



Town of Clayton Parks and Recreation Athletic Field Rental Request Form

Please complete all fields applicable to your request.

Name (First, Last):		Date of Birth (dd/mm/yyyy):
Street Address:		City, State, Zip Code:
Phone #1:	Phone #2:	Email:
Team Name:	Sport:	Age Group(s):

Facilities:

<u>Clayton Community Park</u> (1075 Amelia Church Rd)	<u>East Clayton Community Park</u> (1774 Glen Laurel Rd.)	<u>Clayton High School</u> (600 S Fayetteville St.)
<ul style="list-style-type: none"> CCP Field #1 CCP Field #2 CCP Field #3 	<ul style="list-style-type: none"> ECCP Baseball Field ECCP Soccer Field #1 <li style="text-align: center;"><u>Carolina Comfort Air Turf Fields</u> CCA Turf Field #2 CCA Turf Field #3 	<ul style="list-style-type: none"> Jeff Adams Gym Nixon Fowler Stadium Clayton High Soccer Field Clayton High Softball Field Pleasant Field (Baseball) CHS Tennis Courts

Field Request	Practice or Game	Day of Week	Start Date	End Date	Start Time	End Time	Base Length	Mound Distance
<i>Example: CCP Field #1</i>	<i>Practice</i>	<i>Tuesday</i>	<i>3/8/2024</i>	<i>3/29/2024</i>	<i>6:00pm</i>	<i>8:00pm</i>	<i>60'</i>	<i>40'</i>

The applicant _____ agrees to abide by the field rental and usage rules for its participants, officials and spectators and assumes responsibility for damage to property, supervision and control of all participants, officials, and spectators during use of the facility. The designated representative for each organization is responsible for knowing the CPRD rules and ensuring all regulations are followed.

Statement of Understanding: I, the undersigned representing the _____ organization, have reviewed this document and agree to inform all members of its contents and to ensure that this organization enforces and follows all provisions of this agreement. I further give assurance that the organization, group, or agency that I represent is in compliance with all applicable Federal, State and local laws.

On behalf of the above-mentioned organization, I, the undersigned, agree that our participants, officials, and spectators will abide by the below rules of conduct and realize that failure to fulfill my obligations to the Town of Clayton will result in immediate revocation of all permits issued to the

organization and any future use without reimbursement of fees or expenses. This document supersedes all other relative to the permit for activities requested by this organization.

Signature of Representative _____

Date

Town of Clayton Parks and Recreation Field Rental and Usage Rules

Scheduling Procedures:

- The above "Athletic Field Rental Request Form" shall be completed for all requests other than contracted multi-day tournaments. If you are interested in hosting a tournament, please contact the Town of Clayton Parks and Recreation Department at 919-553-1550 extension 6609.
- A single request form may be used for multiple requests.
- "Athletic Field Rental Request Form" must be submitted in person at the Clayton Community Center or emailed to athletics@townofclaytonnc.org.
- A user account must be created or active with the Parks and Recreation Department. Creating an account can be completed at www.claytonparks.org.
- Following the processing of request forms according to the Priority of Usage Policy and the deadlines detailed in the subsequent sections, all applications will be considered on a first-come-first-serve basis.
- Confirmation of reserved fields will be provided at the time of scheduling with receipt of payment or balance due.
- Fields may be rented when available if there are no conflicts with any Town of Clayton Parks and Recreation Events. The Town of Clayton Parks and Recreation Department has the right to cancel any field rentals at any time. A refund will be processed for all Town of Clayton Parks and Recreation cancellations made by the Town of Clayton Parks and Recreation Department.
- **Cancellation 2 weeks prior to the event will result in a 50% refund. Any cancellation of less than 2 weeks' notice will not be refunded.**
- Athletic Field Rental Request forms will be accepted during the following registration periods. Clayton Community Park, East Clayton Community Park, and Clayton High School grass fields will be rented when available June 1 – November 1. Fields will be closed from the first week of November through the first week of March for winter. Clayton High School Baseball/Softball fields will remain closed during their respective seasons. Please contact athletics@townofclaytonnc.org for special inquiries during the winter maintenance period. Carolina Comfort Air Turf Field #2 and Carolina Comfort Air Turf Field #3, Nixon Fowler Stadium, Clayton High School Soccer field, Clayton High School Tennis Courts, and Jeff Adams Gym are available for rent year-round.

Request period: Jan 1 – Feb 15	Rental period: March 1 – March 15
Request period: Feb 1 – March 1	Rental period: March 16 – June 15
Request period: May 1 – June 1	Rental period: June 16 – Aug 15
Request period: July 1 – Aug 1	Rental period: Aug 16 – Nov 15

- No request forms will be accepted until the start of the request period.
- Requests with less than 2 weeks’ notice will be reviewed in a case-by-case scenario.
- Payment is due within 24 hours of the invoice being issued by Clayton Parks & Recreation.
- All dates on “Athletic Field Rental Request Form” are only requests. No dates are guaranteed until confirmation is sent.

Priority of Usage

1. Town of Clayton
2. Clayton High School when requesting their facilities.
3. Historical use for applications submitted prior to scheduled deadlines.
4. Date of submitted request form.
5. First come first serve basis.

Contacts and Forms

- To schedule a field rental, complete a “Athletic Field Rental Request Form” and submit in person at the Clayton Community Center or email to athletics@townofclaytonnc.org.
- After Hours or Maintenance Issues – (leave message) – 919-553-1555
- Field Conditions: The Town of Clayton Parks and Recreation will inform renters of weather cancellations no later than 4:00 PM on the day of the rental.

Insurance and Liability Waivers

- Organizations MUST carry a minimum of \$2,000,000.00 Commercial General Liability Coverage with \$2,000,000.00 per occurrence, liability insurance coverage which names Town of Clayton as an additional insured.

Park Ordinance

- § 33.30 COMMERCIAL USE OF PARK PROPERTY.

Commercial use is defined as any activity for pecuniary or commercial gain including private lessons, classes or group activities where the lesson, class, or activity has a fee or other monetary barrier to entry. Commercial use also includes any lesson, class, or commercial activities taking place on parking property that is associated with any trade, occupation, profession, business, or franchise. Commercial use does NOT include activities conducted on behalf of the Town of Clayton or in conjunction with the town. Examples of commercial activity may include but are not limited to boot camps, running camps and workout groups.

(Ord. 2021-11-02, passed 11-1-21)

Field Rules

1. No dogs allowed on fields.
2. Alcohol is prohibited.
3. No tobacco on fields or in dugouts.
4. No hitting golf balls on fields.
5. No soft toss/hitting balls into fences.
6. Do not remove/move temporary fences or bases.
7. Stay off wet fields.
8. Clean dugouts/field after each use.
9. Usage of the Batting Cage is prohibited at Clayton High School.
10. To ensure a family-friendly environment, please refrain from playing music containing explicit lyrics, vulgar language, or at a loud volume.

Lights

- All listed fields have lights which will be turned on at specified times agreed upon by the Town of Clayton Parks and Recreation Department and the renter. Additionally, lights are an extra charge and must be paid for in advance. The lights will be turned off 15 minutes after the rental time has ended. All rentals should end on time, and all participants and spectators should be clear of the field soon after. If extra time is anticipated, the requested rental time should be extended.

Rental Rates

Field Rental Rates		
Field	Resident Fee	Non- Resident Fee
CCP Field #1	\$30/hour	\$60/hour
CCP Field #2	\$30/hour	\$60/hour
CCP Field #3	\$30/hour	\$60/hour
ECCP Baseball Field	\$30/hour	\$60/hour
ECCP Soccer Field #1	\$50/hour	\$100/hour
Carolina Comfort Air Turf Field #2	\$75/hour	\$150/hour
Carolina Comfort Air Turf Field #3	\$75/hour	\$150/hour
Carolina Comfort Air Turf Fields #2 & #3	\$150/hour	\$300/hour
Field	County Resident Fee	Non-County Resident Fee
Nixon Fowler Stadium	\$100/hour	\$200/hour
CHS Soccer Field	\$75/hour	\$150/hour
Pleasant Field (Baseball)	\$50/hour	\$100/hour
Clayton High Softball	\$40/hour	\$80/hour
Jeff Adams Gym Half Court	\$50/hour	\$100/hour
Jeff Adams Gym Full Court	\$100/hour	\$200/hour
CHS Tennis Courts (N/A 25-28)	\$60/hour	\$120/hour

Field Rental Add-Ons East Clayton Community Park, Clayton Community Park	
Lights	\$20/Hour
Baseball/Softball Field Prep	\$30/Hour
ECCP Field #1 Field Paint (out of season)	\$200
Portable Mound	\$200

Clayton High School Field Rental Add-Ons	
Lights (Football Turf)	\$50/Hour
Lights (Soccer Turf, Baseball Field)	\$40/Hour
Lights (tennis) (N/A 25-28)	\$20/Hour
Field Prep (Baseball)	\$30/Hour

Tournament Field Rental Rates	
CCP (Sat & Sun 8-15 hours)	\$350/Field/Day
ECCP/CHS Baseball (Sat & Sun 8-15 hours)	\$450/Day
ECCP Soccer Field #1	\$650/Day
Carolina Comfort Air Turf Field #2	\$650/Day
Carolina Comfort Air Turf Field #3	\$650/Day

<u>Clayton Parks and Recreation Field Dimensions</u>					
Park	Field	Lights	Pitching Mound	Base Distances	Fence
Clayton Community Park	CCP #1	Yes	Portable	60', 65', 70'	225'
	CCP #2	Yes	Portable	60', 65', 70', 80'	300'
	CCP #3	Yes	Portable	60', 65', 70', 80'	300'
East Clayton Community Park	Baseball	Yes	60'	90'	330'
Clayton High School	Baseball	Yes	60'	90'	325'