



City of Hendersonville

Public Works Department

305 Williams Street Hendersonville, NC 28792
Phone: (828) 697-3084 Fax: (828) 697-3089

BALL FIELD RENTAL POLICIES AND FEES

Thank you for your interest in renting one of the City's ball fields. The goal of our department is to make your rental activity as successful and enjoyable as possible. To assist you in this regard, please familiarize yourself with the following policies.

You are welcome to utilize the ball field from 6:00am to 10:00pm, with a reservation and permit. A permit is required for any use.

APPLICATION PROCESS

Applications will be approved according to the following priority:

1. City Activities- activities originated by the City of Hendersonville, including recreation program;
 2. City Partnership Activities- activities that have been approved by the City Council; and
 3. General Public Activities- activities by non-profit groups, clubs, organizations, and individuals other than set forth above.
- **An application can be denied if:** 1) the ball field is not available; 2) the applicant has an unsatisfactory use record; 3) the rental does not meet applicable laws/rules; or 4) the rental could be detrimental to the best interest of the City, as determined by the Director of Public Works or other City Official.
 - **Each applicant shall be** at least 21 years of age and act or designate one person to act as the coordinator of all rental matters.
 - **Each application must contain complete information**, since City staff will not be responsible to supply any equipment, utilities, or additional services not listed on the approved application.

FEE SCHEDULE

Season Rate is \$20 per player for a twelve week season. The teams are expected to prep the field prior to practice and games (dragging the infield, dirt work, line the field). City Staff will prep the field two times per week (mowing and dragging the infield) on a regular schedule. Additional prep work is available for \$75 per hour, two hour minimum (mowing, dragging the field, line marking, and dirt work). A practice and game schedule must be submitted along with a team roster.

Tournament Rate is \$150 per day. Teams are expected to prep the fields prior to each game. City Staff will prep the field two times per week (mowing and dragging the infield) on a regular schedule. Additional prep work is available for \$75 per hour, two hour minimum (mowing, dragging the field, line marking, and dirt work). A tournament consists of four games per day for four to six days.

Camp Rate is \$100 per day. Coaches and camp participants should prep the fields prior to field use. This rate includes field prep by the City two times per week (mowing and dragging the infield). Additional prep work is available for \$75 per hour, two hour minimum (mowing, dragging the infield, line marking and dirt

work). (No admission may be charged for the camp spectators). A camp consists of four to six hours of practice for four or five consecutive days.

- **All fees are due upon and as a condition of approval.** Fields will not be reserved without payment. Fees are due after final registration. Fees are subject to change, unless paid in full, prior to the effective date of a fee change.
- **Light Key Deposit:** A \$25 (per key) cash deposit is required for rentals that require keys to operate field lighting. The keys must be returned within 24 hours of the last rental date to receive a refund.

GENERAL POLICIES

All renters are required to abide by the following general policies. Failure to abide by these conditions may result in the revocation of current permits and denial of future field requests.

- **Rental Hours:** Ball fields may be rented each day from 6:00am to 10:00pm. Permitted hours must include time needed to enter and prepare field for use, remove or secure equipment, and vacate the field. Other users may be scheduled immediately prior to and following a reservation. Lights will be turned off by the renter immediately at the end of the permitted time. If city staff have to turn off the lights, an additional fee will be assessed to turn off the lights.
- **Applicant shall abide by all applicable laws**, including the prohibition of smoking and alcohol.
- **The City is not responsible for** personal injuries or for damaged or stolen property.
- **The City does not provide** portable mounds and other sports equipment. Additional field maintenance (in-field dragging, watering or line placement) beyond routine maintenance is available for an additional fee. Our regular field maintenance consists of mowing and in-field dragging twice per week plus watering as necessary.
- **Insurance Requirements:** All organizations, clubs, tournaments, and commercial groups renting a ball field must provide \$1 million of liability insurance coverage for the permitted dates. A certificate of liability insurance and an endorsement letter naming the City of Hendersonville as additionally insured must be submitted at least two weeks in advance of the first permitted date. Renters that cannot provide the correct insurance documents will have their permit revoked.
- **Styrofoam Products Prohibited:** The use of food service items comprised of expandable polystyrene, commonly referred to by the trade name "Styrofoam" is prohibited. The renter shall assume the responsibility for preventing the utilization and/or distribution of expandable polystyrene food service products, by any attendee or vendor (caterer) utilizing the City property or facility during the term of the rental agreement.
- **Notice of Non Use of Fields:** Any organization that has been allocated field space and does not intend to use it according to the permit issued shall notify the Public Work Department so the field may be re-allocated. Users may not sublease fields under any circumstance, nor allow shared or drop-in use by other users during their permitted time. Field use is for baseball unless previously approved by the Director of Public Works or City Council.
- **The City does not provide storage** at parks for rental activities. All equipment and supplies must be brought in by the applicant for the dates and times of the reservation only. Storage containers may not be brought into the park for operational supplies. Property and supplies are the responsibility of the applicant. The City is not responsible for lost, stolen or damaged equipment.
- **Vehicles are not permitted to drive on City fields.** This rule applies to coaches and other program

administrators who want to unload game equipment or supplies for the program. Please plan on bringing dollies or wagons to carry equipment and supplies into the park grounds. Vehicles are not allowed on the field for field preparation.

- **Tents:** Small tents (10' x 10') are approved for set up in pre-approved areas which do not cause trip hazards to the participants or general public.
- **All renters are responsible for controlling noise.** Amplified sound for private rentals is limited to the PA system at the field. No special permit is required for this level of sound. No other amplified sound of any other type including PA systems for announcements may be permitted.
- **Renter may temporarily hang banners** with prior approval from the Public Works Department. Banners may be hung on the ball field fences only during the permitted time and then remove them when vacating the field. All tape, hooks, zip ties, and strings used to attach the banners must also be removed and disposed of properly.
- **Crowd Control:** It is the responsibility of applicant to keep registered participants and their spectators from engaging in un-sportsmanly conduct, such as fighting or rude and abusive verbal confrontations. If field representatives or game officials of the league cannot control the situation, the applicant should contact Hendersonville Police Department for assistance. Off-duty Police Officers are available for hire through the Police Department (828) 697-3000 ext. 3051 (call between 7AM – 4PM to make arrangements).
- **Safety and Repairs:** Players warming up should not be stationed so that missed or overthrown balls can hit other park spectators, users or foot traffic. Any malfunctioning sprinklers, lights, or other mechanical park malfunctions should be reported to the City Staff immediately (828) 606-7682 or (828) 243-2282. Minor repairs may be reported by email us at tledford@hvlnc.gov. Please call 911 for emergencies.
- **Clean Up:** Renters must clean up around the field, parking areas, buildings and bleachers prior to vacating the property. Bathrooms must be picked up and cleaned. All recyclables must be placed in the recycling carts and trash placed in bags then placed in the trash carts. Trash cans must be emptied and new bags placed in the cans. If it is necessary for the City to provide cleaning services following the reserved activity, the renter will be charged an hourly fee of \$50 per hour (two hour minimum for after-hours clean up).
- **When fields must be closed** due to rain or other inclement weather, saturated field conditions due to irrigation problems, or for any damage due to vandalism or other conditions requiring immediate attention, applicants may be refunded or rescheduled if other dates are available and agreed upon by both parties. It is the applicant's responsibility to notify their participants and coaches to stay off the fields until further notified. Unplanned closures will be relayed to the renter.
- **Concessions:** Organizations are restricted from selling concessions without the written consent of the Public Works Director. No outside food and beverages are allowed by the spectators.
- **Parks close at 10pm.** Once the park is closed for the evening, vehicles will be under the authority of the Hendersonville Police Department and subject to ticketing and impound.
- **Sponsorships:** All sponsorships must be approved by the City of Hendersonville in writing prior to any signage or banners being installed on City Property. All sponsorships must comply with the City of Hendersonville Sponsorship Policy.

CANCELLATIONS AND CHANGES TO APPROVED APPLICATIONS

- **All cancellations and changes must be submitted in writing** before any request will be considered.
- **A \$25 processing fee** will be charged for cancellations or changes made after a permit has been approved.
- **The City reserves the right to cancel an approved rental** in the unlikely event that the ball field cannot be used, or there is a conflicting activity.
- **The City reserves the right to terminate a rental activity**, without refund, if it is considered necessary by the Director of Public Works, his designate, or a Police Officer for the safety and welfare of the public and City.

QUESTIONS OR NEED ASSISTANCE?

Please call the Public Works office at (828) 697-3084, if you have any questions or need assistance in any way. We wish you the best of success with your planned activity.

Emergencies – call 911.

Non-Emergencies or Routine Repairs – Call 697-3084 between 7AM – 4PM M-F. (Not urgent items such as chalk, line paint, toilet paper, paper towels needed or minor repairs.)

Equipment malfunction or game interfering problems – call (828) 243-2282 or (828) 606-7682. (Irrigation came on during a game or practice, lights malfunctioning, broken water line...)



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FIELD RENTAL APPLICATION

Please read ball field rental information prior to completing application. Please Print Clearly or Type.

Applicant/Organization: _____

Main Contact: _____ **Address:** _____

E-Mail: _____ **Primary Phone:** _____

Alternate Phone: _____

Rental Date(s): _____ **(calendars required)**

Rental Time: _____ am/pm to _____ am/pm **(park close at 10pm)**

Type of Sport/Activity: _____

- Practice
- Game
- Tournament
- Clinic/Camp/Class

Estimated Maximum Attendance: _____ **Number of Players:** _____

RELEASE FROM LIABILITY AND INDEMNIFICATION

In consideration for and as a condition of the use of the above stated facility, applicant hereby agrees to hold harmless the City, its officers, employees, and agents, against any and all claims, demands, causes of action, damages (including damages to City property), costs and liabilities, directly or proximately resulting from or caused by the use and occupation of the facility hereinabove described, whether such use is authorized or not or from any act of omission of applicant or any of its officers, agents, employees, guests, patrons, or invitees. The Applicant shall at its sole risk and expense, defend any and all suits, actions, or legal proceedings which may be brought against the City, its officers and employees in which in any way arise from or relate to Applicant's use of the above facility. Applicant shall also pay for any and all damages to any property of City including any damages for loss or theft of such property, done or caused by Applicant, its officers, agents, employees, guests, patrons and invitees. The undersigned hereby assumes full responsibility for, and the risk of, physical, mental and emotional injury due to the negligence of the City of Hendersonville, its officers, agents and employees. The undersigned recognizes for him or her, and any minors, which the events and occurrences to which this release applies can be dangerous and as a result of signing below, the undersigned is accepting those risks for him or herself, and for any minor participants for whom the undersigned can contract.

I have read, understand and agree to abide by the Recreation Rental Policies and Fees for the type of facility I am applying to rent and I will be present at the facility during its use. I further realize the ramifications of failure to abide by the policies and/or permit requirements. I understand that submittal of this application does not guarantee approval of my application.

Applicant/Representative Signature: _____ **Date:** _____