



# Cabarrus County Active Living and Parks Department

## FEES AND CHARGES POLICY

2015







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## I. PURPOSE

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To adopt an official policy to establish a set of fees and charges that is fair and equitable for the use of facilities and equipment and the participation in programs sponsored by the Cabarrus County Active Living and Parks Department.

This policy, upon adoption by the Cabarrus County Board of Commissioners, shall be applicable to all individuals for the use of facilities and recreation equipment and the participation in programs conducted by the Cabarrus County Active Living and Parks Department until such time as it is altered, modified, or rescinded by the Cabarrus County Board of Commissioners.

## II. POLICY

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The Cabarrus County Board of Commissioners hereby establishes the following Active Living and Parks Fees and Charges Policy:

### A. Statement of Need

The Active Living and Parks Department offers diversified recreation services to its citizens, recognizing governments' responsibility to provide public park and recreation facilities and leisure opportunities. Due to the demand for services, rapid increase in operation and capital costs, and the limited amount of available tax revenues, it has become difficult to maintain existing levels of service, much less provide new services. Therefore, it is deemed necessary for Cabarrus County to develop a sound and consistent fees and charges policy for Parks and Senior Centers services that is both fair and equitable. The underlying goals of such a policy must remain to provide the broadest services to meet needs of the community, and to assure equitable delivery of those services.

### B. Department's Philosophy

The basic principle of Cabarrus County Active Living and Parks Department is to offer the most efficient and diversified recreation services to ensure all citizens equal opportunities as follows:

1. To improve the quality of life for each individual through recreation and leisure opportunities.
2. To provide and maintain parks and recreation facilities for use by the general public.
3. To provide trained and qualified personnel for supervision and instructions of programs and activities and facility

maintenance.

4. To welcome public input into planning and evaluation of programs, activities, and facilities.
5. To provide the opportunity for all residents of Cabarrus County to participate in programs and activities and to fully utilize the facilities of the department.

C. Basic Services and Basic Facilities

Basic Services and Basic Facilities shall be offered at minimal or no charge. These services are those which tend to preserve and promote physical and mental well-being, provide patron safety, instruct in basic skills, and provide public parks and community facilities.

1. Basic service examples include program brochures, community assistance, program planning, clinics, and general public events.
2. Basic facilities include, but are not limited to, family picnic areas, park playgrounds, athletic facilities open spaces, walking trails and comfort stations.

D. Special Services and Special Facilities

Special services and special facilities shall be assigned participation or usage fees based on a specified percentage of the direct operation and maintenance cost.

1. Special services include, but are not limited to, organized adult athletics, athletic tournaments, instructional programs nature/wildlife environmental programs, a pool, classes, and tournaments.
  2. Special facilities include, but are not limited to, rental rooms and buildings, lighted ballfields, lighted tennis courts, lighted soccer fields and picnic shelters.

E. Fees and Charges

Fees and Charges shall support other resources available to the Cabarrus County Active Living and Parks Department, not replace them or be used to reduce the County's responsibility to provide public recreation facilities and leisure opportunities. They provide a means to continue, and expand as necessary, the ability to offer both basic and special services to Cabarrus County citizens.

### III. CRITERIA FOR ESTABLISHING FEES AND CHARGES FOR SPECIAL SERVICES AND FACILITIES

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- A. The determination to assign a fee for a special service and/or facility shall be based on one or more of the following criteria:
1. The cost per user hour. This is usually due to one of the following:
    - a. The service uses consumable materials.
    - b. The service requires a facility with operating, utility, or maintenance costs.
    - c. The service requires special preparation or clean-up.
    - d. The service requires special supervision or instruction at additional cost.
  2. Use of the service or facility tends to be limited to a relatively few individuals or special interest groups; therefore, those who benefit to the exclusion of others should pay extra for the privileges enjoyed.
  3. Charging an admission fee to a special event allows for revenues collected to be used to extend the activity or cover the cost of the event.
  4. Charging a fee serves an independent function such as one of the following:
    - a. Rationing limited facilities among a large number of users.
    - b. Aiding in discipline or control.
    - c. Promoting respect for an activity and/or service.
- B. One or more of the following pricing alternatives will be used in establishing the fees and charges for special services and facilities:
1. To recover the partial or percentage cost of providing the service.
  2. To recover all of the direct operating expenses.
  3. To recover the actual cost of providing the service, and the interest and amortization of the initial capital investment.
  4. At the rate which will result in efficient use of a given area or improvement.

#### IV. FEES FOR SPECIAL SERVICES

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- A. Fees for special services shall be reviewed annually, and adjusted as necessary, to recover an established percentage of the programs direct operation costs. Direct operation costs include, but are not limited to, the following:
1. All part-time wages necessary to conduct the program.
  2. The payment of sports officials, recreation instructors, and contract personnel necessary to conduct the program.
  3. The rental of facilities and utility cost directly related to the program.
  4. The purchase of all equipment and supplies for use by the program participants or personnel.
- B. In the event a community and/or volunteer organization provides the required staffing and/or a portion of the services and supplies needed, and/or a portion of the costs through a sponsorship agreement, the established fee shall provide for the recovery of program operation costs related only to the direct cost incurred by the department subtracting the amount of the donation.
- C. Any surplus revenue from one program may be utilized to offset cost for other related programs.
- D. The following guidelines shall be used in determining annual departmental program fees and charges.
1. Adult Programs: Fees for participation in these programs shall be established to recover an average of 100% of the direct operation costs required to provide the programs.  
  
Instructional classes, workshops, and programs: Participants, regardless of age, will be charged a fee to be determined by the direct cost and estimated number of participants.
  2. Special Programs/Events/Tournaments: In general, the design of all ongoing and new special programs/events shall be structured to maximize revenues to foster future events and/or specific projects within the Active Living and Parks system. Corporate Sponsorship and donations shall be secured when possible to provide these services to the general public at minimal or no cost. The fee will be determined by the direct cost of the program.

## V. FEES FOR SPECIAL FACILITIES

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- A. When not in use for department sponsored and co-sponsored activities, designated areas and facilities may be rented by organizations and the general public in accordance to established policies and procedures.
1. Area and facility rental rates will be computed by adding the personnel costs, an hourly utility cost, and any related cost for the facility in question. Groups coordinating fundraisers' such as but not limited to road races, walks, festivals, etc. must meet with park or facility management to discuss logistics of event and what is needed to be reserved.
  2. Recreation equipment will not be rented but can be used by County Funded Departments.
- B. Charges for Charitable (Non-Cabarrus County Sponsored) Activities
- Charitable, non-profit, Community serving organizations who conduct an event on park property for the purpose of raising funds or meetings must pay the established rental fee calculated to cover the cost to the County for use of said facility. Certificate of Liability Insurance is required.
- C. Cabarrus County 501(c) 3 Charitable organizations will not be charged for one (1) fundraising event or one (1) meeting/picnic per fiscal year. The Reservation is limited to one (1) reservable space per event. Groups larger than the capacity of available shelters be will be charged 50% rates for each additional space. These Charitable organizations must operate an office within Cabarrus County and apply all monies raised within that office to Cabarrus County residents. Appropriate documentation as proof of 501(c)3 status must be provided at time of reservation.
- D. Any organization who has Active Living and Parks Department as a co-sponsor will not be charged any facility rental fees. To be co-sponsored the event/activity must meet the following criteria:
1. Be a recognized Cabarrus County 501(c)3 organization or a Cabarrus County/Kannapolis school organization
  2. Request cosponsorship at least 30 days in advance of event/program.
  3. Provide a measurable impact and outcome for the patrons
  4. Be open to all interested
  5. Include Cabarrus County Active Living and Parks on all publicity (publicity materials must be submitted to the Active Living and Parks Department in advance for approval).
  6. Meet the Cabarrus County Local Food Policy's 10% commitment
  7. Provide Cabarrus County a minimum of \$1 million liability insurance as additional insured

- E. Commercial Activities: For Profit commercial activities will not be permitted in any public facility or upon parklands without prior approval by the Director of the Active Living and Parks Department. One million dollars in comprehensive liability insurance naming Cabarrus County as additional insured is required.
  
- F. Reservations include existing park and recreation facilities only. Any additional equipment or activities (i.e. Spacewalks, Dunking Booths, Hot-Air Balloons, generators, etc.) must be approved by the Cabarrus County Safety Risk Management Officer at least two (2) weeks prior to reservation date. The equipment must be operated and supervised by the contract vendor at all times. The organization or groups must provide Cabarrus County with evidence of comprehensive liability insurance sufficient to protect the County against risk, with a limit of at least \$1 million dollars for each occurrence and/or \$2 million aggregate policy which names the County as certificate holder and additional insured, including the endorsements page, or certificate of insurance acceptable to the Cabarrus County Safety Risk Management Officer. Cabarrus County may also require a waiver of subrogation from the sponsoring organization or group. Not all Park facilities are able to accommodate additional equipment or activities. These facilities also may not be able to accommodate a power source or water source. There will be an additional fee of \$35 for all additional equipment that uses water and/or power from Active Living and Parks facilities (dunking booths, generators, waterslide, etc). Location of equipment to be determined by and is subject to Park Management approval.
  
- G. School vs. County-owned Facilities (Public and Private Schools that receive County tax dollars) of Cabarrus County and City of Kannapolis.
  - 1. As mutually agreed, no charges are assessed by either party for use of schools and parks facilities. Availability of all facilities is based upon the primary user having priority and the secondary user requesting access during available periods. Any additional manpower needed shall be paid by the requesting group.
  
- H. Revenue Producing Facilities will be developed in parks to supplement General Fund revenue and to provide the public the broadest possible offering of recreation opportunities. The number and type of facilities shall be gauged to provide desired services without acquiring a commercial image. The service in itself must be the first priority in determining the need and standard of operation for the facility.
  - 1. As a basic resource of the park system, special facilities shall be constructed with public funds and, depending on the nature of the service they provide, operated and maintained from user fee revenues.

2. General Fund appropriations shall be used to support the operation of the revenue producing special facilities at such times that cash flow from revenue is inadequate to maintain that facility to the high standard of service necessary.

## VI. SPECIAL CONSIDERATION FOR FEES AND CHARGES VARIANCES

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- A. Cabarrus County Senior Citizens Groups over the age of fifty-five (55) and Cabarrus County Funded Agencies shall be granted special consideration in the form of free use of park facilities Monday through Friday 8 am until 4 pm. Any direct costs incurred, i.e., heating, air-conditioning will be charged \$40.00 per time period for each park facility reserved. Additional manpower costs if necessary will be passed on to the agency. This special consideration shall not include miniature golf, pool, paddleboats or concessions. Cabarrus County funded agencies shall be any agency whose employees are paid by Cabarrus County Government.
- B. There will be no charge for any Stonewall Jackson School activity or reservation.
- C. Corporate Sponsors, or Friends of the Park Group, approved by the Parks Commission will be permitted to utilize one park facility per year free of charge.
- D. Special Interest Groups or Individuals shall be granted no special consideration in the form of reduced rates or free services with the exception of those groups who are co-sponsoring with the Department.
- E. Proprietary or Commercial groups shall not be permitted to use park facilities for financial gain or profit without prior approval of the Active Living and Parks Director. These facilities are designed to serve the general public on a non-profit basis. The exclusive use of facilities for profit purposes is inconsistent with the Department's basic philosophy and revenue goals.
- F. Special consideration will be granted to Cabarrus County Active Military personnel. This will consist of free use of picnic facilities (excluding miniature golf, paddleboats, concessions, pool, enclosed facilities, heat/AC and before and after hour charges). This consideration will only be granted six (6) months prior to or immediately following deployment. The Reservation is limited to one (1) reservable space per event. Groups larger than the capacity of available shelters will be charged 50% rates for each additional space. Written proof of duty will be required at the time of booking.

- G. Active Living and Parks Department Director has authority to charge groups listed within this section Full Shelter fees following their reservation, if they fail to comply with Park Ordinance.

## VII. ALTERNATIVE SOURCES OF REVENUE

### A. Grants

1. Any employee of the Department, Commission, or interested citizen is encouraged to investigate the possibilities of securing a grant or sources of outside funding for department facilities and programs.
2. All grant applications, donations, or funding sources must be approved by the Director of Active Living and Parks, the Parks Commission, County Manager, and Cabarrus County Board of Commissioners as required.

### B. Non-Appropriated Funds For Recreation Services

1. With prior approval of the Director of Active Living and Parks, solicitations, sales, benefits, donation, or gifts, may be received during County sponsored programs.
2. Funds collected in any manner during a County-Sponsored program shall be handled in accordance with established county and department policies and procedures.

## VIII. EVALUATION OF POLICY AND FEE SCHEDULES

The fees and charges policy and related fee schedules shall be reviewed annually by the Director, Staff of the Active Living and Parks Department, the Senior Centers Advisory Council, and the Cabarrus County Active Living and Parks Commission. All recommendations for policy changes or fee adjustments shall be approved by the Cabarrus County Board of Commissioners prior to implementation.

## IX. REFUND POLICY

- A. All requests for refunds must be made in writing to the Director of the Active Living and Parks Department.
- B. Refund Procedures
  1. Program credit or refund will be offered in cases in which a class or program is already filled, must be cancelled, or in cases in which changes in class day, time, or site prevents an

individual's participation. A participant wishing to withdraw from a program will be offered a program credit. For a refund, the request must be made in writing to the Active Living and Parks Director minus a 25% administrative fee. Refunds may be prorated if deemed appropriate.

2. Refunds for Discovery Day Camp, Spring Break Camp, Athletic Camps, and Tennis Lessons will be provided less 25% processing fee. All refund requests must be sent in writing to the Program Supervisor prior to being submitted to the Active Living and Parks Department Director.

C. Refunds for Adult Athletic Leagues

1. A refund of the team fee less 25% processing fee will be remitted as follows:
  - a. If the request is more than two (2) weeks before the first scheduled game - 75% refund
  - b. If the request is less than two (2) weeks before first scheduled game - 50% refund
  - c. No refunds after league schedule is completed.

- D. Individual refund policies set for special events, tournaments, rentals, or any program will override this policy.

E. Refunds for Park and Facility Rentals

Every effort will be made to schedule an alternate date should a cancellation be necessary. Alternate dates may or may not be available to the park user depending upon other reservations that have been confirmed. In case of inclement weather, the park user has three (3) working days to call and schedule an alternate date. If an alternate date cannot be confirmed, the park reservation fee will be refunded to the park user minus a 25% administrative fee.

## X. RESERVATION POLICY

A. After/Before Normal Operation Hours Request

1. A charge of \$100.00 flat fee and \$25.00 per staff/per hour needed per day (determined by Park Management) to extend any park facility reservation/operation beyond normal opening and closing hours. This extension is only available if the facility is reserved by the requestor during normal operating hours. The extension is subject to Park Management approval. All extensions will be limited to the times of no earlier than 6:00am and will not extend beyond 11:00pm.

B. Rental Group Size

1. Groups at Frank Liske Park will be limited to 1,500 people.

- a. Groups of 400-499 people will be required to rent: the entire barn (Upper Level, Lower Level, Shed I and Shed II), and the Arbor
  - b. Groups of 500-699 people will be required to rent: the entire barn (Upper level, Lower level, Shed I & Shed II), Arbor, and the W.O. Barnhardt Shelter.
2. Groups of 700 and over at Frank Liske Park will be required to rent: the entire barn (Upper level, Lower level, Shed I and Shed II), Arbor, W.O. Barnhardt Shelter and the Andy Hartsell Shelter.
3. Some variation in attendance is permissible at all parks. For reservations of up to 100 people there is an allowance of 25%, 101 to 300 people - 20%, 301 to 500 people - 15%, and over 500 people - 10%. Any groups exceeding their maximum number will be billed an additional charge. This charge will be equal to double the amount of the facilities that should have been reserved for the number of people in attendance in that group. Group attendance will be determined by Park Ranger, Facility Supervisor, and/or Park Program Manager/Coordinator.

C. Special Equipment/Requirements for Reservations and Patrons

4. Reservations include existing park and recreation facilities only. Any additional equipment or activities (i.e. Spacewalks, Dunking Booths, Hot-Air Balloons, generators, etc.) must be approved by the Cabarrus County Safety Risk Management Officer at least two (2) weeks prior to reservation date. The equipment must be operated and supervised by the contract vendor at all times. The organization or groups must provide Cabarrus County with evidence of comprehensive liability insurance sufficient to protect the County against risk, with a limit of at least \$1 million dollars for each occurrence and/or \$2 million aggregate policy which names the County as certificate holder and additional insured, including the endorsements page, or certificate of insurance acceptable to the Cabarrus County Safety Risk Management Officer. Cabarrus County may also require a waiver of subrogation from the sponsoring organization or group. Not all Park facilities are able to accommodate additional equipment or activities. These facilities also may not be able to accommodate a power source or water source. There will be an additional fee of \$35 for all additional equipment that uses water and/or power from Active Living and Parks facilities (dunking booths, generators, waterslide, etc). Location of equipment to be determined by and is subject to Park Management approval.

Park Rangers may accept reservation fees. The Department has implemented a refund policy for payment for park reservation fees. Park Reservations cancelled more than (3) three days in advance

are eligible for a refund less a 25% processing fee. If cancelled less than (3) three days in advance, there is no refund but may be rescheduled.

Every effort will be made to schedule an alternate date should a cancellation be necessary. One (1) alternate date may or may not be available to the park user depending upon other reservations that have been confirmed. Contact the Park Reservations Office within (3) three working days of the original scheduled date of reservation of their intent to reschedule another date. If an alternate date cannot be confirmed, a park reservation fee will be refunded to the park user upon approval of a written request made to the Active Living and Parks Director. Refund requests must be made within thirty (30) days from date of reservation to be eligible for a refund.

Cabins and tents must be rented by an adult at least 21 years old. An adult (21) must occupy the cabin and tents during the entire rental period.

5. No nails or staples may be used on park property or senior center
6. Deep fat/grease frying is not permitted.
7. Alcohol and/or fireworks of any kind are not allowed in the parks.
8. Smoking and the use of other tobacco products on grounds of the county's parks and facilities system are prohibited.
9. Anyone not adhering to this policy or any other park policy may be asked to leave with no refund and will be banned from renting any facilities at any Cabarrus County operated parks and facilities for an indefinite period of time.

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# Cabarrus County Active Living and Parks Department 2015 FEES AND CHARGES







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## **HOLIDAY CLOSINGS – PARKS**

Cabarrus County Parks will be closed under the following holiday schedule:

Thanksgiving	Thanksgiving Day
Christmas	Christmas Eve Christmas Day
New Year's	New Year's Day

## **HOLIDAY CLOSINGS - SENIOR CENTERS**

Cabarrus County Sr. Centers will be closed under the following holiday schedule:

New Year's Day

Martin Luther King

Good Friday

Memorial Day

Fourth of July

Labor Day

Veterans Day

Thanksgiving Day and Friday following

Christmas Eve, Christmas Day, and day after Christmas

## Facility Reservation Information

### Frank Liske Park

<u>Facility</u>	<u>Description</u>	<u>Rental Fee (1/2 day/all day)</u>	<u>Capacity</u>
Arbor*	Arbor	30.00 / 60.00	35
Shed I	Shed 1	50.00 / 100.00	75
Shed II	Shed II	50.00 / 100.00	100
Lower Level*	LL	50.00 / 100.00	100
Lower Level- Heat	LLH	85.00 / 170.00	100
Upper Level*	ULVL	125.00 / 250.00	125
Homebuilder	HMB	50.00 / 100.00	75
Barnhardt	WOB	80.00 / 160.00	150
Hartsell	ANDY	80.00 / 160.00	150
Philip Morris	PMOR	80.00 / 160.00	150
Wildlife	WLF	30.00 / 60.00	35
Vulcan	VUL	30.00 / 60.00	35
Corning	CRN	30.00 / 60.00	35
Amphitheatre	AMP	100.00 / 200.00	300

*(Limited parking available at lake; to book amphitheater surrounding shelters must also be booked.)*

### Vietnam Veterans Park

<u>Facility</u>	<u>Description</u>	<u>Rental Fee (1/2 day/all day)</u>	<u>Capacity</u>
Hickory Shelter*	Hickory	30.00 / 60.00	50
Magnolia Shelter*	Magnolia	30.00 / 60.00	50
Oak Shelter*	Oak	30.00 / 60.00	50
Dogwood Shelter	Dogwood	60.00 / 120.00	100

\*Facilities with an asterisk DO NOT have availability for additional equipment (i.e., spacewalks, dunking booth, generators, etc.). Prior approval for additional equipment must be secured before bringing to a park.

### Camp T.N. Spencer Park

<u>Facility</u>	<u>Description</u>	<u>Rental Fee (1/2 day/all day)</u>	<u>Capacity</u>
Helms Hall	Helms	60.00 / 120.00	75
	<u>Capacity is 50 during winter months</u>		
Propst A Building*	Propst A	50.00 / 100.00	75
Propst B Building*	Propst B	50.00 / 100.00	75
Shelter 1*	Shelter 1	30.00 / 60.00	50
Shelter 2	Shelter 2	30.00 / 60.00	50
Tent Sites*	7 Sites	15.00 per night	6/2 tents
Cabins*	6 Cabins	50.00 per night	6
Group Camping*	9 Sites	30.00 per night	35

Pool                              Birthday Party                              50.00 for 4 hrs\*                              25

Pool Birthday Parties must be approved through Camp TN Spencer Park Manager or Senior Ranger. Reservations must be booked seven (7) days in advance. Only available during standard pool hours excluding Memorial Day, Fourth of July and Labor Day.

Birthday Party area will be available 10am-2pm or 3pm-7pm. Initial Fee of \$50 dollars is for a maximum of 25 people including parents and children entrance to the Pool, exclusive Birthday Party area, seating for 25 people (includes parents), and storage of a cake. Additional parents or children will be charged normal pool admission fees less \$1 dollar per person.

Birthday Food Packages (Only available when renting the Birthday Party Area)

Pizza Package              \$2.50 Per Person

Two slices of pizza per person (choose between Pepperoni or Cheese) and a drink per person. Additional pizza can be purchased with prior notification.

Cabin Fees – Requires a 2-day stay for Friday and Saturday Reservations March - October. Maximum of 6 people per cabin.

Tent Sites – Requires a 2-day stay for Friday and Saturday Reservations March - October. Maximum of 2 tents per site – 6 people per site.

Cabin and Tent Site – Punch cards - full payment for 9 stays will permit the bearer of the Punch Card 1 free stay. Each stay is defined as 1 day/night.

Group Camping Site – No minimum Night Reservation - 9 Tent sites available 35 people total. Group camping site is for scout groups, church groups, and other youth groups. Adult supervision is required with a minimum of 1 adult per 7 youth.

There will be a 25% cancellation fee charged for any cabin or tent site (including group camping) cancellation. There will be a 25% change fee charged for a date change for cabins and tent sites (including group camping).

## **All Parks**

Table and Chair Setup Fee for Upper Level of Barn, Helms or Propst Hall  
\$25.00 if different than options provided. All groups will be charged \$25.00 if facility tables and chairs are not left in same locations at the end of their reservation.

Facilities with an asterisk DO NOT have availability for additional equipment (i.e., spacewalks, dunking booth, generators, etc.). Prior approval for additional equipment must be secured before bringing to a park

Limit of (4) four Explorer Passes per individual per Fiscal Year

## **Cabarrus County Senior Centers**

Reservation fees are based on an initial 4-hour period, with an additional cost per hour. The minimum rental fee charged will be for a 4-hour period, even if the rental period is not 4 hours in length. Rental periods include preparation and break down time for renting group (i.e., if renting space for a 2-4pm event, but an hour is needed to decorate and an hour is needed to take down the decorations, the event will be scheduled as 1-5pm).

<b>Concord Senior Center Fee Schedule</b>							
Space	Size (approx.)	Capacity	Tables	Chairs	Rental Fee		Description
					4 Hour Minimum	Additional Hours	
Multipurpose	90'X40'	280 (220 seated at tables)	30	280	\$350	\$100	Vinyl floor
Multipurpose #1	33'X40'	100 (80 seated at tables)	11	100	\$175	\$75	Vinyl floor
Multipurpose #2	24'X40'	80 (60 seated at tables)	8	80	\$175	\$75	Vinyl floor
Multipurpose #3	33'X40'	100 (80 seated at tables)	11	100	\$175	\$75	Vinyl floor
Conference Room	40'X20'	60 (40 seated at tables)	10	60	\$125	\$45	Carpet
Conference Room #1	20'X20'	30 (20 seated at tables)	4	32	\$75	\$30	Carpet
Conference Room #2	20'X20'	30 (20 seated at tables)	5	40	\$75	\$30	Carpet
Classroom #1	20'X21'	TBD	4	30	\$75	\$30	Vinyl floor
Classroom #2	20X21	TBD	4	30	\$75	\$30	Vinyl floor
Classroom #3 & 4	47'X17'	TBD	12	75	\$150	\$40	Vinyl floor
Classroom #3A	25'X17'	TBD	4	30	\$75	\$30	Vinyl floor
Classroom #3B	25'X17'	TBD	4	30	\$75	\$30	Vinyl floor
Lab	19'X20'	TBD	4	30	\$75	\$30	Vinyl floor
Picnic Shelter	30'X60'	150	16	NA	No Charge (All other fees apply)	No Charge (All other fees apply)	Covered with concrete floor, picnic tables & 2 grills
<b>Mt. Pleasant Senior Center FEE SCHEDULE</b>							
Space	Size (approx.)	Capacity	Tables	Chairs	Rental Fee		Description
					4 Hour Minimum	Additional Hours	
Multipurpose	24'x76'	100 (84 seated at tables)	12	100	\$150	\$65	Vinyl floor
Classroom	28'x22'	30 (24 seated at tables)	4	30	\$70	\$30	Wood floor
Both Rooms		130 (108 seated at tables)	16	130	\$200	\$75	Full rental of the Mt. Pleasant Senior Center

## XI. FEES & CHARGES OTHER FACILITY USE

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### **CABARRUS COUNTY SENIOR CENTERS**

#### Miscellaneous Equipment Rentals

Corn Hole	2 boards, 8 beanbags and one carrying bag	No Charge
Horseshoes	1 set (4 horseshoes)	No Charge
Bocce	1 set of Bocce Balls in carrying bag	No Charge
Disc Golf	1 set of 3 discs in carrying bag	No Charge
Shuffleboard	2 cues, 8 discs and disc carrier	No Charge
Shot Put	1	No Charge
Discus	1	No Charge

#### **FACILITY**

#### **FEES AND CHARGES**

##### **Frank Liske Park**

Softball Fields	10.00 per hour per field
Softball Fields W/Lights	15.00 per hour per field
Softball Field Lining	25.00 per field

##### **Disc Golf Tournament** (Non County/Cosponsored Group)

\$50.00 first 3 hours

\$25.00 each additional hour, maximum of 6 hours per day

#### **PADDLEBOATS/MINI GOLF**

Paddleboats	April - October	2.00 per 1/2 hour
Kayaks & Canoes	April – October	3.00 per ½ hour 5.00 per hour
Miniature Golf	April – October	2.00 per game 8.00 all day pass

#### **5 and Under**

Plays one free game with the purchase of 1 Paid Game

Rides one free time with the purchase of 1 Paid Ride.

Operations for both recreation facilities are 12:00 noon – 7:00 pm.

## **Group Birthday Parties**

Group birthday parties may be booked at Frank Liske Park for mini golf. Reservations must be booked seven (7) days in advance. Available April 1 – October 31.

### **Option # 1 (Minimum of 10 people): \$5.00 per person**

- Choice of 1 game of Miniature Golf, 1 paddleboat ride, or 30 minute Nature/Wildlife Program (Entire group must do same activity)
- Choice of Hot Dog or Corn Dog
- Choice of Bag of Chips/Pretzels
- Choice of Soft Drink, Water, or Fruit Juice

### **Option #2 (Minimum of 10 people): \$7.00 per person**

- 1 game of Miniature Golf, 1 paddleboat ride, or 30 minute Nature/Wildlife Program (Entire group must do same activity)
- Choice of Hot Dog or Corn Dog
- Bag of Chips/Pretzels
- Choice of Soft Drink, Water, or Fruit Juice

## **Road Race and Fundraiser Walks/Events**

See Attached Road Race/Walk Events Application

THE FOLLOWING RENTAL PROCEDURES APPLY ONLY DURING HOURS THESE FACILITIES ARE NOT OPEN TO THE PUBLIC AND REQUIRES A SEVEN (7) DAY NOTICE

### **EXCLUSIVE USE**

**Paddleboats \$100.00 first two hours \$25.00 each additional hour**  
**Miniature Golf \$50.00 first hour \$25.00 each additional hour**

- Available Monday – Friday 9:00 am – 5:00 pm or Saturday & Sunday 9:00 am – 12:00 noon
- Exclusive Use must be completed by 5:00 pm Monday – Friday and 12:00 noon Saturday and Sunday.

**2 hour minimum rental required – venues may be combined to reach 2 hour minimum.**

## **Miscellaneous Equipment Rentals**

Corn Hole	2 boards and 8 bags	\$5.00*
Fishing	Fishing Reels (open or closed reels)	No Charge
Horseshoes	1 set (2 red, 2 blue)	No Charge
Volleyball	1 volleyball	No Charge
Frisbee	1 Frisbee	No Charge
Disc Golf	1 set of discs	\$5.00 per day
Basketball	1 Basketball	No Charge

\* Price is per reservation time period. (Ref. Reservation Time Periods Above)

Equipment must be checked out from Park Staff with a valid Drivers License. Park staff is responsible for filling out equipment check out form.

## **FISHING PERMITS**

Fishing Permits	1.00 per day per park
	20.00 per year to fish one park
	<u>30.00 per year for both FLP and CSP</u>

**(All North Carolina Wildlife Regulations apply)**

## **FRANK LISKE PARK SOCCER COMPLEX**

Soccer Field (2 hour minimum use)	25.00 per hour
Soccer Field Light Charge (Lights Paid to Third Party)	10.00 per hour
Soccer Field Lining Preparation	50.00 per field
Soccer Field Per Day Charge	175.00 per field
Meeting Room	15.00 per hour
Meeting Room All Day	100.00 all day

NOTE: If the soccer complex is closed for any reason prior to the commencement of the event, the lessee's fee will be refunded. All soccer complex rentals are subject to Park Management approval.

## **CAMP T.N. SPENCER POOL**

### **DAILY ADMISSION**

Adults	(Ages 14-65)	\$ 5.00
Children	(Ages 6-13)	3.00
Children 5 & Under		Free w/Paid Adult Admission
65 & Over		2.00
Childcare Organizations		1.00

Note: Childcare organizations are defined as any summer, afterschool, and childrens' camps, (excluding the Cabarrus County Boys and Girls Club). All children entering pool area must pay a fee regardless of age. Counselors will be admitted free with all organizations.

### XIII. CAMPING RULES POLICY

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**Reservations** are required and can be made by calling 704-920-3484 Monday thru Friday between the hours of 8 am and 5 pm or anytime at [www.cabarruscounty.us/reservepartner](http://www.cabarruscounty.us/reservepartner) . Minimum 2-night reservation is required on Friday and/or Saturday, March - October. Fourteen (14) days maximum continuous stay. Active Living and Parks Department will require a seven (7) day break for same patron/family after a fourteen (14) day continuous stay.

**Registration:** adults (21 years of age or older) must register and occupy site. Children under 18 years of age must not be left alone and must have adult supervision at all times. Guests are required to check in and out with the Park Ranger.

**Parking:** after registering, vehicles may be driven to site to unload and again to load when departing (20 minute limit). At all other times vehicles must be parked in the paved parking areas. If a handicap parking pass is presented at the time of booking, you will be permitted to leave your vehicle in the designated area for Cabins 1, 2, 3 and 4 only; however, you will not be permitted to drive your vehicle to and from the bath house or on trails throughout the park.

**Camping** is allowed in designated areas by permit only.

**Alcoholic Beverages Are Prohibited** (Cabarrus County Ordinance Section 50-4)

**Smoking** and usage of Tobacco products are Prohibited (Cabarrus County Ordinance Section 50-1)

**Pets** must be restrained on a leash of six feet or less at all times. **Pets are not allowed inside the cabins or bath house at any time. Pets may not remain in the Park overnight. This is to included cabins, tent sites, vehicles, or kennels.**

**Check in time** is 3:00 pm. **Check out time** is 11:00 am. Please check in and out with the Park Ranger.

**Enforcement:** failure to abide by the regulations and ordinances governing Cabarrus County Active Living and Parks will subject offender to temporary or permanent expulsion from the park and/ or criminal prosecution. In the event of permit revocation, all monies paid shall be forfeited by the offender and retained by the park. All North Carolina Motor Vehicle and traffic laws apply at any Park or parking lot operated by the Active Living and Parks Department.

**TENT SITES** Each of the tent sites includes a picnic table, grill, fire circle, and trash can. A restroom/shower building is centrally located and also includes an outside utility sink. A maximum of two tents and 6 people is allowed at each tent site.

**CABINS** Each cabin includes one double bed, one set of bunk beds, a day bed, chest of drawers, dining table with chairs, and a small refrigerator. Each cabin also has heat and air conditioning. No bed linens or dishes are provided. Any damaged or broken items (pictures, lamps, etc.) will be replaced at cost by renter of the facility. Picnic table, charcoal grill and fire circle are provided outside each cabin.

Furniture may not be removed from the cabins.

Please remove all trash and clean cabin before checking out.

Camping tents are not permitted on cabin sites. Dining canopies are allowed.

### **GROUP CAMPING**

Group Camping site includes a fire pit, picnic table, grill, trash can, recycling can and (9) nine tent sites with a maximum of 35 people allowed.

To qualify to stay in the Group Camping area certification and/or documentation must be provided meeting one of the following criteria: Boy Scouts of America, Girl Scouts of America, or other organized youth group.

Groups must provide documentation to meet criteria for Group Camping area use. Examples of qualifying documentation are as follows but not limited to: charters, letters on official letterhead from the group organizer, youth leader, or a 501 (c) 3 non-profit organization.

Counselor to camper ratio must be at least one (1) counselor per seven (7) youth. Counselors are considered anyone over 21 years of age and supervising the camp outing.

Group Camping excludes family functions and will not require a two-day stay on Friday and Saturday.

This area cannot be divided in to multiple reservations.

Tents must be set up within designated tent site areas.

### **XIV. Ballfield Rental Policy**

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See Attached Field Tournament Complex General Information and Tournament Contract

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**XV. PROGRAM FEES AND CHARGES**

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<b><u>ACTIVITY</u></b>	<b><u>COST PER PARTICIPANT</u></b>
<b>CAMP SERIES</b>	
Day Camp	95.00 - 125.00 per week
Camp Series (15-18 hrs.)	35.00 - 70.00
Specialty Camp (18 hrs.)	75.00 - 95.00
Nature & Wildlife Programs	Free - 50.00
Athletic Classes	40.00
Tennis Tournaments	20.00
Disc Golf League	4.00 – 10.00 per round
Disc Golf Tournaments	10.00 – 30.00

<b><u>Activity</u></b>	<b><u>Cost Per Team</u></b>
<b>Adult Softball League – 10 game season</b>	<b>\$400.00</b>
<b>Adult Kickball League – 10 game season</b>	<b>\$200.00</b>

**NOTE: Refunds will not be permitted after the league schedule has been completed.**

Add \$50.00 to registration fees if paid during late registration period  
 (as specified in league guidelines)  
 Specific League Guidelines take precedence over the Fee and Charge Policy

**ADULT ATHLETICS**

All additional adult athletics programs/leagues will be offered at a cost to cover 100% of the direct costs. These costs will be confirmed by Department Director prior to offering such programs.

**SCHOOL FIELD TRIPS**

**Fees will be changed to new fees on July 1 to follow school calendar.**

**Prices Effective July 1, 2014 – June 30, 2015**

<b>Groups of 1-25</b>	<b>Less than 2 hours</b>	<b>\$2.00 per student</b>
<b>Groups of 26 +</b>	<b>1 or more hours</b>	<b>\$3.00 per student</b>

<b><u>ACTIVITY</u></b>	<b>(PRE-REGISTRATION)</b>	<b>(RACE DAY REGISTRATION)</b>
<b>ROAD RACES</b>		
Individual Registration	20.00	23.00
Individual Fun Run/Walk Registration	8.00	10.00
Team/Group 5K Registration	15.00	N/A
(Minimum of Five (5) Members)		
Family Registration	60.00	70.00

**Senior Centers Classes/Workshops**

**Participant**

Sunset Outlook annual subscription (for direct mailing)	5.00
Craft Classes	5.00-15.00
Special Events	5.00-20.00
Duplicate Bridge	5.00
Lunch & Learn	5.00
Dance	5.00
Dinner Dance	10.00-20.00
Computer Classes/Workshops	5.00 per hour
Jewelry Class	3.00 per hour
Sign Language Class	5.00 per hour
Walking Program	1.00 per week
Tournaments	1.00 & Up
Gardening Club	5.00
Fitness Classes	9.00 (3 hr/wk class)
Fitness Classes	6.00 (2 hr/wk class)
Fitness Classes	3.00 (1 hr/wk class)
Fitness Classes	1.50 (.5 hr/wk class)
Senior Games	
Registration (early bird/late)	15.00/20.00
Registration (bridge or arts Showcases only; early bird/late)	8.00/13.00
Dinner Dance (open only to current participants)	15.00
T-shirt	12.00
SilverArts Follies (adult/child 12 & under)	5.00/3.00
Luncheon	3.00
Ice Cream Social	2.00
League play	8.00-10.00
Tournaments	5.00 & Up

**NOTE:** All activity fees are based on direct costs. Supplies may be additional. These fees are subject to change based on actual costs, rentals, increase in participants, unforeseen circumstances, etc., during the fiscal year.

Special promotions and/or discounts may be offered at various times throughout the year as approved by management.

Revised 05/03/03  
Revised 02/02/04  
Revised 02/08/05  
Revised 02/20/06  
Revised 02/08/07  
Revised 02/18/08  
Revised 02/03/09  
Revised 01/19/10  
Revised 11/22/11  
Revised 11/15/12  
Revised 11/18/13  
Revised 11/20/14



# Cabarrus County Active Living & Parks Dept. Frank Liske Park Cross Country / Road Race / Walk Application

Please fill out an application for each date that you are requesting.

Requesting Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Alternate Contact Person: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date Requesting: 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_

Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

# of Participants Expected: \_\_\_\_\_

### Facility Rentals

Based on the size of the event and the number of participants expected, you will be required to rent 1 or more facilities through the GovPartner reservation system to accommodate your expected attendance. The rental times are 8 am – 2 pm or 3 pm – 7:30 pm.

<u>Facility</u>	<u>Capacity</u>	<u>Facility</u>	<u>Capacity</u>	<u>Facility</u>	<u>Capacity</u>
Shed 1	100	Upper Level	125	Phillip Morris	150
Shed 2	100	Barnhardt	150	Vulcan	35
Arbor	35	Hartsell	150	Wildlife	35
Lower Level	100	Homebuilders	75		

### Course Painting/Signage/Aid Station - \$100.00

Includes course being painted by park staff to mark start/finish line and turns on course 2 tables (1 per station) and 2 coolers per station with ice and water (cups not provided)

### **FOR PARK USE ONLY**

Date Submitted: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Park Staff Signature: \_\_\_\_\_



## **Cabarrus County Active Living & Parks Dept. Softball Complex Tournament General Information**

### **General Information**

The Cabarrus County Active Living & Parks Department (CCALP) solicits tournament requests from organizations that have previously contracted with us during the past year as well as new organizations looking to hold tournaments or fundraisers in the upcoming season.

All tournament requests must be submitted on the attached application and meet the deadlines to be considered.

Every effort will be made to give tournament organizers the same weekend the following year; however due to the change in the number of weekends per month from year to year the weekends may vary. There are no guarantees the same weekends will be allocated.

**EXAMPLE:** May 2014 may have 4 weekends and in 2015 it may have 5 weekends. Other factors that park staff will consider is the availability of park venues for other special events that may be taking place on weekends.

Any tournaments that were cancelled and not scheduled from the previous year will have those weekends to go back into the "OPEN/AVAILABLE" slots for consideration by all tournament organizers.

The deadline to submit requests (see attached form - Tournament Requests) to the CCALP is the first Friday of December by 5:00 pm. Once the requests are received, the Park Program Manager will review the requests and send confirmations to each requesting organization with the approval / denied dates by mid-January. Park Program Manager has full authority on all tournament dates to deny or approve.

Once the confirmations are mailed to the requesting organizations, the organization has 10 days to send in their following information to secure the dates:

1. Security Deposit of \$250.00
2. \$75.00 for each tournament date confirmed (non-refundable fee)
3. Tournament Request Form

Any date that is sent back and not wanted by the requesting organizations will go into the "OPEN WEEKENDS" and be available to all organizations on a first come first served basis.

Security Deposits are used to cover damages or fees from a previous tournament. If money is removed from the security deposit then the balance to equal \$250.00 must be paid before additional tournaments can be held.

The softball tournament application and fees must be paid and in the hands of park management by 5:00 pm on the Wednesday prior to each tournament. Failure to pay and submit paperwork by this deadline will result in the tournament being cancelled and the fields being "OPEN" for reservations to outside groups or other interested parties.

### **Requested Dates will be Assigned based on the following Criteria**

- Tournaments are assigned on a yearly basis
- Park special event and use of venues will be given first priority
- Organizations with successful tournaments from previous years will be given the second priority
- Priority is given to world, national, and state tournaments over local qualifying and invitational tournaments
- Park Management has final authority to issue dates based on availability of fields, past tournaments, history or organizations, and use of fields for new organizations



## **Cabarrus County Active Living & Parks Dept. Softball Complex Tournament Regulations**

### **Field Rental Times**

All tournament games, activity must take place during normal park hours. Normal park hours are:

9 am – 8 pm (March & November)

8 am – 9 pm (April – October)

Any activity (field preparation, gate setup, team arrival) that requires entry or stay inside the park before and/or after the normal park hours will require the tournament organizer to pay the Early Opening and/or Late Closing Fees. Those fees are:

\$100.00 Flat Fee for Early Opening and/or Closing per Day

\$25.00 Per Staff Per Hour (as determined by Park Management)

All early open and late closing times will be limited to no earlier than 6:00 am and no later than 11:00 pm.

### **Parking**

Tournament organizers will assist with parking by notifying all teams/coaches when special parking rules are in effect for the weekend. Only approved vehicles are allowed beyond the fences and parked at the gate. Vehicles with trailers, campers, and motor homes must use the overflow lot for parking.

### **Vendors**

Vendors who are part of the tournament who are selling t-shirts, souvenirs, etc must present their Certificate of Liability 2 weeks prior to each event. This is subject to Cabarrus County Risk Management approval. For information please call 704-920-2701.

### **Concessions**

Concessions are operated through a third party agreement. No tournament organizer is allowed to sell concessions of any kind during the tournament. Concessions are required to stay open during the entire tournament. If concession stand closes prior to the end of the tournament, please notify Park Management immediately.

### **Lights**

Lights are included in the tournament rental fees. Lights are scheduled to come on 15 minutes prior to sunset and go off at park closing each night at 10:00 pm. If park is opened early, lights will be scheduled to come on and remain on until sunrise.

### **Miscellaneous**

Tournament organizers are responsible for ground trash, dugout cleanup, and bleacher area trash.

Tournament organizers are responsible for the cleanup of the press box after each days use.

Park staff will empty all trash cans and replace liners throughout the day.

Park staff will clean and service all restrooms facilities.

Park ranger staff will meet with tournament director at opening of park each morning and at the end of the night to ensure that area is cleaned.

A list of specific tournament guidelines will be provided to the tournament organizer at the time of tournament payment on the Wednesday prior to each tournament.

Pop up tents must be secured into the ground at all times.

Pop up tents are not allowed to block access to the bathrooms and concession stands, or access road.

Items such as generators, fans, heaters, etc. that require the use of electricity are not allowed for use at the softball complex without prior approval from Park Management and Certificate of Liability Insurance presented 2 weeks in advance.

Tournament organizer and/or the on site tournament director is responsible for notifying teams, players, coaches, and spectators that these items must be removed immediately.

If Park Staff witnesses any use of the above mentioned items they will:

1<sup>st</sup> Offense: Ask on-site tournament director to inform the individual or group to refrain from use of items

2<sup>nd</sup> Offense: Ask the individual or group to refrain from use of items

3<sup>rd</sup> Offense: Inform the on-site tournament director that their tournament reservation is being asked to leave due to violation of the Park Policies

The park is a tobacco free and alcohol free facility. Tournament organizers are asked to inform all teams, players, coaches, spectators, etc. that the park is tobacco and alcohol free. Tournament organizer and/or on-site director are responsible for making sure your tournament attendees are following policy.

If Park Staff witnesses any use of tobacco products they will:

1<sup>st</sup> Offense: Ask the tournament director to inform the individual or group to refrain from use

2<sup>nd</sup> Offense: Issue a park citation to the individual or group

If Park Staff witnesses any alcohol within the premises of the softball complex (dugout, common area, bleachers, etc.) the Sheriffs Department will be notified and the Tournament Reservation will be cancelled immediately.

### **Field Preparation**

The tournament rental agreement begins at 5:00 pm on Friday and runs through closing on Sunday. Any additional time for field preparation, fence setup, etc. must be booked separately. The county will complete the initial field preparation by 5:00 pm on Friday prior to each tournament.

### **Field Supplies**

The use of field supplies is available to the tournament organizer if needed. Please check on the tournament application if you want these items.

Items available are: field drag, 4 bags of marking dust per day, field rakes, line marker

Only small utility type vehicles are allowed on the field to drag (Gator, Kubota, etc.)

No cars or trucks allowed for dragging of the infield.

### **Cancellations**

A tournament that is cancelled after 5:00 pm on Wednesday (non-weather related) will face the following penalties:

First Cancellation: \$100.00

Second Cancellation: \$100.00

Third Cancellation: \$100.00 and removal of remaining tournaments from schedule

If the park staff determines that fields are to wet for play and the entire tournament is cancelled prior to 5:00 pm on Friday, then all tournament fees will be refunded back to the tournament organizer or applied to their next tournament.

Once a tournament begins, there are no refunds of tournament fees if the tournament is shortened, cancelled, or prohibited from finishing from the tournament organizer.

Weather delays for lightning and other severe acts are monitored by the park ranger on duty. If necessary the park ranger has the authority to notify tournament organizers that bad weather is approaching and appropriate actions must be taken to remove spectators from the complex.

Lightning delays are 30 minutes from the previous streak/flash. Park ranger will notify the tournament organizers when it is clear to return to the facility.

If the tournament is cancelled due to weather after it has begun, the following format will be used to determine the amount of refund:

- 1<sup>st</sup> Day of 2 Day Tournament Prior to 3:00 pm: 100% of Tournament Fees
- 1<sup>st</sup> Day of 2 Day Tournament after 3:00 pm: 50% of Tournament Fees
- 1<sup>st</sup> Day of 1 Day Tournament Prior to 3:00 pm: 50% of Tournament Fees
- 1<sup>st</sup> Day of 1 Day Tournament after 3:00 pm: No Refunds



## **Cabarrus County Active Living & Parks Dept. Softball Complex Tournament Fees**

<b><u>Security Deposit:</u></b>	\$250.00 per year. Refunded at end of season.
<b><u>Field Preparation Supplies:</u></b>	\$75.00 per tournament
<b><u>Tournament Rental Fee:</u></b>	4 Fields            \$500.00 (Friday 5:00 pm – Sunday 9:00 pm) plus \$100 for each additional day.
<b><u>Gate Fee:</u></b>	\$150.00
<b><u>Tournament Booking Fee:</u></b>	\$75.00 per tournament payable within 10 days of confirmation of tournament. This is a non-refundable fee.
<b><u>Early Opening/Closing:</u></b>	\$100.00 per day plus \$25.00 per hour per staff person as deemed by park management





## Cabarrus County Active Living & Parks Dept. Softball Complex Tournament Reservation Form

This form & tournament payment must be submitted to Park Management by 5:00 pm on Wednesday prior to each tournament.

**Name of Organization:** \_\_\_\_\_  
**Tournament Director:** \_\_\_\_\_  
**Cell Phone:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_  
**Alternate Contact:** \_\_\_\_\_  
**Cell Phone:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_  
**Tournament Name:** \_\_\_\_\_  
**Tournament Type** \_\_\_\_\_  
 (Inv., reg., state, national, World)

**Tournament Date:** \_\_\_\_\_  
**On Site Director:** \_\_\_\_\_ Phone: \_\_\_\_\_  
**Time of First Scheduled Game:** **Friday:** \_\_\_\_\_ **Saturday:** \_\_\_\_\_ **Sunday:** \_\_\_\_\_  
**Time of Last Scheduled Game:** **Friday:** \_\_\_\_\_ **Saturday:** \_\_\_\_\_ **Sunday:** \_\_\_\_\_  
**Game Schedule Attached:** \_\_\_\_\_ Yes \_\_\_\_\_ No # of Team in Tournament: \_\_\_\_\_ Age Groups: \_\_\_\_\_  
**# of Fields Requested:** **Circle all that apply:** F1 F2 F3 F4  
**Base Distances:** (circle) 60 65 other \_\_\_\_\_ (Specify)  
**Pitching Distances:** (circle) 35 40 43 other \_\_\_\_\_ (Specify)

I hereby certify that I am the authorized and responsible representative for the tournament organization, that the above statements are true to the best of my knowledge, and 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 Cabarrus County Active Living and Parks Department 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. The person to whom this facility agreement is issued to will be the contact person and/or site director for this tournament and must be on site during the duration of this event. The post tournament checklist must be completed by tournament director and park ranger and/or park manager prior to leaving at the end of each day. Failure to leave facility clean and free of trash from grounds will result in all or a portion of the security deposit being forfeited.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Tournament Director**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Park Staff**

For office use only:	
Tournament Rental:	_____ \$500.00
Additional Day:	_____ \$100.00
Gate Fee:	_____ \$150.00
Field Supplies:	_____ \$75.00
Open Early / Close Late: Open _____ Close _____	_____ \$100.00 (1 day)
Open Early / Close Late: Open _____ Close _____	_____ \$200.00 (2 days)
No. of Hours for Add'l Staff: _____ @25.00	_____
Total Amount Due:	_____
Receipt # _____	(Check One) Check _____ Cash _____ Credit Card _____
Amount Paid _____	Date Paid _____



## Cabarrus County Active Living & Parks Dept. Softball Complex Post Tournament Checklist

*(To be completed by Tournament Director and Park Ranger/Manager after completion of tournament)*

**Bases**                    F1\_\_\_\_            F2\_\_\_\_            F3\_\_\_\_            F4\_\_\_\_            Damage: Yes    No  
Check if bases are on fields and in working condition. If bases are missing note which bases are missing and which fields.

**Pitching Plates**        F1\_\_\_\_            F2\_\_\_\_            F3\_\_\_\_            F4\_\_\_\_            Damage: Yes    No  
Check if pitching plates on each field and in working condition. If any are missing note which ones are missing and which fields.

**Home Plates**            F1\_\_\_\_            F2\_\_\_\_            F3\_\_\_\_            F4\_\_\_\_            Damage: Yes    No  
Check if home plates are on each field and in working condition. If any are missing note which ones are missing and which fields

**Ground Trash**            F1\_\_\_\_            F2\_\_\_\_            F3\_\_\_\_            F4\_\_\_\_            Cleaned: Yes    No  
Check trash in dugouts and on ground and be sure it is all disposed of into proper trash bags or containers.

**Bleacher Areas**        F1\_\_\_\_            F2\_\_\_\_            F3\_\_\_\_            F4\_\_\_\_            Cleaned: Yes    No  
All trash should be removed prior from bleacher areas and into proper trash bags or trash containers.

**Walkway Areas**        Cleaned:    Yes        No  
Trash, tables, chairs, tournament signs, etc. should be removed at close of tournament.

<b>Press Box</b>	Free of Trash	_____	Trash Can Emptied	_____
	Windows Locked	_____	Blinds Down	_____
	Floor Cleaned	_____	Doors Locked	_____

Failure to return fields, dugouts, trash pickup, and press box in proper working condition, free of debris, and without any damages could result in loss of security deposit.

\_\_\_\_\_  
**Tournament Director**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Park Ranger/Management**

\_\_\_\_\_  
**Date**