



FIELD RESERVATION REQUEST / PERMIT

RESERVATION REQUESTS MUST BE MADE A MINIMUM OF SEVEN (7) DAYS IN ADVANCE

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

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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

Park Requested: \_\_\_\_\_ (Please complete a separate form for each location)

Field(s): \_\_\_\_\_ Sport/Activity Scheduled: \_\_\_\_\_

Expected Number in Group: Adult \_\_\_\_\_ Youth \_\_\_\_\_

Is this reservation for a Game \_\_\_ or a Practice \_\_\_ Base Distance \_\_\_ Chalk Lines \_\_\_ Mound Distance \_\_\_\_\_

Reservation taken by: _____
Reservation approved: _____
Amount paid: _____
Date: _____
Method: _____

Days of week	Date(s)	Starting Time	Ending Time
Monday (s)			
Tuesday (s)			
Wednesday (s)			
Thursday (s)			
Friday (s)			
Saturday (s)			
Sunday (s)			

REGULATIONS

- Full payment will be due at time of reservation confirmation. Renter must be able to show receipt upon request.
- Person signing this form below shall be responsible for conduct of group and any damages to property.
- Area is to be cleaned after use and trash and recycling put in appropriate receptacles.
- General park rules: No alcoholic beverages or glass containers allowed. No tobacco products, smoking, e-cigs, or vaping use of any kind allowed anywhere on or in any Cornelius Parks & Recreation facilities.
- Reservations that are cancelled or closed by Cornelius Parks & Recreation due to inclement weather or other means can be rescheduled for another date based on availability, credited to a future reservation, or refunded in accordance with refund procedures.
- Facility reservations cancelled by user groups must be communicated to Cornelius Parks & Recreation. Refunds will be given based on the following procedures: 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 made less than one (1) week out will not receive any refund.
- WEATHER HOTLINE: 704-896-2460 x 290. The Parks & Recreation website ([www.cornelius.org/pr](http://www.cornelius.org/pr)) will also list closures under "Field Conditions" Monday-Friday excluding weekends and holidays.
- This form must be accompanied by a signed Facility Use Agreement, completed once annually.
- ALL baseball user groups will be responsible for moving portable mounds on the field / off the field for each approved reservation. Metal cleats ARE NOT ALLOWED on portable pitching mounds.
- The Town of Cornelius Parks & Recreation Department does not discriminate against any person based on age, sex, race, color, creed, religion, sexual orientation, political affiliation or national origin in the operation, conduct, or administration of community recreation programs or its facilities. Third parties who receive a permit from the Town to operate, conduct, administer or offer a community recreation program activity or service are held to these same standards.
- Cornelius Parks & Recreation reserves the right to make necessary adjustments to reservation schedule or to revoke reservations.

I have read completely and understand fully the regulations of this permit.

\_\_\_\_\_  
Signature of Authorized Representative of Organization

\_\_\_\_\_  
Date

**Please return forms to:** Cornelius Town Hall  
Attn: Parks & Recreation  
PO Box 399  
Cornelius, NC 28031

**Email:** [scruse@cornelius.org](mailto:scruse@cornelius.org)  
**Fax:** 704-896-2462  
**Phone:** 704-892-6031 x 169  
**WEATHER HOTLINE:** 704-896-2460 x 290