

RENTING AN ATHLETIC FIELD

The information below explains the specifics of how to rent any athletic field space with Raleigh Parks. Please read all information thoroughly prior to complete the request.

1. **General Public Field Rental rate is \$40.00 per hour.** Light fees are an additional \$25.00 per hour. Non-refundable Rental Application Fee of \$15.00 is due for the 1st rental of each of our 3 seasons. Non-profits with IRS 501(c)3 status receive a 10% discount from the General Public rate. For-Profit organizations rates are increased 20% from the General Public Rate. Any changes or alterations made to booking agreements after a contract is firm will be charged at a rate of \$10 per change/alteration.
2. **A reservation is not guaranteed** until you have signed a rental contract with the Raleigh Parks Athletics Division confirming use and provided payment.
3. **Documents required:**
 - **A separate form for each field** which you are requesting rental reservations.
 - **Insurance:** Renter agrees to purchase at its own expense insurance coverage to satisfy the following minimum requirements if the renter is providing any competitive, sponsored, or league play. A certificate reflecting the following minimum coverage shall accompany this Contract. All insurance companies must be licensed in North Carolina and be acceptable to the City of Raleigh's Risk Manager. You shall be required to provide the City no less than thirty (30) days notice of cancellation, or any material change, to any insurance coverage required by this contract. (Policy Holder's Name and Contact Person should be included on the form).
 - a. **Commercial General Liability** - Combined single limits of no less than \$1,000,000 each occurrence and \$2,000,000 aggregate. 'City of Raleigh is named additional insured as their interests may appear' must be endorsed onto policy and listed on Certificate of Insurance.
 - b. **Commercial Automobile Liability** - Limits of no less than \$1,000,000 Combined Single Limit. Evidence of commercial automobile coverage is only necessary if vehicles are used in the provision of services under this Agreement and/or are brought on a City of Raleigh site. 'City of Raleigh is named additional insured as their interests may appear' must be endorsed onto policy and listed on Certificate of Insurance.
 - Carnivals/Festivals/Vendors/Inflatables/Tents require additional forms with approval.
 - For Non-Profit Groups: Proof of 501c-3 status is required.
4. **Rules**
 - No alcoholic beverages or weapons are permitted on City of Raleigh property.
 - Dogs are not permitted on fields. Dogs must be on a leash in all parks.
 - Golf is not permitted on fields.
 - No hitting balls against the fence.
 - Open flame, grilling or portable generators are not allowed.
 - Vehicles are not permitted on fields.
 - Renters must follow City of Raleigh noise ordinances. Clean up is required by all rental groups. Failure to clean up after your reservation may result in losing the ability to reserve spaces in the future.
5. **All contracts will require a signature** to confirm you have read and agree with the Raleigh Parks rules and regulations.
6. **Installation of Soccer Goals or other equipment on City of Raleigh Athletic Fields:**

Raleigh Parks does not provide goals for use by third-party organizations. In conjunction with field rentals, third parties may apply to the Raleigh Parks Director for permission to temporarily install goals on City of Raleigh athletic fields by completing the Goal Storage Permit Form and dropping it off at Frank Evans Administration Building on 2401 Wade Ave. Permission to temporarily install goals on City of Raleigh athletic fields shall be subject to the following conditions:

 - **Applicants must complete the permit form** and provide the City with information demonstrating compliance with Raleigh Parks specifications. Only those goals meeting the specifications may be installed on City of Raleigh athletic fields.
 - **Upon approval, applicants will be given an official decal(s)** assigned a specific location on each field where soccer goals may be installed. The decals will help us ID the goals.

- **All soccer goals installed on City of Raleigh athletic fields by third parties** must be secured and/or anchored using methods approved by Raleigh Parks. Third parties granted permission to install soccer goals on City of Raleigh athletic fields shall be solely responsible for ensuring that their soccer goals are properly secured and/or anchored and remain secured and/or anchored for the full duration of the rental period.
- **If the City becomes aware of a goal that is unsafe, unsecured, or moved from its approved location**, the owner of the goal will be given notice of the condition and twenty-four (24) hours to correct the condition. Any goal which remains unsafe, unsecure, or moved from its approved location more than twenty-four (24) hours following notice of the condition to the owner, may be removed and disposed of by staff at the owner's expense. Please ensure that the assigned organization representative actively checks phone and email messages.
- **The owners of all rental equipment installed on City of Raleigh athletic fields shall be solely responsible for any damage to the field**, irrigation system, infrastructure, or utilities caused by the installation or use of the goals.
- **Unless approved in writing by the Raleigh Parks Athletic Director or designee**, all rental equipment must be removed from City property at the end of each rental period. Goals left on City property after the conclusion of the rental period may be removed and disposed of by staff at the owner's expense.
- **The process will require the requesting party to come by the Athletics Office** at Frank Evans Administration Building on 2401 Wade Ave, Raleigh, NC, 27607, sign a document, and pick up a decal to place on each goal. Athletic Field Maintenance will place 7-day notice decals on unmarked equipment around the city, providing appropriate warning before we move the goals offsite.

SCHEDULING CRITERIA

1. **Partnership** – A partnership is defined as Raleigh Parks and an outside party entering into an agreement in which both Raleigh Parks and the outside party combine resources to derive benefit from the relationship while also benefitting the citizens of Raleigh. Partnerships may be facility and/or program based. Partnerships may be for a one-time event or an ongoing commitment but are time-limited and subject to cancellation if requirements are not met by either party. Partnership benefits may be tangible or intangible but must be identifiable and measurable.
2. **Non-profit status** – 501c-3 federal designation as identified by the Internal Revenue Service with an Employer Identification Number (EIN#) that correlates with the non-profit status.
3. **Ability to provide a certificate of insurance** listing City of Raleigh as additional insured, if required.
4. **Listed preferences** for location, schedule, and alternatives.
5. **Number of patrons** with potential to serve.
6. **Suitability of use** compared to size of space requested.
7. **Ability to provide security** if deemed necessary.
8. **Ability to manage clean-up** following each use.
9. **Requested space is managed** to be consistent with effective and efficient use of City property.
10. **Agreement that all decisions made by the Assistant Director or designee are deemed final.**

USER GROUP TIERS OF SCHEDULING PRIORITY

1. **Raleigh Parks programming**
2. **Groups or organizations that have a documented relationship with Raleigh Parks**
3. **Area Educational Institutions** (non-partnership status) Colleges and Universities, WCPSS, Charter Schools
4. **Youth organization** with 501-(c)(3) status
5. **Adult organization** with 501-(c)(3) status
6. **Youth organization** without 501-(c)(3) status
7. **Adult organization** without 501-(c)(3) status

ADVANCED RESERVATION PERIODS – FIELD LOTTERY (dates are subject to change)

Space Reservation periods shall coincide with the three internal athletics programming seasons of the Raleigh Parks Department:

1) January-April 2) May-August and 3) September-December.

Winter/Spring Season: January 1 - May 31

- October 1: Mail-out date for applications in Raleigh Parks database
- October 31: Deadline to receive all applications from interested parties
- December 1: Deadline for contract confirmation and invoices
- 14 days prior to start date of winter season: Deadline to relinquish space not needed or incur full charge for original request

Summer Season: June 1 - August 31

- February 1: Mail-out date for applications in Raleigh Parks database
- March 1: Deadline to receive all applications from interested parties
- April 1: Deadline for contract confirmation and invoices
- 14 days prior to start date of summer season: Deadline to relinquish space not needed or incur full charge for original request

Fall Season: September 1 - December 31

- May 2: Mail-out date for applications in Raleigh Parks database
- May 30: Deadline to receive all applications from interested parties
- May 31: Deadline for contract confirmation and invoices
- 14 days prior to start date of fall season: Deadline to relinquish space not needed or incur full charge for original request

RENTAL CONTRACTS

1. **You will receive a signed copy of your contract with receipt of payment via email.** Any amendments and cancellations will be processed according to our standard policies.
2. **Reservation Contract should be presented to any walk-up groups on the fields at the time of your reservation.** Contact Athletics On-Call at 919-278-6968 for issues. If problem persists, contact Raleigh Police Department non-emergency line at 919-831-6311 or, as a last resort, 911.
 - Inclement Weather
 - When the City closes fields due to inclement weather, credits are available for all reservations.
 - The weather line (919-996-6575) will be updated daily with a status of field play. Our website www.raleighnc.gov will also be updated as conditions warrant.
 - **Field statuses:** **Red** - All Fields are closed, **Yellow** - Field decision made on site by officials or renter, **Green** - All Fields are playable
 - **Contact Athletics Fields at athletics.fields@raleighnc.gov within 3 days to confirm you did not use the field on that date.** This will allow the department to maintain accurate records. Rescheduling will be done on a first-come-first serve/space available basis and cannot be guaranteed.
3. **Refund Policy (all requests must be in writing):**
 - If Athletics cancels the rental, 100% credit will be given.
 - Refund requests received in writing 14 days or more in advance of the start date of the program/rental/team placement are entitled to:
 - 100% refund/credit/transfer if the department cancels the field rental
 - 85% credit/transfer/refund of eligible rental fees
 - Outdoor facility usage cancelled due to inclement weather may be rescheduled pending space availability.
 - A transfer must be requested at the time of withdrawal.
 - A credit may be used by any family member on the same registration account.
 - A specified user shall not sublet the facility that has been rented.
 - Misuse of fields and park could possibly lead to suspension of the individual and group renting the facility.
4. **You should schedule an appointment for new reservations or changes to contracts between 10:00am – 4:00pm (Monday through Friday), or email change requests.**

PAYMENT

1. **You will need to pay for your field reservations at time of appointment.** This will include the \$15.00 non-refundable application fee. You can pay in full or pay a portion of the cost and sign a payment plan.
2. **If dates are added or changes are made to your reservation, those requests must be submitted in writing and paid for promptly or according to your payment plan.** There is a \$10 fee for each change/alteration.
3. **Level of Service:**
 - Parks Maintenance maintains the schedule for mowing and dragging of fields. Fields will be dragged a minimum of one time per week for non-City of Raleigh program plan fields.
 - User groups will be responsible for all equipment needed at the facility and not currently on site.
 - All equipment is subject to Raleigh Parks approval.
 - City does not provide goals for multipurpose fields.
 - User groups are responsible for leaving facility as found which includes trash pickup.
 - City of Raleigh is not responsible for lining of multipurpose fields for renters.
4. **Payment Plans**
 - **For approved pre-season requests,** payment plans will be approved for reservations costing \$500 or more and/or portion of the season covered by the field reservations. Payment can be made by American Express, MasterCard, Visa, check or money order. Checks and money orders must be payable to the City of Raleigh.
 - **If you are unable to provide payment** at the time of your appointment, your request will not be processed and will be returned to you.
 - **All contracts will require a signature and payment in full.** If a payment plan is needed, a deposit equal to 20% of the total rental amount will be due at the time of the appointment. A payment plan will not be offered without this deposit. If you are unable to pay for the rental balance in full or make a 20% payment plan deposit during the pre-season rental meeting, your reservation request will not be honored.
 - **For payment plans,** payments are due the first of each month. Payments are considered late after the 10th of each month.
 - **If an account becomes one full payment behind,** then the account will be frozen. No new rentals or rental changes will be allowed until the account is current.
 - **If an account becomes two full payments behind,** the field rentals will be withdrawn.
 - **Payment plans can be revised when CREDIT changes are made** on field rentals or when additional rentals are added during the season. The client can lower the amount of the next payment or pay off the payment plan early.
 - **Payment plans will not be revised if additional rentals are added during the season.** Client will be expected to pay for these rentals at the time of booking.
 - **Payment plans will not be offered after AUGUST 31 for the Fall Season,** after DECEMBER 9 for the Winter/Spring Season and after MAY 30 for the Summer Season.
 - **Monthly payment plan amounts will be based on field usage.** For example, if you use \$400.00 worth of fields in January, your payment for January will be \$400.00.
 - **For questions about pre-season payment plans, please contact Terell McCullough, 919-996-2124, terell.mccullough@raleighnc.gov.** As a last resort, contact the Athletics Division at 919-996-6836 or athletics.fields@raleighnc.gov.

CITY OF RALEIGH ATHLETIC FIELD USE

parks.raleighnc.gov



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Parks**

FIELD USAGE REQUEST FORM: All reservations must be in writing

Date Submitted _____ New Contract # _____

☐ Raleigh Parks ☐ College/University ☐ School

☐ Non-Profit (501-C Certificate) EIN# _____ ☐ For Profit ☐ Youth ☐ Adult ☐ Both

☐ Individual Account ☐ Organization Account

Contact Person _____

Organization Name _____

Mailing Address _____ City _____ State _____ Zip _____

Contact Telephone # _____ Cell # _____

Email _____

Purpose of Rental _____

☐ Games ☐ Practices ☐ Birthday/Family Event ☐ Corporate Event ☐ Carnival ☐ Festival ☐ Other

Other Equipment (Additional forms required for equipment, inflatables, and vendors):

☐ Inflatables ☐ Food Truck/Vendors ☐ Tents

Expected Attendance (including players, coaches, spectators, etc.) _____

How Many Fields Do You Need ☐ One ☐ Two ☐ Three ☐ Four

☐ Base field rental: \$40 per hour

☐ For-Profit: \$48 per hour

☐ Non-Refundable Application Fee: \$15

☐ Field Prep requested: \$35 per field, per day

☐ 501(c)3 Non-profit/Documented Partner: \$36 per hour

☐ Lights: \$25 per hour (lights available on weekdays at staffed community centers)

Present contract to front desk staff at the community center to have lights turned on.

Type of Field Requested

☐ Softball

☐ Frisbee

☐ Soccer

☐ Baseball

☐ Lacrosse

☐ Kickball

☐ Multipurpose

☐ Hockey

☐ Football

☐ Other _____

Field Requirements/(Mound/Base Distance) (ex. 60/90) _____

Site Preference 1 _____ 2 _____ 3 _____

Insurance Required (Competitive/Sponsored/League Play) ☐ Yes ☐ No/Waiver Signed

Insurance certificate must be on file prior to 1st date of rental.

- The contract receipt received after payment should be printed and presented to any walk-up groups on fields at the time of your reservation. Contact Athletics On-Call at 919-278-6968 for issues. If problem persists, contact Raleigh Police Department non-emergency line at 919-831-6311 or, as a last resort, 911.
- Call Weather Line at 919-996-6575 for status of fields.
- Contract can be terminated immediately for misuse of field or if false information is given (this includes purpose of event or number of persons in attendance).

Signature _____ Date _____

CITY OF RALEIGH ATHLETIC FIELD USE

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**Raleigh
Parks**

FIELD USAGE REQUEST FORM: A separate form is required for each field requested (copy form if necessary)

If scheduling a game, indicate in 'Maintain' Column whether you need the field lined and/or dragged. Shortcuts: D = Drag; L = Lined.

City-provided lining is an extra fee of \$35 per field per day and requires 7-day notice.

Purpose of Rental ☐ Adult ☐ Youth Base Paths _____ Mounds _____

Site Preference 1 _____ 2 _____ 3 _____

Day	Date	Time		Lights		Maintain Mark D/L
		Start	End	Start	End	
Sun						
Mon						
Tues						
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Day	Date	Time		Lights		Maintain Mark D/L
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CITY OF RALEIGH ATHLETIC FIELD USE

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BASEBALL & SOFTBALL FIELDS

Site	Field	Lights	P/B	Fence	LF	CF	RF	Location
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BASEBALL 60/90 – ADULT SOFTBALL 50/70

Cedar Hills	1	Y	60/90	10'	350	336	332	Only Field: (Dirt Mound)
Honeycutt		Y	60/90	8'	291	289	285	Visible from Road (Portable Mound)
Lions	4	Y	60/90	8'	388	350	341	Behind Center
Sanderford Rd	1	Y	60/90	8'	294	295	295	Visible from Road

BASEBALL 60/90

Green Road	1	Y	60/90	10'	305	350	333	To Left of Comfort Station: (Dirt Mound)
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YOUTH BASEBALL 54/80

Biltmore	2	Y	54/80	8'	300	300	300	To Right
Green Road	2	Y	54/80	8'	286	287	286	To Right of Comfort Station (Portable Mound)
Laurel Hills	2	Y	54/80	8'	300	300	300	To Right – Down Hill
Pullen	2	Y	54/80	8'	221	257	229	Lower

ADULT SOFTBALL FIELDS 50/70

Baileywick	1	Y	50/70	8'	285	285	285	Field on Left
Carolina Pines	1	Y	50/70	8'	285	293	291	Upper
Carolina Pines	2	Y	50/70	8'	275	289	275	Lower
Lions	1	Y	50/70	10'	306	309	290	Close to Center
Lions	2	Y	50/70	10'	254	317	312	Straight Across from 1 Further from Center
Millbrook	1	Y	50/70	8'	301	301	297	Across from Fire Station
Millbrook	2	Y	50/70	8'	300	300	300	On Right as Driving in
Pullen	1	Y	50/70	8'	221	270	269	Upper
Worthdale	1	Y	50/70	10'	270	275	270	1st Field on Left

YOUTH BASEBALL 48/70

Carolina Pines	3	Y	48/70	4'	182	180	180	Field on Right
Jaycee	3	Y	48/70	8'	191	191	191	Field in Corner: Mound

YOUTH BASEBALL 43/60 – COLLEGIATE SOFTBALL 43/60

Baileywick	2	Y	43/60	4'	250	250	250	Field on Right
Jaycee	1	Y	43/60	6'	260	260	261	Field on Back Corner
Jaycee	2	Y	43/60	8'	261	248	261	Field Closer to Wade
Laurel Hills	1	Y	43/60	8'	300	300	300	Field on Left
Oakwood	1	Y	43/60	4'	252	253	253	Field in Back of Park
Spring Forest		Y	43/60	8'	200	200	200	Field in Back of Park

YOUTH BASEBALL – HS SOFTBALL 43/60

Biltmore	1	Y	43/60	4'	190	189	189	Field on Left
Kentwood		N	43/60	4'	185	188	183	Only Field
Kiwanis		N	43/60	8'	188	185	188	Down the Road
Lions	3	Y	43/60	10'	190	264	186	Field on Curve
Marsh Creek		Y	43/60	8'/6'	255	255	250	Field on Right as Driving in: (Mound)
Millbrook	3	Y	43/60	8'	192	198	190	Field in Back Beside Community Center
North Hills		Y	43/60	8'	199	195	193	Front Entrance: (Mound)
Optimist	2	Y	43/60	4'	285	292	250	Field Further from the Pool: (Mound)
Roberts		Y	43/60	4'	182	185	174	Field Visible from Street
Oakwood	2	Y	43/60	8'	180	179	179	Field Off of Brookside Drive
Optimist	1	Y	43/60	4'	185	183	182	Field Closest to Pool

YOUTH BASEBALL 50

Brentwood		N	/50	8'	184	184	185	Field to Right Off Parking Lot in Back
Chavis		Y	/50	8'	185	185	185	Field in Front
Lake Lynn		Y	/50	8'	300	300	300	Field Is Visible: (Mound)
Method		N	/50	10'	202	197	203	Field is in Front of Pioneer Building
Worthdale	2	Y	/50	4'	157	189	190	Field at Back
Sanderford Rd	2	Y	/60	4'	190	200	295	Field is Visible

Lights available at select baseball/softball fields Monday-Friday at staffed community centers. Confirm at time of reserving lights that they are operable. Pullen lights unavailable Friday nights due to early closure of community center.

Approved for use: 10/1/23 7

CITY OF RALEIGH ATHLETIC FIELD USE

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MULTIPURPOSE FIELDS (Turfgrass / No lighting available)

Location	Length (ft.)	Width (ft.)	Comments
Abbott's Creek #1	275	150	Youth & Adult – (N Raleigh/Wake Forest)
Abbott's Creek #2	275	150	Youth & Adult – (N Raleigh/Wake Forest)
Baileywick #3	330	230	Walk beside #1 through woods to field. *Please see note below RE: PARKING (Located beside school) – (N Raleigh)
Beaver Dam Creek Park (Banbury)	190	145	Youth Field – (Cen. Raleigh)
Brentwood #2	284	281	Youth & Adult - End of parking lot – (E Raleigh)
Brier Creek #1	300	161	Youth & Adult – (N Raleigh)
Brier Creek #2	290	161	Youth & Adult Located Closer to school- (N Raleigh)
Eastgate	240	210	Youth & Adult – (North Hills)
Eliza Pool	200	160	Youth – (S Raleigh)
Fletcher #1 (Upper)	300	195	Upper – (Cen. Raleigh)
Fletcher #2 (Lower)			Lower. Converted from Softball field (Cen. Raleigh)
Glen Eden	250	125	Field on a steep incline throughout the entire area- Youth or Adult
Halifax	300	240	Youth & Adult – (Cen. Raleigh)
John Chavis Memorial	300	210	Youth & Adult – (S Raleigh)
Kiwanis Open 1	300	190	Youth & Adult Closest to Parking Lot- (Cen. Raleigh)
Kiwanis Open 2	320	230	Youth & Adult – (Cen. Raleigh)
Laurel Hills	150	150	Youth (W Raleigh)
Marsh Creek	240	200	Youth & Adult – (E Raleigh)
Method Road	300	175	Youth & Adult – (W Raleigh)
Peach Road	200	250	Youth – (SW Raleigh)
Powell Drive	225	150	Youth & Adult – old baseball field still has backstop – (W Raleigh)
Williams Open 1	260	220	Youth & Adult – (N Raleigh)

Fields have a winter closure from early December to mid-February.

*Groups interested in using the Baileywick Elementary School parking lot must contact Wake County Community Schools.

Otherwise, the Baileywick Parks' parking lot is available for parking with limited capacity.