



# FUQUAY-VARINA

north carolina

## Athletic Facility Policies & Procedures



Town of Fuquay-Varina  
Parks, Recreation & Cultural Resources Department  
401 Old Honeycutt Road  
Fuquay-Varina, North Carolina 27526  
Phone: 919-552-1430 Fax: 919-557-3112  
[www.fuquay-varina.org](http://www.fuquay-varina.org)

**Adopted August 6, 2012**  
**Updated April 19, 2016**

# Introduction

The Town of Fuquay-Varina Parks, Recreation & Cultural Resources Department (FVPRCRD) manages the scheduling and maintenance for all Town athletic facilities to ensure equitable distribution, achieve maximum use of and maintain a safe, quality environment. When necessary, the Town may close certain facilities due to safety issues or to protect them from overuse. Keeping the Town's athletic fields in optimum condition involves managing the amount of play a field receives and allowing time for proper maintenance to occur. Continued cooperation between the Town and athletic field users is a critical component of this management.

For field closure information, renters can visit [www.fvparks.org](http://www.fvparks.org) and select the Current Field Conditions link or call the Town's weather hotline at 919-552-2697. If your facility is listed as closed, then no activities may be held on the field. Each is updated weekdays by 4:00pm and Saturdays by 8:00am and Sundays as needed.

Please refer to the Athletic Facilities Policies and Procedures for more specific rules and regulations regarding field reservations and use in the Town of Fuquay-Varina.

Town owned athletic facilities are intended to provide quality recreational experiences and activities and not to be utilized for commercial or private gain.

The Town may deviate from the policies and procedures outlined in this manual when determined, by the Town of Fuquay-Varina Parks, Recreation & Cultural Resources Director or their designee, to be necessary and appropriate.

# Outline of Scheduling Process

- All Town of Fuquay-Varina programs have priority use over all facilities.
- Completed Facility Use Request forms must be submitted to the Parks, Recreation & Cultural Resources Department office via walk in - (820 South Main Street, Fuquay-Varina 27526). Forms may also be emailed to Caleb Mangum, [cmangum@fuquay-varina.org](mailto:cmangum@fuquay-varina.org).
- The League / Organization / Renter requesting fields must be in good financial standing with the Town of Fuquay-Varina.
- Reservation requests are not final until approved by the Town and full payment is made. All payments must be made in full prior to the first scheduled use.
- The person securing the rental must be present at all reservations.
- All requests / proposals are subject to FVPRCRD approval.
- Requests made outside the request deadlines as listed below will be considered on a first come, first serve basis and will be based upon availability.
- All teams may request a maximum of 3 hours per week per team during youth recreational seasons and a maximum of 6 hours per week per team during the off season. In season dates: March 1 – June 1 and August 1 – November 15.
- Once rental requests are approved, scheduled times cannot be subleased to other organizations.
- Submit completed and signed facility use request forms using separate forms for each activity type and each facility being requested. Incomplete and unsigned Facility Use Request forms will not be processed.
- Be sure to consider the following things when planning your request:

1. Try-outs	4. Holidays	6. All-Stars
2. Pre-Season	5. Practices	7. Pre-Game Warm Ups
3. Jamborees	6. Play-offs	
- A current Certificate of Insurance listing the Town of Fuquay-Varina as additionally insured must be kept on file with the department prior to the first day of scheduled use. Please use the following information when adding the Town of Fuquay-Varina to your insurance:

Town of Fuquay-Varina  
401 Old Honeycutt Rd  
Fuquay-Varina, NC 27526
- Once the Facility Use Request form has been accepted and approved by the Town, the request will be entered into the Town's Facility Scheduling software. A Rental Contract/Permit will be given to the requestor. The Contract/Permit will show all scheduled use and the total paid for use

- PLEASE INCLUDE:
  1. Completed and signed facility use request forms.
  2. Detailed dates and times.
  3. Contact name, number and email address for your organization.
  4. Certificate of Liability Insurance naming the Town of Fuquay-Varina as an additional insured.

## Request for Use Schedule

Reservation requests for long term use (multiple months) must adhere to the following request schedule:

<b>Use Period</b>	<b>Request Deadline</b> <i>(submit no more than 30 days prior)</i>
January 1 <sup>st</sup> – March 1 <sup>st</sup>	January 1 <sup>st</sup>
March 1 <sup>st</sup> – June 1 <sup>st</sup>	<i>Requests will be based upon availability; no reservation may be made more than 30 days in advance.</i>
June 1 <sup>st</sup> – August 1 <sup>st</sup>	June 1 <sup>st</sup>
August 1 <sup>st</sup> – November 1 <sup>st</sup>	<i>Requests will be based upon availability; no reservation may be made more than 30 days in advance.</i>
November 1 <sup>st</sup> – January 1 <sup>st</sup>	November 1 <sup>st</sup>

***\*Once approved, all fees must be paid up front prior to first day of use***

Reservation requests for month-to-month use must adhere to the following request schedule:

<b>Use Period</b>	<b>Request Submission Deadline</b>
January	December 15
February	January 15
March	February 15
April	March 15
May	April 15
June	May 15
July	June 15
August	July 15
September	August 15
October	September 15
November	October 15
December	November 15

***\*Once approved, all fees must be paid up front prior to first day of use***

**Requests made outside the request deadline schedules as listed above will be considered on a first come, first serve basis and will based upon availability.**

# Athletic Facility Policies and Procedures

## PURPOSE

Manage the Town of Fuquay-Varina athletic facilities in a manner to assure equitable distribution, achieve maximum use of facilities by the public, and when necessary, protect the fields from damage by overuse.

## DEFINITIONS

Unless clearly inconsistent with the context in which used, the following definitions will apply in this manual:

- A. **Athletic Facility** means all types of athletic facilities including, but not limited to, softball, soccer, football, baseball, basketball etc.
- B. **Town** means the Town of Fuquay-Varina Parks, Recreation & Cultural Resources Department (FVPRCRD).
- C. **Commercial Groups** means groups that charge registration and/or participation fees and/or have as a purpose, the generation of income for the host group or individual(s).
- D. **Parks, Recreation & Cultural Resources** means the Town of Fuquay-Varina Department.
- E. **Historical Use** means organizations who have scheduled athletic fields during the most recent prior season for a particular sport.
- F. **Incidental use** means a non-organized, non-league use such as informal “pick up” games.
- G. **Maintenance Staff** means the Town of Fuquay-Varina Parks, Recreation & Cultural Resources Department Maintenance and Staff.
- H. **Non-Commercial Groups** means non-profit groups that have as their primary focus the needs of the youth recreation and the local community.
- I. **Organization** means any entity requesting use of an athletic field whether it is a league, group, organization, association or individual team.
- J. **Resident** means someone who resides within the corporate town limits of Fuquay-Varina, not all persons with a 27526 zip code live within the town limits. Maps depicting the Town of Fuquay-Varina limits are available at the town website [www.fuquay-varina.org](http://www.fuquay-varina.org).
- K. **Tournament** means a request for a minimum of three fields for one or more consecutive days with an ultimate “winner.”

## GENERAL RULES AND REGULATIONS

- All Town of Fuquay-Varina employees are to be treated with respect and courtesy.

- The Parks, Recreation & Cultural Resources Department is responsible for the scheduling and maintenance of the Town of Fuquay-Varina Athletic Facilities.
- Alcoholic beverages, including unopened containers, are not permitted on Town of Fuquay-Varina property.
- Tobacco products are not permitted at Ballentine School Park, Banks Road Park, Herbert Akins Park and Fuquay-Varina Middle School.
- No food and/or candy is allowed inside the gymnasium at the Fuquay-Varina Community Center
- Teams are not to use athletic facilities unless pre-scheduled and approved by the Town of Fuquay-Varina Parks, Recreation & Cultural Resources Department.
- Non Approved Use – All users must have a rental agreement with the Town of Fuquay-Varina in order to utilize Town facilities.
- The Town of Fuquay-Varina reserves the right to limit the amount of play permitted on all facilities throughout the year.
- Scheduled Recreation league games will have priority over all other requests.
- Schedule Changes: At least three business days' notice is required to change a facility reservation.
- Do not utilize fields that are clearly marked for game play.
- Do not practice in goal mouth areas.
- No metal cleats on portable mounds.

## GENERAL FIELD INFORMATION

- During periods of inclement weather, the Town may close athletic fields as determined by the Parks, Recreation & Cultural Resources staff. Closures may also result from poor playing conditions, causing hazardous conditions for the public and/or excessive repair work to bring the field back to playable condition.
- Fields that are closed will be posted with on the Town website. It is the organization's responsibility to obtain field closure information and stay off of the fields during these times.
- For field closure information, renters can visit [www.fvparks.org](http://www.fvparks.org) and select the Current Field Conditions link or call the Town's weather hotline at 919-552-2697. If your facility is listed as closed, then no activities may be held on the field. Each is updated weekdays by 4:00pm and Saturdays by 8:00am and Sundays as needed.
- Game / practice time field closure decisions made by umpires, referees and FVPRCRD staff. If a user group cancels field use due to unsafe playing conditions the group must contact FVPRCRD to reschedule. Coaches are to communicate all cancellations with team participants.
- Any team or organization that plays on a field that has been officially closed may forfeit current reserved field time as well as future consideration for field use.
- Managers/coaches are required to carry a copy of their approved field usage permit to the field to avoid any conflicts. Town issued schedules will receive priority.
- Field Lights: Athletic field lights may only be scheduled until 9:00 PM. **NO EXCEPTIONS.** Lights are scheduled for each use based on the Town's field light schedule. Lights must be booked for a minimum of one hour.
- In an effort to minimize annual power costs and use, no outdoor lights will be used starting the 3<sup>rd</sup> week of November through the 1<sup>st</sup> of March annually.
- After Hours Contact: In case of problems at the fields (failure of lights to come on, sprinkler issues, etc.) contact the FVPRCRD directly at 919-422-4616. Caller must identify what organization they are with and what field they are on. A staff member will contact an on-call maintenance employee who will assist you.
- Certificate of Insurance: Field users must submit a Certificate of Insurance naming the Town of Fuquay-Varina as an additionally insured prior to scheduled field use. General liability limits must be at least \$2,000,000 per occurrence. The Certificate shall also include a 30 day cancellation notice provided to the Town. Failure to provide acceptable insurance coverage will result in the denial of field request or forfeiture of any scheduled field use.
- Cars improperly parked may be towed and violating organizations may forfeit field time. All participants park at their own risk. The Town is not responsible for theft or damage to vehicles.

- Field use at Ballentine Elementary School, Herbert Akins, Fuquay-Varina Middle School and Banks Road is not allowed until after 5:30 PM Monday - Friday.
- Concessions: Sale of concessions is not permitted at any Town of Fuquay-Varina fields without a concessions contract with the Town. All concessions must meet Wake County health requirements and appropriate health permits must be obtained from the county if needed. The town must approve all outside vendors.
- Electronic Scoreboards: Electronic scoreboards are available for use at South Park, Ballentine School Park, Action Park and Falcon Park. Application for use must be made through the Parks, Recreation and Cultural Resources office at least two weeks in advance. The organization that uses the controllers will be directly responsible if they are lost, stolen or damaged in any way.
- Dogs, pets and domestic animals are not allowed on any Town athletic fields.
- User groups are responsible for making sure their litter and garbage is properly disposed. Forfeiture of field time or additional fees may result from fields being left in unsatisfactory condition.
- The organization shall be responsible for expenses incurred by the Town of Fuquay-Varina in correcting, cleaning, repairing or replacing any facility or property of the Town which was damaged in connection with the activity or event for which the facility was rented.



## **GUIDELINES FOR ALLOCATING FACILITIES**

To assure proper scheduling, all requests for field use and/or changes must be submitted in writing, on the proper forms, to FVPRCD. Incomplete or unsigned forms will not be processed and will be returned to sender. All requests must be detailed; stating specific date needed, team name, time, sport and field requested.

### **Organization Contacts**

- Each user group shall appoint one contact person to communicate with the FVPRCD. Informal communications between FVPRCD staff and members of the user groups, other than the designated representative, shall be regarded as informal discussions and are not considered binding agreements.

### **Allocation Priorities**

1. The Town of Fuquay-Varina youth recreational athletics will have priority, all rental requests will be scheduled around the youth recreational program.
2. The Town of Fuquay-Varina gives priority to teams with the highest number of players residing within Town limits that have submitted a completed request.
3. Leagues for middle school club sports will be given priority when requesting fields. Leagues must provide their schedule and make full payment up front.
4. Organizations that have previously rented and have established a positive working relationship and are in good financial standing with the town will be given priority when like-requests are submitted by multiple organizations.

## **Field Use Guidelines**

Weekend Field Use Start Time:

Saturday 7:00am-9:00pm

Sunday 1:00pm-6:00pm

\*(Extended play on Sunday is approved for Honeycutt Road Park & Fleming Loop Recreational Park).

- All Town of Fuquay-Varina Athletic Fields are closed and are not available for reservation on the following holidays:  
New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day.
- All play on fields use must be completed by 9:00 PM.
- Use of Banks Road, Herbert Akins, Ballentine and Fuquay Middle School fields may not begin until 6:00 PM on weekdays due to Wake County Public School agreements.

## **Tournament Play**

- Field Use Request forms are used for tournaments. The Field Use Request form must be filled out completely or it will be returned to sender. The same timeline is used for tournaments as with other field requests. Field Use Request forms can be found on the Town of Fuquay-Varina website.
- Tournament dates will be considered separate from general rental dates and must be requested 90 days prior to tournament.
- All tournament requests must be submitted with a non-refundable tournament deposit of \$300.00. The tournament deposit will be applied to field rental fees, but is non-refundable if the tournament is canceled. Tournaments will not be considered without deposits.
- Final payment must be made once Town staff has approved the tournament.
- Tournament brackets must be submitted for approval one week prior to start of tournament to the FVPRCD.
- Tournament directed are required to meet with FVPRCD staff one week prior to tournament start date to discuss additional needs and filed allocation.

## **Sports Camps**

- All sports camps must be coordinated through the FVPRCRD. Sports camps may be done at a flat fee for the instructor or through a 60/40 split with the Town.
- One field is required for every 50 participants anticipated at a sports camp. This number may be adjusted if the sports camp is demonstrative rather than participatory.
- Sports camp staff is responsible for assuring all litter is picked up and field is left in the condition it was found in. Failure to clean up the field(s) on a daily basis may result in the loss of future consideration for field use.

## **Non-Sporting Events**

- Based on availability, fields may be scheduled for non-sporting events.
- Groups requesting non-sporting events must submit a written plan, including site layout, with their Field Request form. Parks & Recreation staff will review and either approve, modify or deny the plan. In the event that the plan is modified or denied, staff will meet with a group representative to work towards meeting the group's needs. First priority is preserving and protecting the athletic fields.

## **Birthday Parties/Non-Team Related Use**

- Individuals may reserve fields or council gym for birthday parties or non-team related activities. All fees are due at the time of reservation. Individuals assume all responsibility for attendees. Individual renting fields must be present during the time of the rental. Residency will be determined based upon the individual renter's home address.
- Inflatables are permitted but the Town must have a copy of the inflatable vendor's current certificate of liability insurance with the Town of Fuquay-Varina added as additionally insured.
- Council Gym only: No outside food is permitted to be served on the gym floor, no tables and chairs may be set up on the gym floor. Renters are responsible for leaving the gym clean with all trash placed in receptacles.

## **FEES AND CHARGES**

- Fees and charges are assessed for the use of Town facilities to help partially offset administrative and operational costs. Facility rental fees and charges are as follows per field / gym (effective July 1, 2015). Fees will be charged by the team mailing address listed on the general liability form.

Resident:       \$25.00 per hour / per field  
                  \$40.00 per hour with lights / per field  
                  \$25.00 field preparation  
                  \$50.00 Council Gym / per hour

Non-resident \$50.00 per hour / per field  
                  \$80.00 per hour with lights / per field  
                  \$50.00 field preparation  
                  \$100.00 Council Gym / per hour

- All rental fees are due at time of rental.

### **Cancellation Fees**

- All fees are non-refundable, but the Town will work with each individual group to reschedule all cancelled events due to weather.

### **MAINTENANCE GUIDELINES**

- The Town of Fuquay-Varina Recreation staff will have final say on field playability and safety at all athletic fields following inclement weather, field maintenance or any emergencies that may occur.
- All facility maintenance at Town athletic fields shall be performed by the Town maintenance staff only.
- Town of Fuquay-Varina owned bases, pitching rubbers, soccer goals, etc. are not to be removed from or relocated on any athletic fields without express permission from FVPRCRD.
- Organizations shall **NOT** dig ditches or apply foreign materials to the athletic fields in an attempt to “dry out” a field. Organizations found to be non-compliant with this rule may forfeit current reserved field time as well as future consideration for field use.
- Organizations shall not make any modifications to Town athletic fields or facilities. A request for a change should be made directly to the FVPRCRD.
- Organizations, tournament and sports camp directors are responsible for ensuring the facility is clean after each use, including respective dugouts, athletic field, and surrounding areas.
- Vehicles are not allowed on Town of Fuquay-Varina athletic fields, or adjacent pathways.
- No participant shall intentionally throw, hit or kick balls into or over the fences, backstops or buildings.

### **SITE SPECIFIC RULES**

All field users are responsible for following any site specific rules and regulations posted at individual fields as well as the policies and procedures set forth in this document.

Failure to follow site specific rules and regulations posted at the fields or the policies and procedures in this document may result in the forfeiture of current reserved field time as well as future consideration for field use.

## **RESPONSIBILITY**

- It is the responsibility of the FVPRCRD to give a copy of the athletic field scheduling guide to each organization's scheduler at the beginning of each season.
- It is the responsibility of the FVPRCRD to administer policies and procedures in an equitable and fair manner.
- It is the responsibility of the Town of Fuquay-Varina Maintenance Staff to maintain all athletic fields.
- It is the responsibility of the FVPRCRD staff to update the field closure line daily.
- It is the responsibility of each organization to provide the FVPRCRD with accurate and truthful information.
- It is the responsibility of each organization to ensure that all team coaches and managers know, understand and abide by these policies and procedures.
- It is the responsibility of each organization to remove any sport specific equipment it provides at the fields i.e. soccer nets, T-ball backstops, etc. each night after play has ended.