

POLICIES AND PROCEDURES FOR USE OF TOWN OF CARY BASEBALL/SOFTBALL FIELDS

These policies and procedures apply to the reservation of any baseball/softball field rental at Annie Jones Park, Bond Park, Carpenter Fire Station Road Neighborhood Park, Cary High, Davis Drive Middle, Green Hope High, Lexie Lane Park, Lions Park, Mills Park Middle, Penny Road Elementary or Ritter Park for the Town of Cary. These policies do not apply to any other facility for the Town.

Due to the number of reservations requested each year, we cannot guarantee availability at any facility at any time. Town of Cary programs and events have priority use on all fields.

Rules & Regulations

- A. The Party signing the rental agreement is held responsible for all damage or misuse of facilities and shall bear the full replacement cost for any breakage, loss, or damage.
- B. Requests for rentals at facilities that have lights are limited to a 6:00 A.M. start time and an 11:00 P.M. end time unless special request for later hours is submitted to and approved by the Director of Parks, Recreation & Cultural Resources in writing. These times may be changed if a Town or statewide curfew is in effect.
- C. The following shall be prohibited within or on the premises of the facility: Smoking anywhere on a field; alcoholic beverages; all illegal drugs and other substances; weapons of all kinds, except law enforcement officers in the execution of their duties and public demonstrations as approved by the Director of Parks, Recreation & Cultural Resources; use of profanity or profane gestures; any type of behavior that is detrimental to the normal operation of the facility or the safety of the public or employees; any other action deemed necessary by the Director of Parks, Recreation & Cultural Resources or his/her designee to protect the health and welfare of the public, employees, or the facility.
- D. Parents or guardians must sign the rental agreement for anyone under 21 years of age and youth groups requesting use of the facility and must assure adequate adult supervision.
- E. Upon request of the Director of Parks, Recreation & Cultural Resources, police security may be required (at the group's expense) before a reservation request is approved.
- F. Renters are responsible for picking up trash, ensuring teams/players are supervised, monitoring field wear and rotating impact areas to minimize turf wear.
- G. RENTERS MUST VACATE THE FACILITY BY THE END OF THEIR RENTAL TIME. Renters who come in early or stay later than the hours requested on the application will be responsible for payment of additional rental fees and applicable charges.
- H. FOOD, BEVERAGE OR OTHER SALES ARE PROHIBITED. Exception: Non-profit groups that have been approved by the Department Director.
- I. The Town will determine if field conditions are playable. Groups/individuals may check (919) 319-4500 or games.townofcarync.gov before going to the field. Do not use the field if it has been canceled by the Town. Weekday updates are made by noon for reservations prior to 5 P.M. and by 3 P.M. for reservations beginning at 5 P.M. or later. Updates are made by 8 A.M. on Saturdays and by noon on Sundays.

Reservation Procedures

- A. Reservation requests are accepted online at <https://www.townofcary.org/recreation-enjoyment/facilities/ballfield-rental-availability>. Groups or individuals will be required to create an account in RecTrac to reserve a field. If you have questions concerning a reservation request, please email sports@carync.gov
- B. Staff will review all submissions and coordinate with the submitter as needed to finalize details.

C. After the details of the reservation are finalized, staff will email a rental agreement to the group or individual. The agreement must be signed and returned within 1 business day.

D. By signing the rental agreement, the group or individual accepts the schedule and fees as detailed on the agreement, as well as all relevant policies and procedures.

Payment of Rental Fees

A. Rental fees must be paid in full upon receipt of an invoice from the Town through the patron's RecTrac account. Agreements involving single use usually will require payment at the time of reservation. Invoicing for agreements for frequent long term use usually will take place at the end of each month.

B. Rental Fees for all facilities can be found at <https://www.townofcary.org/recreation-enjoyment/facilities/ballfield-rental-availability>.

Cancellation/Changes

A. The Cary Parks, Recreation and Cultural Resources Department reserves the right to cancel field reservations if deemed necessary to accommodate Town programs. Reservations will only be canceled under extreme extenuating circumstances and renters will be given the option to reschedule or receive a refund.

B. Changes to the rental agreement must be submitted in writing by the person listed on the agreement a minimum of five business days in advance to receive a credit or refund.

For more information on Town of Cary baseball/softball field use priorities and rules, please see Town Policy Statement 28, Sports Facility Use, at <https://carync.app.box.com/file/303910111859?s=2dww1wsqmpbidghm85gvuj7ftque8tjl>.

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