



ATHLETIC FACILITY USE GUIDE

INTRODUCTION:

The Town of Holly Springs Parks and Recreation (HSPR) Department maintains over 20 athletic fields and facilities. Due to the demand for field usage, HSPR has developed the following athletic facility rental procedures to ensure an equitable and efficient reservation process. Hereinafter, an organization, group, or individual renting athletic facilities shall be referred to as the *RENTER*.

AUTHORIZED RENTER(S)

A Renter requesting facility usage must have an active account with HSPR and may designate up to four (4) representatives as authorized signatories. Individuals not listed as official designated representatives will not be permitted to reserve facilities in association with the Renter's account.

DOCUMENTATION/INSURANCE

The following documents are required:

- A completed rental application form for each renting organization.
- Proof of Insurance: A Renter participating in competitive or league play (practices, games, tryouts, etc.) must provide proof of Commercial General Liability insurance at the time of application. The Town of Holly Springs must be named as an additional insured and listed on the certificate of insurance. The limits of coverage of the policy must have combined single limits of no less than \$1,000,000 each occurrence and \$2,000,000 aggregate. The certificate of insurance must be provided before a contract can be executed.

CONSIDERATION OF USE POLICY

HSPR frequently receives multiple requests for the same facility during the same playing times. The goal is to accommodate as many requests as possible. HSPR staff will review all requests following the season dates and distribution periods. Facility use will be allocated in the following priority order:

1. Holly Springs Parks and Recreation programs
2. Partner Organizations
3. Tournaments/Events that provide substantial economic impact for the Town of Holly Springs
4. All other rental organizations

ANNUAL ANTICIPATED FIELD AVAILABILITY

- Womble Park Turf soccer fields have limited availability during the spring and fall recreation program seasons. (Spring: mid-February to mid-May, Fall: mid-July to mid-November)
- HSPR baseball/softball fields have limited availability during the spring and fall recreation program seasons. (Spring: mid-March to mid-June, Fall: mid-August to mid-November)
- Joint use facilities at Wake County Public School sites within Holly Springs are available after 6:00pm on weekdays. Weekend and evening availability varies depending on school programming, recreation programming and field maintenance needs.
- Holly Springs High School multipurpose field and Holly Grove Middle School multipurpose field are closed between June – August for maintenance and repair.
- Ting Park is a joint-use facility operated by HSPR in partnership with the Holly Springs Salamanders and Wake Futbol Club. Partner organizations and recreation programming will receive priority scheduling.

FIELD RENTAL ALLOCATIONS:

Recurring use of an athletic facility for conducting leagues, season games or ongoing practices involves added commitment on the part of both the Renter and HSPR. A rental request must be submitted to HSPR in writing using the rental application. Phone and/or email requests without a rental application will not be accepted.

Applications will be accepted for seasonal use on the following schedule:

Season Dates	Requests Accepted	Allocations distributed
Jan 1 – April 31	Oct 1	Dec 1 st
May 1 – Aug 31	Feb 1	Apr 1 st
Sep 1 – Dec 31	Jun 1	Aug 1 st

NOTE: Tournament and Special Event requests may be handled separately.

Applications will be processed on a first come, first served basis. Only completed applications will be considered. Incomplete applications will be returned with a request for additional information.

FIELD PREPARATION

Field preparation to include dragging and lining is available. All field maintenance will be performed by the HSPR maintenance staff. Field lining requests must be submitted at least seven (7) days in advance of the rental start date. When hosting multi-day events or tournaments, Renters must take these field preparation deadlines into consideration when establishing registration cutoff dates. Requests for additional field preparation as a result of game schedule changes are not guaranteed. Field preparation requests or changes received with late notice that can be accommodated are subject to additional fees.

Multipurpose Fields: Soccer/Lacrosse goals are provided for multipurpose field use depending on inventory at each facility. Corner Flags are provided at turf fields at Womble Park and Ting Park. Otherwise, renters are responsible for providing their own equipment.

Baseball/Softball Diamonds: Bases and mound are provided, but renters are responsible for providing any additional equipment. Limited fields are equipped with permanent dirt mounds. Portable mounds may be used to accommodate the requested field dimensions.

LIGHTS

Field use before sunrise or after sunset is not permitted at any facility that is not equipped with lights. When requesting use of lighted fields, please be sure to consider start and end times based on the calendar sunrise/sunset schedule. Include any necessary buffer to allow for wrap up and clearing the field. Lights will be programmed exactly at the times requested.

PAYMENT

Full payment must be made upon final approval of a reservation. A rental contract is not fully executed until payment has been received and both parties (Renter and HSPR staff representative) have signed the agreement. Payments are accepted online and at the Hunt Recreation Center Monday through Friday, 9am – 4pm. Payment methods include cash (Hunt Center only), credit card and check payable to Town of Holly Springs.

PERMITS

A signed copy of the contract along with a receipt of payment will be sent to the Renter when the application has been finalized and approved. This will serve as the rental permit. Any amendments and cancellations will be processed according to the HSPR standard policies.

The Renter is encouraged to carry a copy of the permit during all reservations to address any questions regarding field space allocations. Should a problem occur, contact the managing staff on site or call the Park Maintenance on-call hotline at (919) 577-3215. If there is a public safety concern, call 911 or contact the Town of Holly Springs Police Department non-emergency line at (919) 557-9111.

AMENDMENT TO EXISTING RESERVATION CONTRACT

The Renter may submit change requests or amendments to an existing contract to the Reservation Specialist. Amendments must be submitted in writing via email to angela.fugaro@hollyspringsnc.gov. Date changes will be granted pending availability. Amendments submitted within seven (7) days of the start date of the rental are not guaranteed. Additional rental fees (i.e. field lining, lights) will apply accordingly. Processing fees for repeat or multiple changes may apply. Balances are due upon receipt.

CANCELLATIONS/REFUND POLICY

After a permit has been issued, any cancellation requests must be submitted to the Reservation Specialist in writing to angela.fugaro@hollyspringsnc.gov. Rescheduling is subject to availability

- A refund of 90 percent will be granted if the request is received sixty (60) days or more in advance.
- A refund of 50 percent will be granted if the request is received within 14 and 59 days in advance.
- No refund will be granted for requests received less than 14 days in advance.

INCLEMENT WEATHER POLICY

HSPR staff are responsible for determining the playability of athletic fields. Factors such as moisture content of the soil, inclement weather, safe use and potential for damage are all taken into consideration in determining the status for play.

Fields may be closed when:

- Player, spectator and staff safety may be compromised
- There are areas of standing water on the fields
- The infield is saturated and defined footprints can be seen when walking
- The outfield or multipurpose natural grass is saturated or soggy and moisture can be seen or heard when walking
- Inclement weather or the potential for such creates an unsafe playing environment

In the event of cancellations, all field status updates will be announced via the Weather Hotline notification system. In order to receive weather hotline updates, all renters should subscribe to receive email and/or text alerts. Visit <https://www.hollyspringsnc.us/list.aspx> and subscribe to the Alert Center – Athletic Facilities Cancellations. Renters may also call the Weather Hotline at (919) 557-2939 to hear recorded updates. Press option one (1) for field closures.

If HSPR determines that the fields are closed, arrangements can be made to move a reservation to another date and time pending availability. If the cancelled reservation cannot be rescheduled, a full refund will be issued.

If the Renter makes the determination to cancel a reservation, arrangements can be made to move the reservation to another date and time pending availability. The Reservation Specialist must be notified the next business day following the cancelled use.

PARKING/VEHICULAR ACCESS

Authorized roadways and parking areas for motorized vehicles on HSPR park property are clearly marked and established. Motorized vehicles are not allowed on lawns, turf fields, restricted roadways, pedestrian pathways or athletic fields.

FACILITY CLEANLINESS

All sites must be restored to original condition at the end of use. Additional fees may apply for clean up and/or repair charges beyond standard wear and tear.

HOLLY SPRINGS PARKS AND RECREATION FIELD DIMENSIONS

Park	Field	Lights	Pitching Mound	Base Distances	Fence
Womble	Baseball Field #1	Y	Portable	60'/65'/70'	300'
	Baseball Field #2	Y	Portable	60'/65'/70'	300'
	Baseball Field #3	Y	Portable	60'/65'/70'/80'/90'	300'
	Baseball Field #4	Y	Portable	60'/65'/70'/80'/90'	300'
Holly Springs High School	Baseball	Y	60'	90'	370'
	Softball	Y	42'	60'	220'
Holly Grove Middle School	Softball Field	Y	40'	60'	220'
Holly Ridge Middle School	Softball Field	N	40'	60'	220'
Jones Park	Baseball Field	Y	Portable	70'	225'
North Main Stadium	Baseball Field	Y	60'	90'	400'

Park	Field	Lights	Surface	Length	Width
Womble <i>*See field map for dimensions*</i>	Quad A	Y	Artificial Turf	4 permanent 10U soccer fields 6 permanent 8U soccer fields Capable of lining 2 full sized soccer fields and 4 12U soccer fields	
	Quad B	Y	Artificial Turf		
	Quad C	Y	Artificial Turf		
	Quad D	Y	Artificial Turf		
The Pit	Soccer	N	Natural Grass	300'	210'
Holly Springs High School	Multipurpose #1	Y	Natural Grass	Combined area of 450'x350. Fields are lined based on school athletics seasons 1 permanent 12U field 1 permanent 11 v 11 field	
	Multipurpose #2	Y	Natural Grass		
Holly Grove Middle School	Football/Soccer	Y	Natural Grass	360'	170'
Holly Ridge Elementary School	Soccer	N	Natural Grass	350'	190'
Holly Springs Elementary School	Soccer	N	Natural Grass	225'	150'
Ting Park	Quad A	Y	Artificial Turf	2 permanent 10U soccer fields 2 permanent 12U soccer fields 2 permanent full sized soccer fields Capable of lining an additional 2 10U and 2 12U soccer fields	
	Quad B	Y	Artificial Turf		
	Quad C	Y	Artificial Turf		
	Quad D	Y	Artificial Turf		

ATHLETIC FIELD RENTAL FEES

Multipurpose Fields

Hourly Rate for natural grass multipurpose fields.....	\$40.00 (R)/ \$60.00 (NR)
Hourly Rate for Turf fields (per quadrant, \$100 deposit required)	\$35.00 (R)/ \$53.00 (NR)
Tournament Rate for Turf fields (Womble & Ting) - Whole complex/day.....	\$1,365.00
Light usage (where available).....	(per hour) \$20 (R)/\$30.00 (NR)
Multipurpose Field Lining (excluding football)	\$50.00 (R)/ \$75.00 (NR)
Football Field Lining.....	\$200 (R)/\$300 (NR)

Baseball/Softball Fields

Hourly Rate for baseball/softball fields (excludes HSHS & Ting Stadium)	\$40.00 (R)/ \$60.00 (NR)
HSHS Baseball Field.....	\$35.00 (R)/ \$53.00 (NR)
Tournament Rate for baseball/softball (Womble Park) - Full Wheel (4 fields)/day.....	\$850.00
Deposit.....	\$50.00
Light usage (where available; excludes Ting Stadium).....	(per hour) \$20 (R)/\$30.00 (NR)
Baseball/Softball infield preparation	\$40.00 (R)/ \$60.00 (NR)
(Includes field lining, field dragging, and setting bases)	
Temporary Fence Install (baseball/softball fields, excludes Ting Stadium).....	\$100 (R)/\$150 (NR)
Hourly Rate for Scoreboard/Clock (where available, includes operator).....	\$37.00 (R)/ \$56.00 (NR)

Tennis Courts

Hourly Rate per court	\$6.00 (R)/ \$9.00 (NR)
-----------------------------	-------------------------

Ting Stadium

Deposit.....	\$300.00
Hourly Rate for Non-Ticketed Events(Early Bird M-TH 7am-12pm)	\$72.00
Hourly Rate for Non-Ticketed Events(Non-Peak M-TH 12pm-5pm).....	\$125.00
Hourly Rate for Non-Ticketed Events (Peak M-TH 5pm-11pm, Fri.-Sun.).....	\$200.00
*Games have a 3 hour minimum rental. Additional staff may be required at renter's expense. Cleaning fees may be required at renter's expense. Additional costs TBD based on individual event.	
Hourly Rate for Scoreboard/Clock (includes operator)	\$50.00
Hourly Rate for Lights	\$50.00
Rate for Clubhouse Rental (minimum 3 hours)	\$300.00
Parking Lot (Full day rental, per each section).....	\$250.00

Extra Fees (applicable to all reservations)

Processing fee	\$15.00 per rental amendment
----------------------	------------------------------

BASEBALL/SOFTBALL DIAMONDS RENTAL APPLICATION

Please complete ALL information. Incomplete requests will not be processed. If there is no preference on the facility, please list the number of players and required size of the field. A facility will then be appropriately assigned. Feel free to make copies of this form if needed.

Please make allowance for set-up and tear down times, warm up and cool down, etc. when designating field rental times. For example, if a game is to start at 5:00pm, 15 minutes for warm-up is needed, and 10 minutes required for cleanup, include the warm up time, playing time, and cleanup time as the **total** amount of reserved time. **Renters will be granted access to the field at their reservation start time.**

Organization Name:			
Organization Address:			
Main Contact Name:			
Main Contact Address:			
Main Contact Phone and E-mail:			
Expected # of Spectators:			
Expected # of Participants:		% Holly Springs Residents:	

Event Name	Event Date	Facility	Start Time	End Time	Lights? Y/N	Mound/Base Lengths	Lining? Y/N
<i>Ex: Regional Baseball Game</i>	<i>10/1/2017</i>	<i>Womble Park – Field #4</i>	<i>6:00pm</i>	<i>8:00pm</i>	<i>Y</i>	<i>60/90</i>	<i>Y</i>
<i>Ex: Regional Baseball Game</i>	<i>10/1/2017</i>	<i>ANY</i>	<i>6:00pm</i>	<i>8:00pm</i>	<i>Y</i>	<i>60/90</i>	<i>Y</i>

Please submit all field rental applications to Reservation Specialist Angela Fugaro at angela.fugaro@hollyspringsnc.gov.

MULTIPURPOSE FIELDS RENTAL APPLICATION

Please complete ALL information. Incomplete requests will not be processed. If there is no preference on the facility, please list the number of players and required size of the field. A facility will then be appropriately assigned. Feel free to make copies of this form if needed.

Please make allowance for set-up and tear down times, warm up and cool down, etc. when designating field rental times. For example, if a game is to start at 5:00pm, 15 minutes for warm-up is needed, and 10 minutes required for cleanup, include the warm up time, playing time, and cleanup time as the **total** amount of reserved time. **Renters will be granted access to the field at their reservation start time.**

Organization Name:			
Organization Address:			
Main Contact Name:			
Main Contact Address:			
Main Contact Phone and E-mail:			
Expected # of Spectators:			
Expected # of Participants:		% Holly Springs Residents:	

Event Name	Event Date	Facility	Start Time	End Time	Lights ? Y/N	Lining
<i>Ex. Soccer Game</i>	<i>10/17/18</i>	<i>HS High School Multipurpose A</i>	<i>6:00pm</i>	<i>8:00pm</i>	<i>Y</i>	<i>11 v 11, 340' x 210'</i>
<i>Ex. Soccer Game</i>	<i>10/17/18</i>	<i>Any</i>	<i>6:00pm</i>	<i>8:00pm</i>	<i>Y</i>	<i>11 v 11, 340' x 210'</i>

Please submit all field rental applications to Reservation Specialist Angela Fugaro at angela.fugaro@hollyspringsnc.gov.

TENNIS COURTS RENTAL APPLICATION

Please complete ALL information. Incomplete requests will not be processed. If there is no preference on the facility, please list the number of courts that are needed. A facility will then be appropriately assigned. Feel free to make copies of this form if needed.

Please make allowance for all set-up and tear down times when renting a court. Additionally, make allowance for warm-up time if needed. For example, if a match is to start at 5:00pm, 15 minutes for warm-up is needed, and 10 minutes required for cleanup, include the warm up time, playing time, and cleanup time as the total amount of reserved time.

Organization Name:			
Organization Address:			
Main Contact Name:			
Main Contact Address:			
Main Contact Phone and E-mail:			
Expected # of Spectators:			
Expected # of Participants:		% Holly Springs Residents:	

Event Name	Event Date	Facility	Start Time	End Time	Lights ? Y/N	Number of Courts
<i>Ex. Tennis Match</i>	<i>10/17/18</i>	<i>Ting Park</i>	<i>6:00pm</i>	<i>8:00pm</i>	<i>Y</i>	<i>5</i>
<i>Ex. Tennis Practice</i>	<i>10/17/18</i>	<i>Holly Springs High School</i>	<i>6:00pm</i>	<i>8:00pm</i>	<i>Y</i>	<i>3</i>

ADDITIONAL INFORMATION TO ASSIST WITH RESERVATION PROCESS

By signing in the space provided below, Renter has read and is in agreement with the terms and conditions as described in the Athletics Facility Use Guide and certifies that the information provided is complete and accurate. **Rental applications with no signature will be considered incomplete and returned.**

Signature: _____

Date: _____

Print Name: _____

Please submit all field rental applications to Reservation Specialist Angela Fugaro at angela.fugaro@hollyspringsnc.gov.

For Internal Use by TOHS

<i>Rcvd:</i>	<i>Rtnd/Comp:</i>	<i>Pd/Sign:</i>	<i>Notes</i>