

**Town of Cornelius
Parks & Recreation Department
2021 Facility Reservation
Facility Use Agreement**



The following rules and regulations apply to all facility reservations granted for the purpose of organized activities, league play, practices, clinics, and tournaments.

1. All facility reservations will be processed on a first-come, first-served basis and in accordance with the Cornelius Parks & Recreation Department (P&R) Athletic Facility Reservation Policy.
2. Reservation confirmations will be provided for each user group in advance of reservations. Receipts must be available at time of use.
3. Full payment will be due at time of reservation confirmation.
4. “Blanket” reservations will not be accepted. All reservations must be fully utilized by user groups.
5. Cornelius P&R reserves the right to make necessary adjustments and to revoke reservations.
6. Each user group is responsible for pick-up and disposal of all trash and recycling associated with their designated facility reservations. User group agrees to pay the costs for any damages that must be repaired by Town or litter that must be removed.
7. Field preparation is available on a limited basis. Standard baseball/softball field preparation generally includes infield chalk lining. Additional field preparation is offered for an additional fee and may include such items as batter’s boxes, on deck circles, etc. All field preparation requests shall be specified in writing on the Facility Reservation Request form.
8. P&R staff will not paint lines on athletic fields, or provide any necessary equipment for the group’s respective sport.
9. Any improvements or alterations to fields must receive prior written approval from the Cornelius P&R Department, and be inspected upon completion. (Example: addition of pitching mound)
10. User groups are responsible for moving bases, pitching screens, or portable pitching mounds. Bases shall be located in existing field anchors only and must be anchored properly. Anchor plugs shall be inserted into all empty anchors after bases have been moved. Pitching screens and portable pitching mounds shall be moved by adults only and shall be removed from the field, and returned to an area outside of the fence line, at the conclusion of use. ALL baseball user groups will be responsible for moving portable mounds on the field/off the field for each approved reservation. Metal cleats ARE NOT ALLOWED on portable pitching mounds.
11. In the event of inclement weather, field conditions will be assessed, and a final decision made by P&R staff. During weekdays, a decision will be made no later than 4:00 pm each day. For weekend activities, the hotline will be updated by 8:00 am. In the event that a group uses a field or fields during inclement weather conditions, and damages are incurred, disciplinary action will be taken in accordance with the Field Closure Policy.

Weather Hotline: 704-896-2460 x 290

“Field Closed” signs will be posted when field conditions prohibit playing. **Fields cannot be used when signs are posted. If field conditions become unplayable after a game or practice begins, or if signs are not posted, user group shall be responsible for canceling activities, based on field closure criteria.**

12. Groups may also check the P&R website's "Field Conditions" webpage for a detailed list of closures Monday-Friday. The website will not be updated on weekends and holidays.
13. P&R staff will coordinate and set field lighting schedules on a weekly basis. For the safety of park patrons and user groups, only trained personnel will operate light timers.
14. User group agrees to follow all Cornelius P&R Department, Town of Cornelius, and Mecklenburg County ordinances, rules, and regulations.
15. The Town of Cornelius P&R Department does not discriminate against any person based on age, sex, race, color, creed, religion, sexual orientation, political affiliation or national origin in the operation, conduct, or administration of community recreation programs or its facilities. Third parties who receive a permit from the town to operate, conduct, administer or offer a community recreation program, activity or service are held to these same standards.
16. User group agrees to share and review all rules and regulations with coaches, participants, and parents.
17. General rules:
 - Glass containers are not allowed in parks
 - Vehicles are not allowed on playing fields
 - Pets are not allowed on playing fields
 - Vehicles must be parked in designated parking spaces at all times
 - No food or beverages are allowed in gyms
 - No tobacco products, smoking, e-cigs, or vaping use of any kind is allowed anywhere on or in Cornelius Parks & Recreation facilities.
 - No alcoholic beverages of any kind are allowed on park property
 - The following items are NOT allowed with facility rentals:
 - o Inflatables/bounce houses, structures that require being staked into the ground, water balloons, confetti or generators
 - o Barbecue grills of any kind, other than grills already installed in parks.
18. User group representatives are responsible for the actions of participants, coaches, spectators, and volunteers, before, during, or after scheduled activity, while on Town property.

As an authorized representative of _____, I hereby acknowledge that I have read this agreement, understand its meaning and purpose, and agree to the same on the part of the user group, to all of the aforementioned rules and regulations.

User Group _____

By (Authorized Representative) _____

Address _____

City _____ State _____ Zip _____

Phone _____

P&R Staff Signature _____	Date _____
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