



## **Cornelius Parks & Recreation Department**

### **Athletic Facility Reservation Policy**

#### **Purpose:**

This document lists the procedures that individuals, organizations, or other groups can follow to reserve athletic facilities through the Cornelius Parks & Recreation Department (Cornelius P&R or P&R). The intent of the procedures listed herein is to maximize the use of Cornelius P&R resources in a manner that is fair, equitable, and consistent with the mission of Cornelius P&R while balancing facility use to foster ideal field conditions.

#### **Reservation Process**

#### **Overview:**

The Town of Cornelius manages fifteen baseball/softball fields, eight multi-purpose fields of various sizes, seven tennis courts, one sand volleyball court, one gaga pit, three full-size outdoor basketball courts, and one outdoor running track that are open to the public unless otherwise reserved or closed by Cornelius P&R. These facilities can be reserved year-round under the condition that any private reservation does not conflict with any Cornelius P&R programming, partnered organization, or tournament activity.

#### **Procedures for Reserving Athletic Facilities:**

- All requests must be submitted via the proper documentation to the Athletic Program Manager or Recreation Program Manager.
- A Facility Reservation Request Form and Facility Use Agreement must be completed and submitted to the appropriate P&R staff in order for a request to be considered. Forms must be filled out completely and signed by the reserving party. Documents are available online at [www.cornelius.org/117/Rental-Information](http://www.cornelius.org/117/Rental-Information) or in our P&R office.
- Reservations approved by Cornelius P&R must be paid in full before any reservation is confirmed or proof of reservation is provided.
- Cornelius P&R accepts all major credit cards, cash and check for facility reservations. To enhance the payment process for reservations, credit card information can be filed and groups can authorize payment for later reservation requests.
- For a complete list of Cornelius P&R reservation fees, visit our website at [www.cornelius.org/117/Rental-Information](http://www.cornelius.org/117/Rental-Information)

### **Reservation Timeline:**

- Reservation requests will be accepted beginning January 1<sup>st</sup> each year for the spring/summer season to generally represent February through August of the calendar year. **Any reservation requests submitted prior to January 1<sup>st</sup> will not be accepted.** Reservations will be granted on a first-come, first-served basis in accordance with the Facility Use Priority Rankings and after league partners have exercised first-right-of-reservation for their respective fields.
- Any reservations requesting spring or summer baseball/softball field time after 6:00pm will not be confirmed until the department's partnered organizations have conducted first-right-of-reservation and submitted a spring season schedule by March 1<sup>st</sup> of each year. Reservation requests for baseball/softball fields before 6:00pm will be reviewed on a case by case basis at the discretion of Cornelius P&R.
- Reservation requests will be accepted beginning July 1<sup>st</sup> each year for the fall/winter season to generally represent September through January of the following calendar year. **Any reservation requests submitted prior to July 1<sup>st</sup> will not be accepted.** Reservations will be granted on a first-come, first-served basis in accordance with the Facility Use Priority Rankings and after league partners have exercised first-right-of-reservation for their respective fields.
- Any reservations requesting fall baseball/softball field time after 6:00pm will not be confirmed until the Department's partnered organization has conducted first-right-of-reservation and submitted a fall season schedule by September 1<sup>st</sup> of each year. Reservation requests for baseball/softball fields before 6:00pm will be reviewed on a case-by-case basis at the discretion of Cornelius P&R.
- Reservation requests will not be accepted for Saturday/Sunday use from February 1<sup>st</sup> - December 1<sup>st</sup> each year at Westmoreland Athletic Complex due to tournament play. To book baseball/softball tournaments, please refer to the Westmoreland Athletic Complex Tournament Reservation Policy.
- Outdoor courts will be reserved using the Reservation Timeline based on Facility Use Priority Rankings and at the discretion of Cornelius P&R.

### **Facility Use Priority Rankings:**

The following list identifies the order in which priority is given for athletic facility reservation requests:

- Cornelius P&R programming, sponsored programs
- Designated partnerships
- Historical user group in good standing
- New organization to Cornelius P&R facilities

Historical user groups are generally defined as a resident group or organization using approximately the same date/time and location of fields for two years, or at least four consecutive seasons.

In addition to Facility Use Priority Rankings, facility scheduling and allocation will generally follow the criteria below:

- Reservations serving a higher percentage of Cornelius residents may be given priority over reservations that serve a lower number of residents.
- Programs which do not duplicate Cornelius P&R or partnered organization programs already in place.
- Feasibility of use compared with size of space requested is considered.
- Cornelius P&R mission and vision.

### **General Guidelines and Cancellations:**

- All facility reservations will be accepted and/or confirmed at the discretion of Cornelius P&R.
- All reservations must follow the Cornelius P&R Facility Use Agreement policies and procedures.
- All facility users must abide by town, state and federal laws and regulations applicable to the use of all fields.
- All facility users must agree to hold harmless and indemnify the Town of Cornelius and all officials, officers, employees or agents with respect to injury or any damage to property.
- Cornelius P&R does not paint/line multi-purpose fields. User groups may submit a written request seeking to line fields themselves. User groups may line fields with temporary paint upon Cornelius P&R's written approval.
- Tennis court lighting is available and can be turned on at the tennis courts, no other outdoor courts have lighting.
- Subleasing athletic facilities once reservations are confirmed is prohibited.
- Reservations that are cancelled or closed by Cornelius P&R due to weather or any other means can be rescheduled for a later date based on availability, credited to a future reservation based on availability, or refunded in accordance with the refund procedures.
- Facility reservations cancelled by user groups must be communicated to Cornelius P&R. Refunds will be given based on the following procedure: cancellations more than two (2) weeks out receive a 90% refund, cancellations more than one (1) week out receive a 50% refund, and any cancellations less than one (1) week out will not receive any refund. Full refunds will be given in the case of inclement weather at Cornelius P&R discretion.
- Cornelius P&R's rainout hotline is (704) 896-2460 ext 290, and is updated by 4:00pm on weekdays and by 8:00am on weekends. Field status can also be found, using the same time - line, online at [www.cornelius.org/433/Field-Conditions](http://www.cornelius.org/433/Field-Conditions). The website and hotline will not be updated on holidays.

### **Field Closure Criteria:**

Cancellations or field closures due to inclement weather will be determined by Cornelius P&R using the following criteria:

- There is standing water within the base paths, pitching rubber area, or catcher's area
- Feet slippage while walking through the grass or baseball infield
- Standing water within the majority of a single playing position in the outfield, or around goal areas
- Footprints fill with water while walking through the infield or grass area
- Grass can be easily dislodged from the fields during play

If it has rained within the preceding 24 hours, or may rain within the time frame of your reservation, groups scheduled to use P&R fields may call the Cornelius Parks & Recreation Weather Hotline at: (704) 896-2460 ext 290. The hotline is designed to relay same-day information regarding field closures and playability. The hotline message will be updated by 4:00pm Monday-Friday and by 8:00am Saturday and Sunday. Groups may also check the P&R website's field conditions page (<http://cornelius.org/433/Field-Conditions>) for a detailed list of field closures however, the website will not be updated on weekends or holidays. P&R personnel will make determination of field conditions/closures, and the decisions are final.

Due to the variability of field conditions, fields will be assessed individually, and P&R staff may keep some fields open while other fields may be closed.

Contracted hours will not be counted towards the partner organization's total for any reservation being cancelled due to inclement weather. Non-partner organizations may choose to reschedule based on field availability, or receive credit for their reservation fee, for any reservations cancelled due to inclement weather.

In the event that the hotline has not been updated or is unavailable, or inclement weather occurs just prior to a field reservation time, user groups are expected to employ the playability criteria used by P&R staff and take into consideration the safety of the participants and future quality of the facility.

#### **Determination of Future Use Criteria:**

Cornelius P&R reserves the right to cancel reservations at any time. Actions which may warrant cancellation include but are not limited to:

- Violation of any Facility Use Agreement policy or procedure.
- Reservation fees and/or required documentation not paid/submitted by specific deadlines.
- Field damage, regulation violations, and/or inadequate supervision of activities.
- Organization, group or individual using the field when the field has been closed by Cornelius P&R due to weather or other reasons.
- Subleasing of reservation to another user/group.
- Reservations that are believed to be in violation of the Cornelius P&R non-discrimination policy which prohibits discrimination on the basis of race, religion, color, gender, national origin, age, disability, or any other basis prohibited by state or federal law.
- Reservations that violate any Cornelius, state or federal rule, regulation or law.
- Organizations, groups or individuals that violate regulations regarding concessions, admission fees or advertising for practices or games without Cornelius P&R approval.
- Use of alcohol or tobacco in any Cornelius P&R facility.
- Behavioral problems with spectators, coaches or officials during activities that portray negative sportsmanship while using Cornelius P&R facilities.

**Abuse/use during wet conditions shall result in the following disciplinary action:**

- 1<sup>st</sup> Offense- Warning
- 2<sup>nd</sup> Offense- Contracted hours for partner programs will count as double for that time period. Individuals will not be able to reserve space for the remainder of the week
- 3<sup>rd</sup> Offense- Contracted hours for partner programs will forfeit their allotted reservations for a duration that P&R staff deems fit. Individuals will forfeit their right to reserve fields for the remainder of the season.

**Field Closure Procedures:**

- Fields and multi-purpose areas will be evaluated by P&R maintenance staff, who will have the evaluation to the Athletic Program Manager by 2:00pm M-F and 7:30am Sat-Sun.
- The Athletic Program Manager will be responsible for making a final decision on closing and notifying all individuals with reservations.
- Once fields are deemed unsafe, the Athletic Program Manager will be responsible for updating the Cornelius Parks & Recreation Weather Hotline by 4:00pm M-F, and 8:00am Sat-Sun.

**Resident and Non-Resident Classifications:**

- Residents are defined as any users or user groups that possess a current, and valid, residential or commercial address within the Town of Cornelius limits.
- Non-residents are defined as any users or user groups that do not possess a residential or commercial address within the Town of Cornelius limits.
- Residency for teams will be determined based on the headquarters of their respective league. Travel teams, or teams that are not associated with a league, will be determined by their coach's residential address.
- Teams that are classified as non-resident may request residency by submitting a valid Cornelius P&R Roster form for their current season and team. Rosters containing at least 50% of players that have valid Cornelius addresses will be granted residency. All fees must be paid in accordance with a team's classification until residency is reviewed and approved by Cornelius P&R, and at least seven (7) business days must be allowed for review of roster submissions. Only recreational groups/leagues that are classified as not-for-profit will be eligible to submit rosters for residency status.
- No refunds will be given to non-resident groups for any reservations prior to roster approval.
- All residency classifications, reviews, and approvals will be made at the discretion of Cornelius P&R.