

Rental Packet 2021

Walnut Creek Athletic Complex



PARKS, RECREATION
AND CULTURAL
RESOURCES

Walnut Creek Athletic Complex
1201 Sunnybrook Road
919-996-6836
parks.raleighnc.gov



Raleigh
Parks

Walnut Creek Athletic Complex General Information

Built in 1992 and renovated in 2019, Walnut Creek Athletic Complex contains nine (9) fenced, halogen lit diamonds with skinned infields and hybrid grass outfields. All fields have underground irrigation. Other new amenities will include shade structures over every bleacher area, eighteen (18) bull pens, nine (9) new built scorekeeping area at the backstop of each field, food truck alley between wheels and newly structured entrance areas to Wheel 1 and Wheel 2.

Walnut Creek Athletic Complex has hosted events such as:

- Host to the City of Raleigh's adult spring and fall softball programs
- Special Olympics World Games
- NC High School Athletics Association Fast-Pitch **State Championships**
- NCAA Division III Championships
- PONY Girl's Fast-Pitch National Tournament
- NC State Women's Softball
- Shaw University Women's Softball
- St. Augustine's University Women's Softball
- ACC Women's Softball Championships
- NC Police and Fire Olympics
- 2008-2014 Senior Softball USA Eastern National Championships
- 2012-2014 NCASA "A" State Tournament 16u & 18u
- Annual Carolina Cardinal Classic Fast-Pitch Tournament

AMENITIES INCLUDE:

- Enclosed dugouts
- Aluminum bleacher seating with shade sails coverings that can hold up to 1000 spectators
- Wireless internet connection
- Temporary fencing available (extra fees and a 60-day notice apply)
- Public Address system throughout the entire complex
- Scoreboard for each field
- Emergency medical services located approximately 1½ miles from complex
- Basic first aid and AED equipment available
- There is no fee to watch regular "City" league games
- During tournaments and special events, a gate and/or parking fee will be charged except for players, umpires, and staff in uniform

FACILITY RULES:

- NO alcohol or firearms are permitted on City of Raleigh property
- NO pets are allowed
- NO bikes, skates, skateboards, rollerblades permitted inside of the park
- DO NOT leave children unattended without adult supervision
- NO smoking in plaza or surrounding areas (only permitted in parking lot area)
- NO overnight camping
- NO grilling, open flames or portable generators
- **NO drinking stations (i.e. water fountains) and no team water coolers will be distributed to team dugouts.**

Documents Required for Rental

- Rental Form
- Non-refundable application fee of \$50.00 per year
- Non-refundable deposit of \$150.00 per tournament due upon award agreement
- 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.

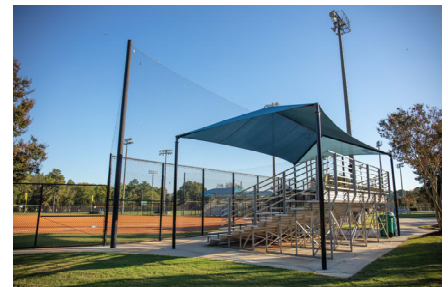
DIRECTIONS:

- Walnut Creek Athletic Complex is located at 1201 Sunnybrook Road, Raleigh, NC 27610. Easily accessible from Interstate I-40 and Interstate I-440. From I-40 take exit 301 then take exit 15 to Poole Road. From I-440 take exit 15 to Poole Road.

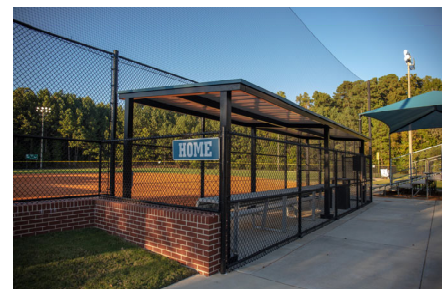
If you have any further questions, please contact Antoinette Moyer at (919) 996-2127. *Fees are subject to change per city council.



Backstop dugout scoring area



Bullpen



Bleacher shade structure



**Raleigh
Parks**

**City of Raleigh Parks, Recreation and Cultural Resources Department
Walnut Creek Athletic Complex
Fields Available for Use
Wheel #1-5 Fields/Wheel #2-4 Fields**

General Liability Insurance is required for ALL Tournament and Event Reservations

Tournament and Event Reservations: are defined as any activity utilizing any field(s) for over 3 hours with a required minimum of 30 teams which determines the rental request approval. Those tournaments that do not meet minimum team requirements will be offered outside field usage based on availability.

Applications due to the Athletics office:

- Due by the 4th Tuesday in October for event requests for the following January – June
- Due by the 4th Tuesday in November for event request for the following July – October

**Late requests will be accepted up to 30 days prior to the event if field space is available for use.
If accepted, late requests will be required to pay in full to secure the fields.**

City of Raleigh events have priority over all other events. Fields may be unavailable for use during City of Raleigh events to address field or facility maintenance.

If multiple requests are made for the same date, priority will be given in the following order:

- City of Raleigh Parks, Recreation and Cultural Resources Department sponsored event
- Youth Tournaments (base distance not to exceed 70' feet)
- Recurring Events – events occurring on the same weekend at the same location at least 3 years in a row
- World, National and State tournaments
- Multiple Day Events
- Rentals guaranteeing a minimum rental of 5 fields
- Adult Tournaments
- Other Tournaments

If your event doesn't fall into any of the traditional categories, please contact the tournament coordinator to discuss your opportunities – 919-996-2127

A. Non-refundable application fee per year - \$50.00

B. Deposit - \$150.00

Total deposit must be paid at time of contract signing to reserve a field for each tournament date. Deposit is included in the total cost and will only be refunded if fields are deemed unplayable due to inclement weather.

C. Standard Tournament Reservations include bases, one-time standard field maintenance and lights

- \$150 Non-Refundable Deposit Fee (included in any rental price) ○ Tier 1: 30-50 teams per day @ \$30.00 per team
 - Tier 2: 51-70 teams per day @\$25.00 per team
 - Tier 3: 71+ teams per day @ \$20.00 per team

D. Extra Field Fees – The Walnut Creek Athletic Complex has a minimum field guarantee of 9 fields. Events hosting over 50 teams will be required to rent all 9 fields at the Walnut Creek Athletic Complex and be in compliance with the City of Raleigh and the Raleigh Parks, Recreation and Cultural Resources Department. Additional fields outside of Walnut Creek Athletic Complex can be utilized at a rate of:

- \$200 per field per day (6+ hours)
- \$150 per field per day (less than 6 hours)

E. Extra maintenance for example: drying material in case of rain, additional dragging or lining, and temporary fence set-up is available upon request

- Drying Material - \$10 per bag, includes labor (generally 10 or more bags required per field depending on weather conditions and amount of water on fields)
- Dragging and/or lining the field = \$35 per field per occurrence
- All other maintenance charges are based on actual labor and materials costs

WALNUT CREEK ATHLETIC COMPLEX STIPULATIONS GOVERNING FACILITY USE

1. City of Raleigh Parks, Recreation and Cultural Resources Department sponsored/partnered programs have scheduling priorities over all field 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 on the plaza, 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 making arrangements 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 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 and shall execute the Release and Indemnity Agreement attached hereto.
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. An admission/gate fee will be charged for all tournaments and special events. Staff, umpires, and uniformed players will be allowed to enter at no charge. One (1) scorekeeper per team will be allowed to enter at no charge and must register with the gatekeeper.
12. 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).
13. Deposit/Fees: Reservations 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 has been submitted. An individual request must be submitted for each tournament. Total deposit must be paid in advance to reserve the Walnut Creek Athletic Complex. Accepted forms of payment are by check, credit/debit card (Visa, MasterCard or American Express or certified money order). Cash payment will NOT be accepted, no exceptions. Full payment of all rental fees is due at least 60 business days prior to the scheduled event.
14. 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 grants. 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.
15. Events hosting over 50 teams will be required to rent all 9 fields at the Walnut Creek Athletic Complex and comply with the City of Raleigh and the Raleigh Parks, Recreation and Cultural Resources Department. Youth Baseball tournaments (for ages 12 and under and requirements of base distance no more than 70' feet) are eligible for field rental on all fields based on date availability.
16. A team list(s) are 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.
17. No pets, skates, skateboards, rollerblades, bicycles, or motorcycles are allowed inside the plaza areas of the complex.
18. No wading or swimming is allowed in the reservoir or creek within the park.
19. 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.
20. Air Quality Conditions: Air quality conditions should be no higher than Code Orange (101-150 AQI) for games to be played. When conditions exceed this range, no outdoor athletic events should be conducted by COR PRCR. In addition, any parties renting facilities shall be advised of such conditions which may result in a revision to tournament scheduling.
21. All games must cease play at 11pm.
22. 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.



**Raleigh
Parks**

City of Raleigh
Parks, Recreation and Cultural Resources Department
2021 Walnut Creek Athletic Complex Rental Request
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: _____

E-mail Address: _____

Specific Purpose for use of the fields: _____

Insurance Information (attached policy): _____

Estimated Attendance _____ Number of teams (minimum of 30 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: _____

TURN OVER

2021 Field Rental Per Team Fees (fields will be dragged/marked prior to the first game each day.)

EXAMPLE: 51-70 teams per day @\$25.00 per team.....# of teams 61 X \$25.00 X # of tournament days 3 =**\$4,575.00**

30-50 teams per day @ \$30.00 per team.....# of teams _____ X \$30.00 X # of tournament days _____ =\$ _____

51-70 teams per day @\$25.00 per team.....# of teams _____ X \$25.00 X # of tournament days _____ =\$ _____

71+ teams per day @ \$20.00 per team.....# of teams _____ X \$20.00 X # of tournament days _____ =\$ _____

Gate Fees

- \$7 for Adults (11-54 years of age) per day with an incentive of \$2.00
- \$5 for Seniors (55+ years of age) per day with an incentive of \$2.00
- FREE for Youth (10 and under) per day

Additional Services

Drag/Mark fields per game:.....\$35 per field _____

In case of rain, Directors may request drying material be added to the fields at a cost of \$10 per bag. Are you interested in this service? **YES or NO**

I will require the use of a golf cart, gator, or other small motorized vehicle for this event. **YES or NO**

(Golf carts must be supplied by the renter and Walnut Creek golf cart stipulations must be signed and met while driving during event)

The "Towers" at each wheel can be utilized by scorekeepers, announcers, officials, tournament VIP's and media:..... \$100 per tower/per event _____

A trailer may be rented for an event, **60-day notice required**
(Available in June, July and August):.....\$200 per event _____

Temporary Fencing, **60-day advanced request, approval and payment**.....\$250 per field _____

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) _____

Tents (if available), **60-day advanced request required**.....\$50 per tent _____

Supply Water, Ice & Coolers:.....\$10 per dugout per game _____

Deposit Fee: (this is included within prices, non-refundable)..... **\$150.00**

Application Fee: (non-refundable)..... **\$ 50.00**

Total Fees: \$ _____

COVID-19 requirements to utilize Walnut Creek Athletic Complex:

- 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 people in attendance will be required to pass a Wellness Check upon entering the Complex.
- 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 spectators, 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 entrance gate(s) to the facility. Once completed each individual will receive a fabric wristband that must be displayed when inside the gates of the facility.

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.

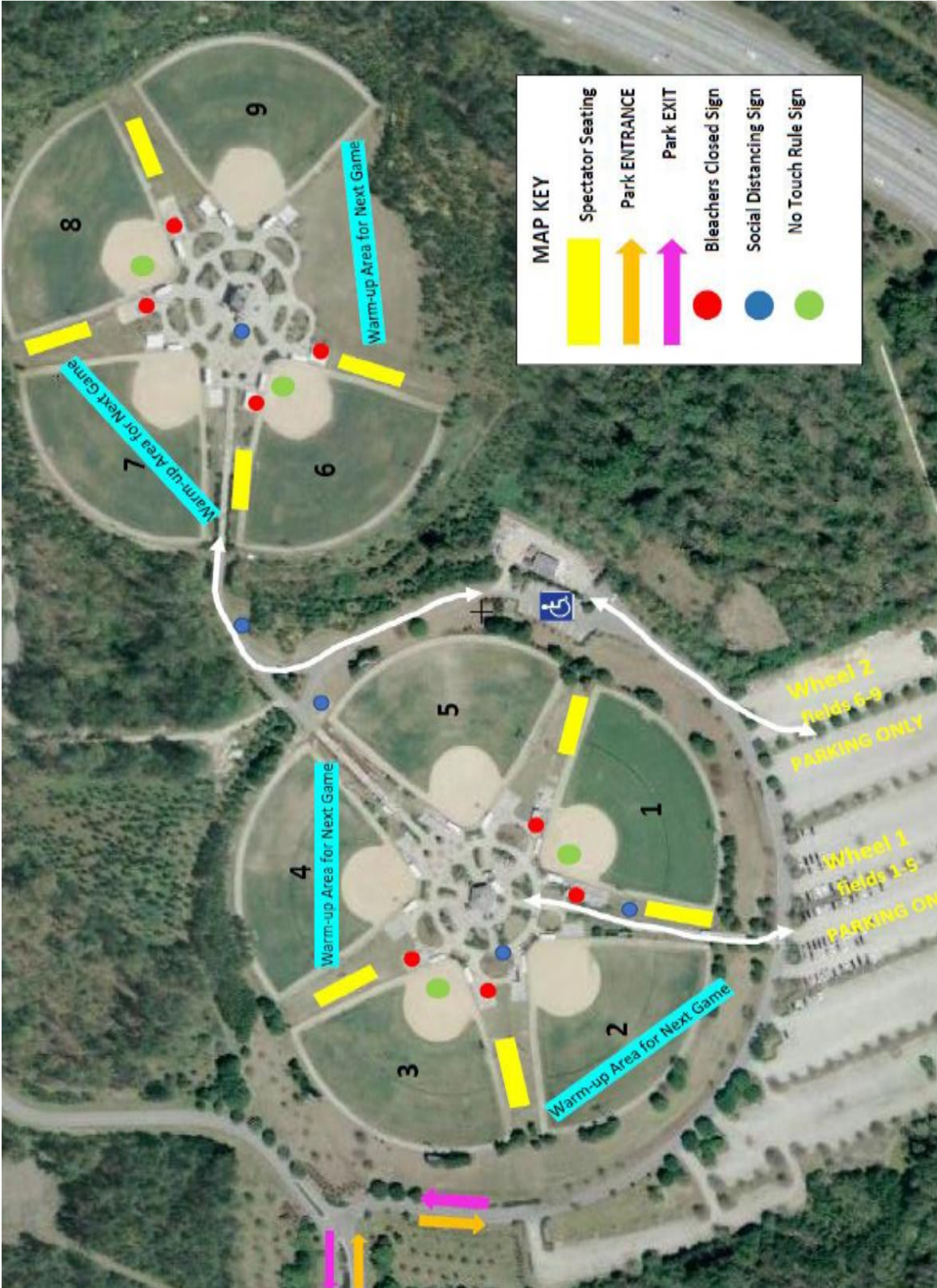
- 2) Have you or any of the children you are dropping off in your group been in contact with anyone with COVID-19 symptoms? If yes, when?

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.





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;



Raleigh Parks

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: _____