



ATHLETIC FIELD RENTAL INFORMATION

Facilities, Fees, Policies, and Applications

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Athletic Field Rental

GENERAL POLICIES

Athletic fields are operated for the recreational needs of the people of Wilmington and New Hanover County, and are provided as a venue for softball and baseball. Godwin Stadium is the home field of New Hanover High School Softball and Buck Hardee Field is the home of New Hanover High School and Post 10 baseball. First scheduling rights belong to New Hanover High School and Post 10, and other rentals will be at the discretion of the City of Wilmington Athletics Division staff with consideration of the NHHS athletics schedule.

Robert Strange Park (location of the Martin Luther King Center) is the home of Williston Middle School Baseball and Softball. Rentals will be at the discretion of the City of Wilmington Athletics Division staff with consideration of the Williston Middle School athletics schedule.

Scheduling for other programs and events will be handled in the following manner: Any activity that may cause damage to the facility or any part thereof, in the opinion of the staff of the City of Wilmington's Community Services Department, will be prohibited. Because the facility is first and foremost an athletic venue, protection of the fields and maintenance of the turf may preclude events and activities from taking place that could put the turf at risk for damage. The user will assume responsibility for all damages to the facility, will be liable to the City of Wilmington for damages and will be required to repair or replace said damage in a cash amount equivalent to the loss or damage.

In determining approval of an application to use the complex or any part of the complex, the following criteria will be taken into consideration:

- Nature and character of the proposed event
- Character and financial condition of the applicant (the City shall reserve the right to request financial statements and references.)
- Demonstrated ability of the applicant to properly manage the proposed event
- Potential damage to the facility

Scheduling Policies

Priority will be given to the scheduling needs of the City of Wilmington and to New Hanover High School, Williston Middle School, and Post 10. "Major Events" are defined as reservations that last more than 4 hours and/or include participation or attendance by 100 or more people. "General Events" are those that are 4 hours or less, with less than 100 people in attendance. Any reservation request that occurs after the defined submittal dates will be considered based on availability. The City of Wilmington shall have full scheduling authority.

Event Type	Event Dates	Application Submittal Dates
Weekend/Major Events	January 1-December 31	September 1-15
General/Non-Tournament	January 1-December 31	October 1-15

All activities and expenses related to the operation of an event are the responsibility of the event sponsor.

Security

Security shall be the responsibility of the user. Acceptable security personnel include the Wilmington Police Department, New Hanover County Sheriff Deputies or private security firms approved by the City of Wilmington.

Concessions

Organizations may apply for a permit to establish an area for novelty merchandise sales. Organizations may not sell merchandise, food, or drinks on public City property without a permit. The City of Wilmington retains all rights to concessions and alcohol sales unless written permission is granted to the user (at Olsen Park and Legion Stadium).

Entrance Fees

The user may charge an admission fee to his/her event. The user is entitled to 100% of the admissions fees collected. However, the general public must be allowed free access to public areas, including concession stands, rest room facilities, parking lot, playground areas, and picnic facilities. This applies to every facility except Legion Stadium, where free access by the general public is not required.

Broadcast Rights

The user shall have the privilege to grant television and radio broadcast rights for its games. The City shall be notified at least 10 days in advance of any grant of radio and television broadcast rights. The user will be responsible for any and all costs incurred to provide radio/television coverage. The user will repair any damage that may result from radio/television coverage.

Parking

The user is prohibited from charging a parking fee. Vehicles are not allowed off the marked parking areas without permission of the park staff. Parking/traffic plan must be submitted if applicable at the discretion of Athletics Division staff.

Cancellation of an event

Cancellations may be made up to ten (10) calendar days prior to the event for a full refund of the deposit/fee. Cancellations made less than ten (10) calendar days prior to the event will forfeit deposit. If an event is cancelled by the City due to inclement weather or other natural disaster, a date mutually agreed upon between the City and user will be scheduled for the event at no additional charge. If no mutually agreed upon date can be reached, the City will refund to the user all monies paid by user, after deducting any out-of-pocket expenses.

In the event of a cancellation, it will be the responsibility of the user to make all necessary arrangements to notify the public of the details of the cancellation, including contacting the media. Refunds shall be the responsibility of the user.

Insurance

All events will require the user to provide a certificate of liability insurance of one million (\$1,000,000) dollars listing the City of Wilmington as additionally insured. The City reserves the right to augment the amount depending upon the nature of the event. Certificate of insurance must be provided within two weeks of the date of application and at least two weeks prior to event date.

Prohibited Equipment

The use of any electrical, mechanical, or structural equipment not furnished by the City of Wilmington is prohibited unless specifically approved by the Athletics Supervisor. Driving of any vehicle onto any of the fields is prohibited unless approved by the Athletics Supervisor.

Clean-up

Unless otherwise specified in the user's application, clean-up of all trash generated by the use of the facility will be the responsibility of the user. Failure to complete all clean-up activities in a timely manner will result in the forfeiture of future rental considerations by the user or representative of the user.

Field and Turf Management

Management of the turf on athletic fields is of critical importance to the quality and sustainability of the facility. This is applicable during the entire year, including "off-seasons". Baseball/softball fields are closed annually during the months of December, January, and February. The City bears a responsibility to its taxpayers that this asset is properly managed. Therefore, consideration of the quality and well-being of the turf is paramount when deliberating the suitability of hosting any event. When applications are received for such an event, City staff will review and discuss the request, and come to a decision about what can be accommodated. Applications to use the facility during the "growing season," typically early spring through early summer, may be particularly affected by this consideration.

Under no circumstances is the user authorized to perform any type of field maintenance without the permission of the staff of the City of Wilmington.

Advertising

The user will have the rights to banner advertising at City facilities during its use of the field or fields. Permanently affixed advertising is prohibited. Advertising will be permitted in areas adjacent to the fields, with prior approval by the City staff. All banner/sign fasteners must be approved City staff. The City shall reserve the right to disapprove the use of banners/signs considered objectionable. Advertising on the playing surface is prohibited unless approved by the City's Community Services Department.

Miscellaneous Regulations

1. No fireworks are permitted at City facilities without written consent.
2. Consumption of alcohol anywhere within the entire confines of the Olsen Park, Robert Strange Park, Maides Park, and Godwin Stadium is prohibited without prior written approval of the City staff.
3. The City's Facility Manager or an authorized representative shall have the authority to remove any person from the property for violating any regulations in this document, or other City laws, or for any behavior threatening the facility, its staff or other guests.
4. The user shall only have use of the space for which an application was submitted and approved. Unauthorized use of any facilities on the complex grounds for which authorization was not specified and which are not permissible to the general public may result in immediate suspension of the use of the facility.
5. The user shall indemnify and hold the City of Wilmington and New Hanover County harmless from any liability claims, demands and judgments for damages arising out of or from any injuries or death to any person, or damage to property arising out of the use of the facility by the user.
6. The user shall follow all City ordinances and posted park rules not listed above.



Athletic Field Information

Facility	Field Type	Reservations	Size	Lights	Temporary fencing	Pitchers' Mound
Archie Blue Park	Softball Field	No	outfield	No	No No	No No
Cameron Park	Kickball Field	No	150 ft outfield	No	No	Yes
Godwin Stadium	Baseball Field	Yes Yes	350 ft outfield	Yes		Yes
Legion Stadium	Buck Hardee Baseball		350 ft outfield	Yes		
Legion Stadium	Main Field (artificial turf)	Yes	350 ft X 200 ft	Yes	N/A	N/A
Legion Stadium	Back (practice) Field	Yes	350 ft X 200 ft	Yes	N/A	N/A
Maides Park	Softball Field	Yes	230 ft outfield	Yes	No	No
Olsen Park	Baseball Field (#1)	Yes	300 ft outfield	Yes	Yes—200 ft	No
Olsen Park	Baseball Field (#2)	Yes	300 ft outfield	Yes	Yes—200 ft	No
Olsen Park	Baseball Field (#3)	Yes	300 ft outfield	Yes	Yes—200 ft	No
Olsen Park	Baseball Field (#4)	Yes	300 ft outfield	Yes	Yes—200 ft	No
Olsen Park	Baseball Field (#5)	Yes	300 ft outfield	Yes	Yes—200 ft	No
Robert Strange Park (MLK)	Baseball Field (#1)	Yes	300 ft outfield	No	No	Yes
Robert Strange Park (MLK)	Baseball Field (#2)	Yes	260 ft outfield	Yes	No	No
Robert Strange Park (MLK)	Baseball Field (#3)	Yes	275 ft outfield	No	No	No



Athletic Field Pricing

Facility	Lights	Community Partnership	All Day Non Profit	All Day Competition/ Profit	2nd Day	Hourly w/ lights	Hourly w/o lights	User fees	Attendant fee
Archie Blue Park Baseball/Softball	No	N/A		First come, first served			N/A	N/A	N/A
Cameron Park T-Ball/Kickball	No	N/A		First come, first served			N/A	N/A	N/A
Godwin Stadium Baseball/Softball	Yes	N/A	\$100	\$150	\$75	\$35	\$15	N/A	N/A
Legion Stadium Main Field Football/Soccer	Yes	N/A	\$750	\$1500	Same	N/A	N/A	\$.50/\$1 Ticket surcharge	\$35/hr
Legion Stadium Back Field Football/Soccer	Yes	N/A	\$575	\$700	Same	N/A	N/A	\$.50/\$1 Ticket surcharge	\$35/hr
Legion Stadium Back Field--small event	Yes	N/A	N/A	N/A	N/A	\$75/\$50 nonprofit	\$75/\$50 nonprofit	\$.50/\$1 Ticket surcharge	\$35/hr
Legion Stadium Buck Hardee Baseball	Yes	N/A	\$475	\$575	Same	N/A	N/A	\$.50/\$1 Ticket surcharge	\$35/hr
Maides Park Baseball/Softball	Yes	Free	\$100	\$150	\$75	\$35	\$15	N/A	N/A
Maides Park Football/Soccer	Yes	Free	\$100	\$150	\$75	\$35	\$15	N/A	N/A
Olsen Park #1 Baseball/Softball	Yes	N/A	\$100	\$150	\$75	\$35	\$15	\$.50/\$.75	N/A
Olsen Park #2 Baseball/Softball	Yes	N/A	\$100	\$150	\$75	\$35	\$15	\$.50/\$.75	N/A
Olsen Park #3 Baseball/Softball	Yes	N/A	\$100	\$150	\$75	\$35	\$15	\$.50/\$.75	N/A
Olsen Park #4 Baseball/Softball	Yes	N/A	\$100	\$150	\$75	\$35	\$15	\$.50/\$.75	N/A
Olsen Park #5 Baseball/Softball	Yes	N/A	\$100	\$150	\$75	\$35	\$15	\$.50/\$.75	N/A
Robert Strange #1 Baseball	No	Free	\$100	\$150	\$75	\$20	\$10	N/A	N/A
Robert Strange #2 & 3 Softball	Yes	Free	\$100	\$150	\$75	\$20	\$10	N/A	N/A
Field lining per occurrence	N/A	\$25	\$25	\$25	\$25	\$25	\$25	N/A	N/A



Outdoor Basketball Courts

Park	Location	Number of Courts	Lights
Archie Blue Park	1306 Stanley St	1	No
Beaumont Park	101 Wayne Dr	1	No
Bicentennial Park	206 N 5th St	2	No
Cameron Park	245 Southern Blvd	1	No
Empie Park	3405 Park Ave	2	Yes
Kennedy Park	2108 Plaza Dr	½	No
Maides Park	1101 Manley Ave	2	Yes
Northside Park	610 Bess St	2	No
Portia Hines Park	400 N 10th	3	No
Robert Strange Park	401 S 8th St	2	Yes
Tower Park	910 Wooster St	1	Yes

To reserve Empie Park basketball courts, please call 910-343-3682. All other outdoor basketball courts are available on a first come, first served basis, and are not available for reservation.



Office Use only

Date rec:
Deposit rec:
Insurance rec:
RecTrac entry:

**LEGION SPORTS COMPLEX/GODWIN STADIUM
APPLICATION FOR USE**

Contact Person _____ Title _____

Applicant's/Organization's Name _____

Event Title _____

Date(s) of Event _____

Hours of Event _____

Hours Including Set-up and Clean-up _____

Number of Events/Games _____

Address _____

Phone _____ Fax _____ Email _____

Does Organization have 501c3 Status? Yes No (Please submit documentation)

Area of Stadium Requested:

- Legion Stadium Main Field (\$1500/\$750 non-profit)*
- Legion Stadium Back Field (\$700/\$575 non-profit, \$75/hr for profit, \$50/hr nonprofit for sporting events with less than 100 people)*
- Buck Hardee Baseball Field (\$575/\$475 non-profit)*
- Legion Stadium Parking Lot (\$700/\$575 non-profit)*
- Godwin Stadium (\$35 per hour)
- Other _____

* Additional fees: \$35/hr attendant fee + \$1.00/\$.50 non-profit ticket surcharge

Concessions Request* Yes No
Alcohol Sales Request* Yes No

*The City of Wilmington retains all rights to concessions and alcohol sales unless written permission is granted to the organization. The City of Wilmington will refund the organization 20% of concessions sales profits.

Proposed Admission Charge _____

\$1 Million Liability Insurance Required (Please Initial): _____

Special Services / Practice Requests _____

WHAT IS THE POTENTIAL DAMAGE TO FACILITY

What is the nature of the event?

- Athletic (Indicate sport)
- Concert/Performance (List type)
- Trade Show/Exhibition (List type)
- Assembly (List type)
- Other

PROVIDE AN ORGANIZATIONAL HISTORY

How long has the organization been in existence?

Has the organization operated under any other names? (Please list.)

Has the organization operated in any other markets? (Please list.)

PRESENT A DEMONSTRATED ABILITY TO PROPERLY MANAGE EVENT

What is the source for event staff (gate people, ushers, box office personnel, parking attendants and clean-up crew)? Will this consist of paid staff or volunteers?

Does the organization employ a general or event manager that will be on-site for each event?

Please provide a list of events the organization has managed during the past three years.

How many events/games will take place during the contract period?

DESCRIBE THE FINANCIAL CONDITION OF THE ORGANIZATION

Please attach an organizational balance sheet/cash flow statement and three business references. *We reserve the right to request financial statements and references.*

Please submit request a **minimum of 45 days prior to the event date**

Phone 910.954.1290

Attn: Morrell Fox

City of Wilmington Parks and Recreation

929 N. Front St., Wilmington, NC 28401

Morrell.Fox@wilmingtonnc.gov



Legion/Godwin Field Rental General Policies Agreement

Additional event staff/fees are the responsibility of the licensee. These include but are not limited to:

- Security
- Parking/traffic plan
- Ushers/gate staff
- Medical personnel
- Supplementary equipment

The organization renting the field(s) will be responsible for following all City of Wilmington Athletic Field Rental General Policies. All alcoholic beverages are prohibited except where sold by City of Wilmington or approved vendor. The organization renting the field(s) shall assume all the risks and hazards incidental to the use of the athletic field(s) and facilities, the enforcement of the rules and all equipment used to play each game and will further release, absolve, indemnify, and hold harmless the City of Wilmington, the County of New Hanover, its agents, employees, any and all of them. In the case of injuries all claims against the City of Wilmington, County of New Hanover, its agents and employees shall be waived.

At all times, the final authority as to the playing ability of the field shall rest with the staff of the City of Wilmington. Any organization or person permitted to use City facilities shall cooperate fully with the staff of the City of Wilmington. Once permission has been granted to use the facility or any part of the facility, the Community Services Director may revoke permission at any time, if in the sole discretion of the Director or staff, the welfare and care of the facility or property is threatened or jeopardized. This policy will be agreed upon by any organization/person seeking to use athletic field(s) as a condition precedent to such use.

User

Date

City of Wilmington

Date

Applications and fees may be submitted to:

City of Wilmington Parks & Recreation

Athletics Division

929 N. Front St.

Wilmington, NC 28401

Phone # 910.954.1290

Morrell.Fox@wilmingtonnc.gov



Office Use only:

Date rec: _____

Deposit rec: _____

Insurance rec: _____

RecTrac entry: _____

Athletic Field Rental Application Robert Strange Park & Maides Park

Group/Company Name _____ Contact Person _____

Event Title _____ Phone (cell) _____

E-mail Address _____ Phone (other) _____

Address _____

City _____ State _____ Zip _____

Dates/times requested _____ # of Fields _____
(Separate application for each event)

Distance of Bases: _____ Pitching Rubber Distance: _____

Sanctioning Organization (if Applicable) _____ Certificate of Liability Insurance*? Y/N
**\$1M Liability insurance required*

(Check all that apply)

Commercial Recreational/Youth Competition Youth/Adult Non- Profit Organization*
**Proof of 501c3 documentation required*

Facility	Lights	Community Partnership*	All-Day Non Profit	All Day Competition	2nd Day	Hourly w/ lights	Hourly w/o lights	# Hours	Total
R.S. #1 (300 ft)	Yes	Free	\$100	\$150	\$75	\$20	\$10	X____hrs	
R.S #2 (260 ft)	Yes	Free	\$100	\$150	\$75	\$20	\$10	X____hrs	
R.S. #3 (275 ft)	Yes	Free	\$100	\$150	\$75	\$20	\$10	X____hrs	
Maides Park Baseball	Yes	Free	\$100	\$150	\$75	\$20	\$10	X____hrs	
Maides Park football/soccer	Yes	Free	\$100	\$150	\$75	\$20	\$10	X____hrs	
Field lining per occurrence	N/A	\$25	\$25	\$25	\$25	\$25	\$25	X____fields	
Total Rental Fees									

*Community Partnerships are events that are open and free to the general public and for the benefit for the community and must be approved as such by Recreation Staff. Collaborative program form must be submitted and approved.

Rental Fees: Due with Event Application

Entire rental fee is due at the time of application and is refundable until 10 calendar days prior to event. If the event is cancelled less than 10 calendar days prior to the event by the event organizer unless for weather-related reasons, the rental fee will forfeited. The balance is due 5 business days following the event.

Last day to cancel and receive a refund: _____ Initial: _____



Robert Strange Park and Maides Park Field Rental General Policies Agreement

Additional event staff/fees are the responsibility of the licensee. These include but are not limited to:

- Security
- Parking/traffic plan
- Ushers/gate staff
- Medical personnel
- Supplementary equipment

The organization renting the field(s) will be responsible for following all City of Wilmington Athletic Field Rental General Policies. All alcoholic beverages are prohibited except where sold by City of Wilmington or approved vendor. The organization renting the field(s) shall assume all the risks and hazards incidental to the use of the athletic field(s) and facilities, the enforcement of the rules and all equipment used to play each game and will further release, absolve, indemnify, and hold harmless the City of Wilmington, the County of New Hanover, its agents, employees, any and all of them. In the case of injuries all claims against the City of Wilmington, County of New Hanover, its agents and employees shall be waived.

At all times, the final authority as to the playing ability of the field shall rest with the staff of the City of Wilmington. Any organization or person permitted to use City facilities shall cooperate fully with the staff of the City of Wilmington. Once permission has been granted to use the facility or any part of the facility, the Community Services Director may revoke permission at any time, if in the sole discretion of the Director or staff, the welfare and care of the facility or property is threatened or jeopardized. This policy will be agreed upon by any organization/person seeking to use athletic field(s) as a condition precedent to such use.

User

Date

City of Wilmington

Date

Applications and fees may be submitted to:

City of Wilmington Parks & Recreation

Athletics Division

919 N. Front St.

Wilmington, NC 28401

Phone # 910-954-1290

Morrell.Fox@wilmingtonnc.gov



Office Use only:
 Date rec:
 RecTrac entry:
 Deposit rec:
 Insurance rec:

Olsen Softball Complex Application

Fields are available for rent from March 1-November 30

Group/Company Name _____ Contact Person _____

Event Title _____ Phone (cell) _____

E-mail Address _____ Phone (other) _____

Address _____

City _____ State _____ Zip _____

Dates/times requested _____ # of Fields _____
 (Separate application for each event)

Distance of Bases: _____ Pitching Rubber Distance: _____

Sanctioning Organization (if Applicable) _____ Certificate of Liability Insurance? Y/N

(Check all that apply)

Commercial Recreational/Youth Competition Youth/Adult Non-Profit Organization*

*Proof of 501c3 documentation required Event Type: Baseball Softball Other

Day 1: Field 1 Field 2 Field 3 Field 4 Field 5 Multi-use Field Back Field 1 2 3 Cross-Country

Day 2: Field 1 Field 2 Field 3 Field 4 Field 5 Multi-use Field Back Field 1 2 3 Cross-Country

Tournament Rental Fees:

1 Field all day (8am-11pm)	\$100 Non Profit	X _____	Fields	= _____
1 Field all day (8am-11pm)	\$150 Competition (Youth/Adult)	X _____	Fields	= _____
1 Field (2nd Day)	\$75	X _____	Fields	= _____
1 Field temporary fencing	\$100	X _____	Fields	= _____
1 Per occurrence lining field	\$25	X _____	Fields	= _____
Hourly rental per field	\$15 without lights	X _____	Fields X _____	hours = _____
	\$35 with lights	X _____	Fields X _____	hours = _____
Cross Country (non-profit)	\$10/team, \$75/10 teams, \$300 Max	X _____	Teams	= _____
Cross Country (commercial)	\$15/team, \$100/10 teams, \$400 Max	X _____	Teams	= _____
Cross Country lights	\$20/Field with lights	X _____	Fields	= _____
Total Rental Fees				= _____

Deposit Fees: Due with Event Application

A deposit fee of \$150 (or total if less than \$150) is due at the time of application and is refundable until 10 days prior to event. If the event is cancelled less than 10 days prior to the event by the event organizer, the deposit will be forfeited. The balance is due 5 business days following the event.

Last day to cancel and receive a refund: _____ Initial: _____

Post-Tournament/Event fees:

- Payable within 5 business days following tournament/event
- \$.50 per participant for youth/non-profit events Projected # Participants: _____ X \$.50 = _____
- \$.75 per participant for adult competition/corporate events _____ X \$.75 = _____

Hourly Rentals

When available, fields may be rented by the hour. Reservations must be made 72 hours in advance by phone or email. All rental fees must be paid at the time the reservation is made.

Hourly rental fees per field:

Daytime (no lights) \$15.00 per hour

Evening (lights) \$35.00 per hour

THESE HOURLY FEES DO NOT INCLUDE DRAGGING OR LINING THE FIELD(S).

Additional Services:

Additional event staff/fees are the responsibility of the licensee. These include but are not limited to:

- Security
- Ushers/gate staff
- Medical personnel
- Supplementary equipment

The organization renting the field(s) will be responsible for following all policies and procedures for the use of Olsen Park. All alcoholic beverages are prohibited. The organization renting the field(s) shall assume all the risks and hazards incidental to the use of the athletic field(s), the enforcement of the rules and all equipment used to play each game and will further release, absolve, indemnify, and hold harmless the City of Wilmington, the County of New Hanover, its agents, employees, any and all of them. In the case of injuries all claims against the City of Wilmington, County of New Hanover, its agents and employees shall be waived.

At all times, the final authority as to the playing ability of the field shall rest with the staff of the City of Wilmington. Any organization or person permitted to use the facilities at Olsen Park shall cooperate fully with the staff of the City of Wilmington. Once permission has been granted to use the facility or any part of the facility, the Community Services Director may revoke permission at any time, if in the sole discretion of the Director or staff, the welfare and care of the facility or property is threatened or jeopardized. This policy will be agreed upon by any organization/person seeking to use Olsen Park as a condition precedent to such use.

User	Date	City of Wilmington	Date

Applications and fees may be submitted to:

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 Athletics Supervisor
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 Wilmington, NC 28401
 Phone # 910-954-1290
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