



**CITY OF CONCORD
PARKS AND RECREATION DEPARTMENT**

FACILITY RENTAL POLICY AND APPLICATION

I. FACILITY RENTAL POLICY

A. MISSION STATEMENT AND STATEMENT OF PURPOSE

The City of Concord Parks and Recreation Department is dedicated to providing recreation services, parks and facilities that enrich the lives of all residents and promote the opportunity for a healthy lifestyle.

In keeping with the Mission Statement, the City of Concord has principles and guidelines governing the use of its facilities in order to provide a wholesome and enjoyable atmosphere for the public and everyone who uses the facility for whatever activity that has been approved by the Parks and Recreation Department.

B. PRIORITIES OF USE OF PARKS AND RECREATION FACILITIES

Decisions to grant facility use will be made in accordance with the following prioritized ranking of uses and user groups:

1. City of Concord programs.
2. Programs of Co-Sponsoring Organizations and Affiliated Organizations.
3. City Resident private functions and third-party functions.
4. Non-City resident private functions and third party functions.

C. RULES AND REGULATIONS GOVERNING USE OF THE FACILITIES

1. "Facility" shall mean and include any meeting room, gymnasium, aquatic center, community building, fire station community room, picnic shelter, amphitheater, ball field, tennis court, basketball court or other similar recreational or community assets.
2. Anyone or any group using the facility who charges fees for admissions, sells advance tickets, takes donations, or sells concessions must have approval of the Parks and Recreation Director. A commission will be paid to the City of Concord based on 15% of total gross sales (for concessions, gate, and souvenirs, but not for entry fees). Full payment is due within five (5) days of the reservation. If payment is not received in a timely manner, we reserve the right to retain your security/cleaning deposit. Co-sponsored programs, and reservations by City of Concord Departments, may be considered for exception of this commission payment by the Director. Consideration will be given on a case-by-case basis.
3. Any high school currently or formerly located within the City Limits of Concord may use any Parks and Recreation facility for a reunion or homecoming one time per fiscal year at no cost to the school. This provision allows for one function per school per fiscal year.

4. A new request must be made for each use. Repetitive reservations will not be accepted. Each request must be made at least seven (7) days in advance of date desired on an official Facility Use Request form. Full payment is required at time of request.
5. Anyone using the amphitheaters or event including any type of amplification, bands, DJ, speakers, etc. must contact the Concord Police Department at 704-920-5007 and submit a "Noise Permit Application" to the Concord Police Department at least 4 days prior to event. Permit must be signed by the Chief of Police to be valid. No music and no DJs permitted at the Fire Department Community Rooms.
6. The Parks and Recreation Director must approve all requests for the right to use any recreation facility and has the right to refuse any use.
7. Parents or guardians must sign for anyone under 21 years of age. Youth groups requesting use of the facility must provide written assurance of adequate adult supervision.
8. Affixing of any material to the walls, floors, ceilings, windows or light fixtures is prohibited. Any decorations that are used must be removed at the end of the event. Failure to comply may result in forfeiture of the deposit.
9. No staples or nails may be used on any park property.
10. Picnic tables in shelters may not be moved from one shelter to another.
11. Alcoholic beverages, illegal drugs and substances are not permitted in or on City of Concord facilities and their use will not be tolerated.
12. Weapons of all kinds are prohibited except law enforcement officers in the execution of their duties and public demonstrations as approved by the Department Director.
13. Smoking is prohibited in all enclosed facilities, including the pool area.
14. Use of any facility or ultimate fighting, strong man, "he-man" or any other type of violent physical contest, wherein contestants fight one another for a title or prize, is strictly prohibited. This prohibition shall not apply to traditional amateur wrestling contests or to classes such as martial arts or self-defense related skills.
15. Any behavior that may impede the normal operation of the facility or the safety, health and welfare of the public and City employees is prohibited.
16. Your activity must not disturb or interfere unreasonably with any person or group occupying other areas of the facility.
17. Cooking allowed in designated areas only. All events that require open flames (cookout, barbecue, etc.) must comply with all fire codes of the State of North Carolina and the local ordinances of the City of Concord.
18. Park and facility policies and operating hours must be observed. Time of use indicated on permit must be adhered to.
19. The person to whom this Facility Use permit is issued is the contact person and must be on the premises during the entire event and have the approved permit in his/her possession during the time of approved use.
20. Failure to comply with the above rules and regulations may result in forfeiture of security/cleaning deposit, payment of additional damage fees, if applicable, and loss of privileges for use of the facility.

D. SECURITY

1. The presence of police security will be required at some events. If departmental staff requires police, it is the responsibility of the renter to contract with the Concord Police Department or Cabarrus County Sheriff Department to hire off-duty police officers. Proof of contract is required. These officers will be required to be on the site for the entire event.

E. TABLES AND CHAIRS

1. Tables and chairs that are already at the rental site may be used at no charge. You may bring additional tables and chairs at your own expense. Tables and chairs may not be removed from the facility.

F. VENDORS/CATERERS/CONCESSIONAIRES

1. Per approval of the Parks and Recreation Director, organizations, clubs and individuals may secure vendors or caterers for their events; however, the City has the sole authority to designate the areas where equipment may be brought in to the rented space and where it may be set up.
2. If food, tickets or souvenirs are sold, a commission must be paid to the City of Concord based on 15% of total gross sales. This payment is due within five (5) days of the reservation date. The City of Concord reserves the right to retain the security/cleaning deposit if payment is not received in a timely manner. Co-sponsored programs and reservations by City of Concord Departments may be considered for exception of this commission payment by the Director. Consideration will be given on a case-by-case basis.
3. There is \$1,000,000 minimum insurance coverage required for events where food is served. The Vendor/Caterer/Concessionaire must provide proof of sufficient insurance coverage, naming the sponsor as an additional insurer.
4. The Cabarrus County Health Department and the Tax Office must authorize the serving or sale of any food items. Proof of such authorization is required.
5. Vendors/Caterers/Concessionaires must display any and all certifications, permits and licenses in full view of the public at all times during the scheduled event.
6. Vendors/Caterers/Concessionaires shall provide and maintain the necessary inventory required to satisfy and conform to Federal, State and County Health Regulations.
7. Trash generated by vendors/caterers/concessionaires, (i.e. crates, boxes, oil/grease) brought into the park for preparation of food, beverages, or packaging shall be removed by the vendor/caterer/concessionaire. These shall be placed in waste receptacles/outdoor dumpsters for removing by City crews or contractors.

G. FEES AND CHARGES

1. A separate cleaning deposit of \$50-\$500 will be required, depending upon the facility, nature of the event and recommendation of the Parks and Recreation Director. The contact person and his/her organization will be held responsible for returning areas used to the condition of cleanliness in which they were at the time of rental. Trashcans are provided at all facilities. No food or drink left in facility, kitchen areas or refrigerators. Failure to leave areas in satisfactory condition could lead to the forfeiture of your cleaning deposit and rights to future use. If the facility is left in satisfactory condition, all conditions are met and no damages are reported, the deposit will be refunded. A recreation department employee will inspect and release the facility. The processing of the refund may take several weeks.
2. You will be required to pay for any damages incurred to the building, equipment or furniture during your use of the facility. Your cleaning deposit may be held until damages are paid in full.
3. Failure to return a key in a timely manner may mean forfeiture of your deposit as locks will have to be replaced.
4. Co-sponsors and City of Concord Departments may have their hourly fee waived by the Director or authorized designee. Consideration will be given on a case-by-case basis. City of Concord Departments may elect to clean the facility at the end of the reservation. In such cases, no cleaning deposit will be required. Department Head signatures are required on the City Department Cleaning Agreement Form.

RECREATION CENTER FACILITIES:

► **REGULAR BUSINESS HOURS:**

RATES FOR REGULAR BUSINESS HOURS
Monday through Friday – 8:00 a.m. to 5:00 p.m.

HOURLY RENTAL RATES:

Hourly Rate:	City Residents	Non City Residents
Meeting Room	10.00	15.00
Gymnasium	20.00	30.00
Recreation Center	40.00	50.00

► **AFTER BUSINESS HOURS:**

Rates for Holidays, Saturdays, Sundays and
anytime before or after Monday through Friday, 8:00 a.m. to 5:00 p.m.
After regular business hours, the cost of renting the facility will increase
to cover the cost of a park and recreation department employee to open,
close and supervise the use of the building.

Hourly Rate:	City Residents	Non City Residents
Meeting Room	30.00	40.00
Gymnasium	40.00	50.00
Recreation Center	50.00	60.00

CITY BUILDINGS & FACILITIES

(Deposits fees also apply.)
Fees are due in full when making reservation.

Hourly Rate:	City Residents	Non City Residents
Community Buildings	20.00 per hour	25.00 per hour
Fire Station Community Rooms	20.00 per hour	25.00 per hour
Picnic Shelters and Amphitheaters	No fee for first 4 consecutive hours of use. \$10.00 per hour after first 4 hours.	No fee for first 4 consecutive hours of use. \$15.00 per hour after first 4 hours.

II. BALLFIELD RENTAL POLICY

- A. Ballfields owned or leased by the City of Concord may be rented or reserved according to the following schedule:

Ballfields available for use are as shown:	
Myers Park Softball Field	Webb Baseball Field
McAllister Softball Field	Central Cabarrus Baseball Field
Caldwell Park Softball Field	Gibson Field
Hartsell Broome Field	Concord HS Small Field
Liles Field	Concord HS Large Field
Bernie Edwards Field	W. W. Flowe Park
James L. Dorton Park	

Rental Policy for Ballfields

The reservation period will begin on Monday and run through Sunday on a weekly basis. A team will be allowed to reserve a field a maximum of two times per week. The reservation will be for a two-hour time period. (An additional hour will be available at a proportionate increase in fee.)

BALLFIELD RENTALS:	Price:
Rate the same regardless of weekday or weekend	
Reserve Field (no lights/no lines)	\$15.00/hr.
Reserve Field - Lights Only	\$23.00/hr.
Reserve Field – 1 Hour – Line Off	\$35.00/hr.
Reserve Field - 1 Hour, Line Off, 1 Hour Lights	\$58.00
Reserve Filed - 2 Hours – Line Off with Two Hr. Lights	\$95.00
*Reserve Field for Tournaments	\$150.00 per field per tournament
*Reserve Field for Spectator Events	\$200.00 per field per event

- *NOTE: (1) Lining off one (1) time per day is included in the tournament fee.
 (2) Field reservations for either a tournament or spectator event requires a clean up fee of at least \$50.00 and a 15% commission paid to the City of Concord for all gross sales (for concessions, gate, and souvenirs, but not for entry fees).
 (3) Co-sponsoring Organizations, as defined in the Policy, will receive a 100% discount.
 (4) Affiliated Organizations, as defined in the Policy, will receive a 100% discount if the tournament is held during normal operating hours. Affiliated organizations will pay all light fees per the key below.

- B. All fees must be paid in advance and a reservation slip picked up. The reservation slip must be in your possession when you arrive at the ballfield.

KEY: Unit costs for the above table	
Reservation	\$15 per hour
Lights	\$23 per hour
Line off baseball/softball field	\$20
Line off soccer/football field	\$50

III. BUS RENTAL

Bus may be available to City of Concord departments, Parks and Recreation divisions and programs, affiliates and sponsorship groups. Not available to outside groups or individuals. Contact person must fill out bus use request form. Contact person is considered the representative of the group and must accompany the bus during the approved time of use. Rate is \$2.00 per mile plus \$15.00 per hour for drivers, plus a \$100.00 deposit per event. Permit holder is responsible for any additional fees or related expenses. Drivers must be approved by the Concord Parks and Recreation Department.

IV. AQUATIC CENTER

The John F. McInnis Aquatic Center can be rented for private parties and special events.

Option #1 Private Rentals (during closed hours) Fee is \$75.00 for one hour and includes two lifeguards which safely covers up to 50 guests. Additional lifeguards for numbers over 50 are \$15.00 for each additional guard per hour; ratio of 1 guard to 25 patrons. Additional facility hours are \$25.00 per hour.
Option #2 Open Rentals (during regular operating hours) Fee is \$25.00 and reserves tables, chairs and tent for your party. Regular admissions apply for the party and are payable at the time of entry; Ages 18+ up - \$2.50/each; Ages 17 + under - \$1.50/each.

V. TENNIS COURTS

Tennis courts are available on a first-come, first-serve basis. These are available at no charge; however, paid reservations are recommended and have first priority. Reservations must be made through the Parks and Recreation Athletic Office. Fee is \$2.00 per hour per court (with or without lights) for City Residents and \$3.00 per hour per court (with or without lights) for non-City Residents. Organized groups and leagues must make a reservation. At Les Myers Park, two courts must be available to the general public at all times.

VI. OUTDOOR BASKETBALL COURTS

Use is available on a first come, first serve basis. These are available at no charge; however, reservations are recommended to secure court and should be made through the Athletic Office. Fee is \$2.00 per hour per court for City Residents (with or without lights); \$3.00 per hour for non-City Residents. Reservations for any league will be the same. Organized groups and leagues must make a reservation.

OFFICE USE ONLY: Permit # _____
Receipt # _____
Ck#/Cash/Credit Card _____
Amount _____
Date _____
Notes _____

Facility was left in satisfactory condition and key returned.
 Refund of \$ _____ (deposit/other) to be processed.
 Notes: _____

 Signature of Division Coordinator _____ Date _____

Key # _____

Failure to return a key in a timely manner may mean forfeiture of deposit as explained in the policy.

FACILITY USE APPLICATION AND PERMIT

Facility Requested _____ Date of Event _____

Type Activity _____ Time of Event _____

Approx. # of People Attending _____ # of Police to be Present _____ (Required for some events)
Please provide any further relevant information on reserve side of form.

Will concessions/souvenirs or tickets be sold or admissions charged? _____

Charges: # Hours _____ @ \$ _____ /hour Deposit _____ Total \$ _____ *No Charge (Check Here)
Fees are due in full when making reservation. *Authorization _____
Refer to policy for commission obligations.

Name of Group/Event/Company _____
 Internal Organization Co-Sponsoring Organization Affiliated Organization (Check if applicable)

Contact Person _____ Resident of the City of Concord or NonCity Resident

Address _____ City/State _____ Zip _____

Email Address _____ Driver's License # _____

Home Phone _____ Cell Phone/Business Phone _____

I hereby certify that I am the authorized and responsible representative of the petitioning group, that the above statements are true to the best of my knowledge, that I have received and read a copy of the rules and regulations governing the use of the facilities; and that our group will comply with the regulations, policies and fee schedule governing the use of the facility.

The undersigned applicant hereby agrees to indemnify and save harmless the City of Concord from and against any and all loss, costs, damages, expense and liability causes by any accident or other occurrence causing bodily injury or property damage or damage for libel or slander to any person or property arising from or out of the use or occupancy of the premises by the undersigned applicant, its agents, employees or invitees. I understand that a 48 hour notice is required for changes or cancellation.

The person to whom this facility use permit is issued is the contact person and must be on the premises during the entire event and have the approved permit in his/her possession during the time of approved use. I understand that it is my responsibility to pick up keys to locked facilities one day prior to use and that facility will be unavailable for my use if not picked up. I understand that any special arrangements must be made in advance. Failure to comply will mean forfeiture of my deposit.

Today's Date _____ Signed _____
(I certify that I am at least 21 years of age and that all information is correct)

For Office Use:

Employee Completing Application _____ Date _____

APPROVED DISAPPROVED SUPERVISOR _____ Date _____

APPROVED DISAPPROVED PARKS AND RECREATION DIRECTOR _____ Date _____

COMMENTS:

NOTE: Permit is not valid until approved and signed by authorized personnel as listed above.
 *Director's Signature not required for picnic shelter reservation request. All other signatures apply.

IMPORTANT CONTACT INFORMATION	
Concord Parks and Recreation Department Email: recreation@ci.concord.nc.us www.concordparksandrec.org	704-920-5600
Academy Recreation Center	704-920-5601
Hartsell Recreation Center	704-920-5602
Logan Multi-Purpose Center	704-920-5603
John F. McInnis Aquatic Center	704-920-5604
City of Concord Call Center	704-920-5555
Concord Police Department (Non emergency)	704-920-5000 or 704-786-9155
Emergencies	911



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