



Recreation and Parks Department

RESERVATION/ RENTAL PROCEDURE for Smith Middle School Soccer Field 3B

Sections of this policy are subject to change due to the installment of lights.

Request for use

Rental request for use of the Town/County Public Soccer Field at Smith Middle School for the Fall 2003 period – August 4 through November 23. We will accept applications from the governing bodies of soccer groups only. Groups wishing to use this field must be open to all persons regardless of race, age, socio-economic level, color, sex, religious belief or national origin.

Priority

Reservation Priority will be determined, based on the residence of the participants. Priority reservation rentals will be given to Orange County residents first. A priority reservation will be scheduled for groups requesting use of the field. ***Each group or team must have a governing organization submit requests.*** To receive priority consideration, the group must consist of **50%** or more participants who reside within Orange County. Note: For a rental request to be accepted during the priority period, the group must be able to show that the "actual" users of the field meet the **50%** resident requirement. "Actual User" indicates the members of the team or group that will be on the field during the rented time. The designated coordinator (head) of the organization submitting the rental request will be responsible for providing documentation supporting this requirement.

Procedure

Teams or groups may submit their request for use of the field for the **Fall of 2003** (*August 4 through November 23*) during the period of June 23 through June 25.

Note: A meeting will be held on **Thursday, June 26th** for the purpose of allocating rental times for the summer period. If this general meeting fails to resolve all rental requests then those dates requested by more than one group will be resolved by a lottery procedure. Rental times will become available to non-priority groups/teams on Friday, June 27th.

All rental requests for use of the soccer field require the completion of a Town of Carrboro *Official Application for use of Recreation Facility/Area form*.

- If multiple dates are desired an attachment listing the specific dates and times should accompany the application.
- Carrboro staff, with input from the groups will work out any conflicting requests as equitably as possible.

- The group representative should complete the *Official Application for use of Recreation Facility/Area form*. The renting group must adhere to all rules and regulations printed on the reverse side of the Official Application of use of Recreation Facility/Area form and those within this policy.
- Tournament rentals: 40% of rental fee is due upon submission of the application. The remaining balance (Including balance of rental fee, light use and field preparation) must be paid at least 5 working days prior to the event. Failure to follow this procedure shall result in cancellation of the reservation the next business day.

Summer Time Use

Monday through Friday (4:00 p.m. to dark) Note: If lights are installed during this period, night use will be extended to 10:00 p.m.

August 4th through August 31st
4:00-5:30 p.m., and 5:30-7:00 p.m.

September 1st through November 23rd
4:00-5:30 p.m.

Saturday and Sunday (9:00 a.m. and continue into the evening)

Weekends through Sunday August 31st
9:00-10:30 a.m., 10:30 a.m.-12:00 p.m., 12:00-1:30 p.m., 1:30-3:00 p.m., 3:00-4:30 p.m., 4:30-6:00 p.m., 6:00-7:30 p.m.

Weekends after Sunday August 31st
9:00-10:30 a.m., 10:30 a.m.-12:00 p.m., 12:00-1:30 p.m., 1:30-3:00 p.m., 3:00-4:30 p.m., 4:30-6:00 p.m.

Note: The Recreation and Parks Department reserves the right to “block” off specific dates/times for OPEN play. The “blocked” off dates/times will be available to the general public.

Evening time slots are on based on area times of sunset

Sunday, August 2	7:17 p.m.
Sunday, August 23	6:52 p.m.
Sunday, September 14	6:19 p.m.
Saturday, October 5th	5:47 p.m.
Saturday, October 26th	5:20 p.m.
Saturday, November 9	5:04 p.m.
Saturday, November 23 rd	4:54 p.m.

Restriction of Use

The Carrboro Recreation and Parks Department reserves the right to cancel the use of the soccer field if it is determined that:

- The use of the field must be suspended to allow for maintenance.
- The field is too wet for use.

- Lightning prohibits the use of the lights on the field. (However, it is the responsibility of the group's representative on the field to cancel activity, should adverse weather conditions develop.)

The representative and/or "contact" person must call Carrboro's inclement weather line if there is any question as to conditions for that day/evening's use. The group is responsible for notifying the team(s) assigned to the field, of any cancellation affecting their use. The renting group will be refunded for all time slots canceled by the Department. The renting group will also be refunded for all times they cancel due to weather conditions.

Fee Structure:

Team/Group Rates (30, 60 and 90 minute time slots)

- | | |
|--|--|
| • Day Use ~ no lights | \$ 5/30 minutes
\$10/60 minutes
\$15/90 minutes |
| • Night Use ~ with lights <NOT AVAILABLE> | \$ 10/30 minutes
\$ 20/60 minutes
\$ 30/90 minutes |
| • Supervisor ~present during use of lights | \$ 9.50 |

FALL Open Play (Non-reserved times):

Friday 4:00 p.m. until dark. This time slot will be available for community use by individuals or groups with no formal organization.

Organized groups may not use the field during these periods. They must complete an application for field use and request dates and times through the process outlined above.

**A RESOLUTION AMENDING THE SMITH MIDDLE SCHOOL SOCCER
FIELD 3B PROCEDURE**
Resolution No. 07/2003-04

WHEREAS, the Recreation and Parks Department has requested that the Mayor and Board of Aldermen review and approve the changes to the 2003-04 Miscellaneous Fees and Charges Schedule and the Rental/Reservation Procedure for Smith Middle School Soccer Field 3B.

WHEREAS, The Mayor and Board of Aldermen reviewed and approved the changes.

NOW, THEREFORE, THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF CARRBORO RESOLVE

Section 1. The Board hereby approves the following changes to the 2003-2004 Miscellaneous Fees and Charges Schedule for soccer field rentals:

(1) Day Use \$ 5/30 minutes
 \$10/60 minutes
 \$15/90 minutes

(2) Night Use \$10/30 minutes
 \$20/60 minutes
 \$30/90 minutes

(3) Supervisor (needed for use of lights) \$9.50 (in addition to field fee)

Section 2. The Board hereby approves to add to the priority reservation criteria that "Each group or team must have a governing organization submit requests"; and

Section 3. The Board hereby approves that procedural changes of this field follow a consistent department protocol that includes staff review, research, and discussion, and necessary approval, communication with Orange County staff, marketing and implementation.

Section 4. This resolution shall become effective upon adoption.