

Please print neatly and answer **all** questions thoroughly. Submit completed application and applicable fees to:  
City Hall, 111 Masonic Street, Creedmoor NC 27522 during normal business hours (Monday-Friday 8am-5pm)  
Application must be approved **prior** to using Battle C. Roberts Ball Field.

Applicant Name \_\_\_\_\_

Physical Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Home (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

Reservation Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Reservation Time \_\_\_\_\_

*Note: Reserved time must include event set-up and clean-up*

Will you be requesting use of the Concession Stand?  No  Yes

Is this event intended for minors?  No  Yes\*

Do you plan to charge for this event?  No  Yes\* If YES, what fee will you charge? \$ \_\_\_\_\_

**\*If you answered yes to any of the above questions, you may be required to complete the Special Events form**

Field(s) Requested	Rental Fees	Hours Reserved*	Fees Due
<b>Small Field</b>	\$10.00 / 1.5 hours		
<b>Large Field</b>	\$10.00 / 1.5 hours		
<b>Both Fields</b>	\$50.00 (+\$100.00 refundable deposit) / day		

*\*Reserved time must include event set-up and clean-up needs.*

**Indicate the type of activity that best describes your intended use of Battle C. Roberts Ball Field:**

- |  |  |
|--|--|
| <input type="checkbox"/> Youth T-Ball/Baseball | <input type="checkbox"/> Football                          |
| <input type="checkbox"/> Adult Softball        | <input type="checkbox"/> Family Reunion                    |
| <input type="checkbox"/> Soccer                | <input type="checkbox"/> Camp (please indicate type) _____ |
| <input type="checkbox"/> Lacrosse              | <input type="checkbox"/> Other (please describe) _____     |

**Rules and Regulations**

- Users must adhere to the ***Battle C. Roberts Ball Field Operating Policies & Procedures***.
- Fees are required upon submission of application and are **non-refundable**, except where noted.
- The City will allow **one (1)** change to an existing reservation with a **seven (7)** calendar day advanced notice.  
**No rain dates allowed.**
- No firearms, fireworks, glass containers, or alcoholic beverages permitted.
- Any organization or association intending to use the field and/or the concession stand must ensure the areas are clean following its use.
- Some events will require the presence of a Security Officer. If a Security Officer is needed, you will be advised at the time your application is approved. The cost is \$25.00 per hour per officer and must be paid **in cash to the officer at the beginning of the event**. Note: Events that may warrant the use of a Security Officer, per the discretion of the Police Chief, may be those that involve a large number of participants, those that may result in any destruction of person or property, or those that may require additional parking.

Initials \_\_\_\_\_

My initials in the space above indicate I have read & signed the Waiver of Liability on page 2.

*(Note: Signature required on reverse side)*

*I, the undersigned, for myself and any person associated with this event/activity, do hereby release, hold harmless and agree to indemnify the City of Creedmoor, its agents and employees, from any and all liability caused by negligence or other culpable conduct on the part of me or any member of my group or employees, independent contractors, or any other party involved in the event during my use of the Battle C. Roberts Ball Field/Concession Stand and insure that I will faithfully comply with the terms of this application and the City of Creedmoor Battle C. Roberts Ball Field/Concession Stand Policies & Procedures. I also understand that I am responsible for any damages to the facility both inside and out, and may be required to provide additional insurance.*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

*To Be Completed by Creedmoor City Hall Staff Only*

Approved by \_\_\_\_\_ Title \_\_\_\_\_

With the following exceptions/allowances \_\_\_\_\_

Is security needed?  No  Yes If YES, how many Officers? \_\_\_\_\_ Has PD been notified?  No  Yes

Liability Insurance Obtained?  No  Yes  N/A Background Check Completed?  No  Yes  N/A

Total Fee Paid \$ \_\_\_\_\_ Date \_\_\_\_\_ Receipt # \_\_\_\_\_