indirectly, in the course of Renter's use of the facility as follows (identify facility being rented, fully describe the activity/rental, and the date(s) of rental): .
2. Fully release and forever discharge the CITY OF RALEIGH, its Council members, officers, employees, agents, contractors, subcontractors, successors and assigns, from any and all claims, demands, rights of action, or causes of action, for personal injury or property damage, present or future, whether known or unknown, anticipated or unanticipated, resulting from or arising out of Renter's use of the facility described above.
3. Agree to indemnify and hold and save the CITY OF RALEIGH, its Council members, officers, employees, agents, contractors, subcontractors, successors and assigns, harmless from damage or liability of any kind, including all claims, costs (including defense costs) and losses accruing or resulting to any person or entity arising out of Renter's use of the facility or equipment described above.
4. Agree that it is the intent of the Renter that this RELEASE AND INDEMNITY AGREEMENT shall survive the termination or expiration of this Agreement and remain in full force and effect any time after the execution hereof.
5. Agree to take all measures necessary to promote the safety of such persons in their use of the facility, including but not limited to complying with all applicable guidelines from the Centers for Disease Control (CDC) and other federal, state, and local public health agencies to minimize spread and exposure of the COVID-19 virus or other known infectious diseases or contagions, including but not limited to conducting wellness/temperature checks of all guests/invitees, self-reporting symptoms, wearing face masks, social distancing, and maintaining currently approved group sizes;
6. Acknowledges that he/she has been given reasonable notice of the actions taken by the City of Raleigh for the purpose of reducing the risk of transmission of COVID-19 to individuals present on the premises, and agrees that the City of Raleigh's actions have been reasonable;
7. Agree to promptly notify the Director of the City's Parks, Recreation, and Cultural Resources Department and the insurer issuing the Comprehensive General Liability Insurance policy referred to above of any occurrence that might give rise to a claim for damages growing out of use of said facility by any such person.
8. Agree to comply with all rules and regulations established by the City of Raleigh and the City's Parks, Recreation, and Cultural Resources Department.
9. Other requirements (written in by PRCR Staff): _____

Renter Signature: _____ Date: _____