



ONSLOW

PARKS & RECREATION

ONSLOW COUNTY PARKS & RECREATION

1244 Onslow Pines Rd
Jacksonville, NC 28540
Phone: (910) 347-5332

Email: youthathletics@onslowcountync.gov



ATHLETIC FACILITIES PERMIT APPLICATION

Introduction

Thank you for choosing Onslow County Parks & Recreation (OCPR) as a potential host for your upcoming event, practices, or games. Field permits allow OCPR to prevent conflicts, make necessary maintenance preparations, and avoid potential overuse of our fields. Therefore, all organizations and/or teams associated with an organization seeking reserved field use must complete a field permit application prior to the reservation being made. Further information regarding facility guidelines, fees, and policies are included for review prior to making a reservation.

Application

Please complete the attached application form in its entirety. Answers that are provided should give a full description of dates, times, all planned activities, and all fields that are needed. For each question that is answered with "yes," please provide a detailed explanation with additional maps and information that are relevant to the proposed reservation.

Reservation Requests Timeline

Reservations utilizing fielding preparation specific to lines will need to be requested at least four days before the reservation start date. Reservations within park operating hours that do not require lining will need to be made at least 24 hours in advance of the reservation start date. All reservations outside of operating park hours will need to be made at least seven days in advance of the reservation start date. All requests are subject to staff availability and the feasibility of a given timeline.

Insurance

OCPR requires that all organizations or individuals seeking a reservation at an OCPR facility provide a Certificate of Liability Insurance for the named organization or entity. The COI must have a minimum liability coverage of \$1,000,000/per occurrence. The Certificate Holder section must reflect the following address to be considered for acceptance:

Onslow County
234 NW Corridor Blvd
Jacksonville, NC 28540

Field Preparation

All baseball, softball, t-ball fields will be equipped with bases without additional charge. For reservations requiring lining of fields, the applicable field preparation fee will apply.

Scoreboards

Scoreboards for the fields can be utilized by organizations but require an OCPR staff member on site to oversee all operations of the scoreboards. However, the OCPR staff on site will not be responsible for operating each scoreboard during games. The organization or entity reserving the facility will need to provide volunteers who are willing to participate in a 15-minute training on scoreboard operation.

Concession Stands/Food Sales

Concession stands at each facility are available for use by entities who are interested in reserving them. A Limited Food Service Establishment Permit Application is required by the Onslow County Health Department to sell any prepared food on site. This application can be found at: [Food Service Establishment | Onslow County, NC \(onslowcountync.gov\)](https://www.onslowcountync.gov/food-service-establishment-permit-application).

Prepackaged food may be sold on site per the approval of details in the reservation application. Food truck utilization on site is limited to two. A Certificate of Insurance specific to each food truck on site must be provided with the application (reference insurance section for further details). Food trucks must provide their own electricity source. Placement of the food trucks during the event must be approved by OCPR prior to the event.

Admission, Event Fees, or Sale of Merchandise Fee

OCPR must approve any plan to charge admission or sell any service or product at any event on OCPR property. All details related to fees and proceeds **MUST** be included on the application that is submitted. Admission fees may be collected only at the entrance to the specific field(s) that are reserved. Entry fees are not permitted to be taken at or near the park entrance. Only spectators or participants for the reserved event may be charged admission.

Commercial Use, Promotional, & Advertising

Applicants are responsible for all advertising fees and are required to obtain design approval from OCPR for ALL advertisement. The permit application must accurately disclose all applicable displays prior to permit issuance.

Permit Fees

Once the application is submitted and processed, an email will be sent with application status as well as the total fee for permitting including all fees incurred.

Single Use Permit- Payment Terms #1

Single use permits are for one-time use or no more than four reserved dates in a four-week period from the date of the request. Once approved, the reservation request details including dates, times, and locations are emailed to the applicant. It is the responsibility of the applicant to review this information for accuracy and contact OCPR with any discrepancies. An invoice reflecting the total amount due for the reservation will be emailed to the applicant and must be paid within 24 hours. Failure to pay the invoice will result in the reservation being cancelled.

Multiple Use Permit- Payment Terms #2

Multiple use permits are for applicants who are reserving facilities for multiple practices and/or games. New applicants that are not currently historical users must send the requests a minimum of one month in advance to be considered. The multiple use permit requires a deposit to be made based on the criteria below.

Deposits

All reservations equaling \$100 or more will require a 25% deposit of the total reservation fee. This deposit will be due at time of reservation. Any applicant who has previously held an event and violated any OCPR rules and regulations will be required to provide a 50% deposit of the total reservation fee. All deposits are refundable only if the refund and cancellation criteria is met.

Remaining Balance

The remaining balance on the account will be sent via invoice to the applicant reflected in monthly installments. The invoice for the upcoming month will be sent seven days prior to the end of the current month. The invoice will reflect an amount equal to the reservations scheduled for the upcoming month only. (ie. An organization has a total remaining balance (after the deposit) for August-November. The first invoice will be sent on July 25th reflecting only the amount due for reservations occurring in August. Payment of this invoice is due by August 1st.)

Cancellations & Refunds

Facility reservation cancellation requests must be submitted at least seven days prior to the reservation date to guarantee all monies paid are refunded. For cancellations occurring within seven days of the reservation, field

preparation and deposit fees will not be refunded. All weather-related cancellations that occur the same day or during the reservation will be eligible for a refund of all fees paid via household credit if notification of the cancellation is received within 48 hours after the reservation date.

GENERAL TERMS & CONDITIONS- ATHLETIC FACILITIES

Laws & Rules: The User shall comply with all state laws, County ordinances, regulations of Onslow County Parks & Recreation applicable to activities in the County parks, and any lawful order of a Departmental representative made to prevent injury or damage.

Condition of Premises: By entering into possession, the user accepts the premises in their present condition. Upon expiration or termination of the permit, the user shall promptly return the premises in quality condition that matches the condition it was received with reasonable wear and tear considered. The facility should be left in a manner that is ready for use by another organization.

Damages: All damages occurring during the time of reservation must be reported directly to a representative of the OCPR department immediately. The User will be responsible for the cost of damage repair if deemed necessary by the OCPR Director.

Approval Required: The following activities are not permitted without advance approval from OCPR: sale of food, beverages, goods or merchandise; charging admission or fees for services; alteration, painting, or construction on any OCPR structure.

Responsibility: The User assumes responsibility for all activities it conducts during the event, including but not limited to, supervision and control to prevent injury or damage and maintenance of premises during the use. OCPR disclaims any liability from, and the User agrees not to hold OCPR liable for, all harm that may arise from the event authorized by this permit.

Departmental Access: OCPR authorized representatives shall have access to the premises at any and all times. OCPR may make repairs or alterations to the premises during the use period as long as the actions do not unreasonably interfere with the use of the premises for the planned event as determined by the Athletics Director. OCPR staff may interfere with the User's use of the premises for repair and alteration work in the case of any emergency.

Cancellation/Relocation: OCPR may, without liability, upon giving as much advance notice to the User as practical, cancel or terminate a permit or relocate a scheduled use to a nearby available location if the premises is not available for any reason.

Revocation: OCPR may revoke a permit and/or stop a use in progress if the User fails to comply with any State laws, County ordinances, rules and regulations set forth by OCPR, terms and conditions of their permit; or a User fails to secure a necessary permit; and/or after a warning, the User disregards a lawful order of an authorized representative of OCPR or engages in activity that may cause injury to the public or damage to the premises.

No Assignment: The permit and the permission granted may not be assigned, nor the premises sublet, without the prior written consent of OCPR.

Indemnity: The User shall indemnify and hold the County harmless from any and all claims, actions, losses and damages to person or property (including but not limited to attorneys fees and expenses) suffered as a consequence of or arising or resulting, directly or indirectly, from any act or omission of the User on or about the premises.

In the event that any lawsuit based upon any such claim, action, loss, damage or cost is brought against the County, the User, after being notified that such lawsuit has been started, shall defend such lawsuit at no expense to the County; and if, in such lawsuit, a final judgment is rendered against the County, or against the County and the User, jointly, the User shall promptly satisfy such judgment.

The User's liability under the indemnification agreement shall not be reduced by any County negligence; provided, that nothing shall require the User to indemnify the County against the sole negligence of any County officer, employee or agent acting within the scope of such person's employment.

Noise & Amplified Sound: OCPR has the discretion to allow or disallow amplified sound during a special event. Alternatively, they may require a park user to comply with a lesser sound level than outlined by the County sound ordinance. Logistics involving noise and amplified sound must be disclosed and discussed prior to creating the reservation. An authorized OCPR official or a police officer may stop any outdoor music as a public nuisance if the sound does not adhere to the County noise ordinance.

Animals: No person shall cause or permit any animal owned by themselves, in his/her custody or under his/her control, except a dog restrained by a physical leash not exceeding six feet in length, to enter any park. Electronic leashes, or anything other than physical custody leashes, are not authorized in any park. Each such animal found at large may be removed per the law or ordinance

Anti-Discrimination: As a matter of policy, law, and commitment, OCPR does not discriminate on the basis of race, color, sex, marital status, sexual orientation, political ideology, age, creed, religion, ancestry, national origin, or presence of any sensory, mental, or physical handicap.

PARK OPERATING HOURS

	April-September	October	November-February	March
Onslow Pines Park	10:00AM-10:00PM	10:00AM-7:00PM	10:00AM-5:00PM	10:00AM-7:00PM
Richlands Steed Park				
Stump Sound Park				
Deppe Park	10:00AM-8:00PM	10:00AM-5:00PM		
Hubert Bypass Park				

PARK ATHLETIC FACILITIES

	Basketball Courts	Multi-Purpose Field (w/ lights)	Multi-Purpose Field (w/out lights)	Batting Cage (No reservation needed)	Baseball/ Softball Fields	Sand Volleyball Courts	Tennis Courts	Disc Golf Course
Deppe Park						✓		
Hubert Bypass Park	✓		✓					
Onslow Pines Park	✓	✓		✓	✓	✓	✓	
Richlands Steed Park	✓		✓		✓	✓	✓	✓
Stump Sound Park	✓		✓	✓	✓	✓	✓	✓

FIELD SPECIFICS

	FIELD 1	FIELD 2	FIELD 3	FIELD 4
Stump Sound Park	Regulation Baseball (300+)	Youth Baseball Field	Softball Field	
Onslow Pines Park	Youth Baseball Field	Regulation Baseball (300+)	Softball Field	
Richlands Steed Park	Softball Field	Regulation Baseball (300+)	Youth Baseball Field	Youth Baseball Field

ATHLETIC FACILITIES FEES

FACILITY RESERVATION FEES		
	HOURLY	DAILY
Athletic Field/Court	\$25	\$150
Ballfield Complex (Multiple Fields)		\$300
Tennis Court(s)	\$15	\$100
Concession Stand*		\$60

*Use of the concession stand requires an Onslow County Health permit.

FIELD PREPARATION & OPERATION FEES		
	HOURLY	DAILY
OCPD Staff *	\$25	
Athletic Field Lights	\$25	
Baseball/Softball/T-Ball Field Setup		\$60
Multipurpose Field (Soccer, Football, etc.) Setup		\$100

*Any reservation requiring dedicated OCPD staff or taking place before or after normal operating hours will incur the OCPD staff fee per staff member that is required.

ATHLETIC FACILITY RESERVATION APPLICATION

Onslow County Parks & Recreation
1244 Onslow Pines Rd., Jacksonville, NC 28540
(910) 347-5332 youthathletics@onslowcountync.gov

Please complete the application below and submit to OCPR for review and approval. The application must be complete and signed, to include attached additional information deemed necessary, to be considered. Once completed, the application can be emailed to **youthathletics@onslowcountync.gov** or turned in to the OCPR main office.

APPLICANT INFORMATION

Affiliated Organization Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Applicant Contact Name: _____

Title/Position Within Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

FACILITY USE DETAILS

Is this request for youth or adult sports?

☐ Youth ☐ Adult

Is this request for a practice, game, or tournament?

☐ Practice ☐ Game ☐ Tournament

Will any admission or participation fees be collected?

☐ Yes ☐ No

Please list the amounts that will be charged.

\$_____ Admission \$_____ Participation

Please check any items to be sold during the reservation.

☐ Food ☐ Beverages ☐ Merchandise ☐ Services ☐ Other: _____

If any of the above boxes are checked, please provide and/or attach additional information.

What sport(s) does this reservation include?

☐ Baseball ☐ Softball ☐ Soccer ☐ Lacrosse ☐ Rugby

☐ Disc Golf ☐ Football ☐ Flag Football ☐ Other: _____

EQUIPMENT / SET UP

Please select all that apply.

- | | | | |
|---------------------------------------|--------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Field Lining | <input type="checkbox"/> Banners | <input type="checkbox"/> Generators | <input type="checkbox"/> Vendors |
| <input type="checkbox"/> Inflatables | <input type="checkbox"/> Food Trucks | <input type="checkbox"/> Grills | <input type="checkbox"/> Tents/Canopies # _____ |

Please list all vendors or other organizations that will be present during the reservation: _____

FACILITY USE CALENDAR REQUEST

SINGLE USE PERMIT

DATE	PARK	FIELDS/COURTS REQUESTED	START TIME	END TIME

MULTIPLE USE PERMIT

The calendar on the last page must be completed to include all requested dates.

By signing below, I certify and agree to the following:

- The information provided in this application is comprehensive and accurate to the best of my knowledge.
- If the event plans change, a revised application or additional information will be submitted.
- Adhere to all terms and conditions that apply to the Athletics Facilities Permit Guidelines and General Conditions

Applicant Signature: _____

Date: _____

For internal use only:

Date Application Received: _____

☐ *Approved*

☐ *Denied*

MULTIPLE USE PERMIT - CALENDAR REQUEST

MULTIPLE USE PERMITS ONLY

Please list individual dates that are being requested if they are not recurring on specific days of the week.

DATE	PARK	FIELDS/COURTS REQUESTED	START TIME	END TIME

RECURRING DATES

Please provide the information below if requesting reservations for recurring days of the week.

Reservation Start Date: _____

Reservation End Date: _____

Recurring Days of the Week:

☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Additional Information: _____
