

Purpose

To establish uniform operating policies to benefit Creedmoor citizens, Battle C. Roberts Ball Field/concession stand users, and operating staff.

Basic Policy

The City of Creedmoor Board of Commissioners desires to continue the use of the Battle C. Roberts Ball Field/Concession Stand in as much as is practical and beneficial to the City and community. In order to establish authorization and fees for the use of this public facility, the Board directs the City Manager to maintain standard policies and procedures designed to accommodate fair consideration of all requests for use.

Non-Discrimination

The City of Creedmoor does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in any provision of services to the public.

User Fees

User fees shall be recommended annually by the City Manager for the Board of Commissioner's consideration. Generally, user fees will be established at the time the annual budget is adopted. User fees are non-refundable and must be paid upon submission of the application in order to reserve the Battle C. Roberts Ball Field.

Process for Reserving Ball Field and Concession Stand

Reservations will only be accepted *within one (1) month of desired use date* on a first-come, first-served basis with the exception of special events and activities. Application and payment must be received by 1:00 p.m. for SAME DAY rental or by 1:00 p.m. on Friday for weekend rental.

New Programming

Those who wish to collaborate with the City of Creedmoor to begin a new recreation program must first submit a proposal to the City of Creedmoor for review. Upon the approval of the proposal by the City Manager, the new program will be initiated for a two month trial period upon the agreement of a fee rate and operation schedule between the Programmer and the City of Creedmoor Parks and Recreation Department. Upon the completion of the two month trial period, the new program will go under reevaluation to determine a set fee rate and operation schedule. The programmer will be eligible to initiate a \$50.00 rolling security deposit and may reserve the Battle C. Roberts Ball Field up to six (6) months in advance. Note: Anyone who provides recreation in collaboration with the City of Creedmoor Parks and Recreation Department must provide monthly participant data reports by the end of each month of operation. Required participant data should include: Type of activity, total number of participants, each participant's name (if possible), age, gender, physical 911 address (mailing address does not suffice), email address, and main contact phone number. All data must be totaled before submission to the Creedmoor Parks and Recreation Department.

Written Agreement for Use of Facility

All users are required to execute the City's standard application/agreement prior to their use of the facility. The agreement includes an indemnity holding the City harmless from any and all liability caused by the user's negligence during use of the facility. Some groups may be required to provide proof of liability insurance and/or background checks as determined on a case-by-case-basis by the City Manager.

Hours of Operation

Hours are 8:00 a.m. to sunset

Parking

The City provides paved parking in front of the Creedmoor Gymnasium & Activity Center for senior center users only between the hours of 8:00 am and 5:00 pm on weekdays. After 5:00 pm on weekdays, the paved

parking area may be used by users of the Battle C. Roberts Ball Field. In the event that overflow parking is needed, an additional designated parking area will be available for the users of the Battle C. Roberts Ball Field. Signage will direct you to overflow parking if available. Note: All users of the Battle C. Roberts Ball Field must park in the designated area(s) and may not park at neighboring businesses such as CVS, the Farmer's Market, the Veterinary Hospital, or along NC Hwy 56 (Wilton Avenue). The gated entrance at the Battle C. Roberts Ball Field may only be used for maintenance purposes.

Ballfield Terms of Use

1. Users are required to pick up all trash/litter and place in the outside trash receptacles as well as replace the liners of the inside trash receptacles.
2. Firearms/weapons, drugs, and alcoholic beverages are strictly prohibited in or around Battle C. Roberts Ball Field or on any City property.
3. Music that is amplified and disturbs neighboring property owners and residents (including tapes, discs, records, etc.) is not permitted before or after the hours of operation.
4. Users may not charge a fee to enter Battle C. Roberts Ball Field without prior approval from the City Manager
5. Users are expected to be aware of and obey all other appropriate and applicable laws concerning public conduct and safety during their use of Battle C. Roberts Ball Field. Users are further expected to obey direction of the Battle C. Roberts Ball Field attendant and/or the users' organization/association officially designated representative.
6. The responsible party assumes all responsibility for all damages inside and outside of the facility.
7. Battle C. Roberts Ball Field may not be used by any party if the field is deemed by the City too soft to play. If activity is reported, the City will be notified and the using party will be charged for the cost of repairs.
8. After each authorized use, the responsible party is expected to ensure the return of all equipment and materials to their designated storage area, all trash/litter has been picked up and placed into outside trash receptacles, checking for fire hazards, cleaning the concession stand including, but not limited to, wiping counters, sweeping and mopping floors, checking bathrooms for cleanliness, flushing and cleaning toilets, checking for running water in toilets and sinks, switching off all lights, and securing all doors and windows before leaving the Battle C. Roberts Ball Field unattended. Note: All trash must be collected from on and around the Battle C. Roberts Ball Field including, but not limited to, the bleachers, dugouts, and concession stand; and properly disposed of into the Waste Industries rolling cart. If carts are overflowing, trash must still be collected and placed in securely tied garbage bags and placed beside the Waste Industries rolling cart. **Failure to do so will result in the City procuring trash services and assessing the fee to the responsible party.**
9. The responsible party is responsible for ensuring all attendees (including coaches for athletic events) properly observe and comply with all Battle C. Roberts Ball Field policies. The designated representative has the authority to ask an attendee to leave the premises if a dispute or conflict arises. If conflicts are not resolved and handled accordingly, the City will require the user to procure the services of a Police Officer for enforcement.

Violation of Facility Use Rules

Violation of the Battle C. Roberts Ball Field facility use rules will result in expulsion with denial of future renewal privileges. Rules and regulations are subject to the interpretation of and enforcement by designated City of Creedmoor Officials and the City of Creedmoor Police Department.