



FIELD & SPECIAL EVENT USE ALLOCATION

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Department	Parks and Recreation
Director	Carleen Dixon
Approved by Recreation Advisory Board	09/08/2020

The policy and guidelines within this document are intended to govern the use and users of all Henderson County facilities and athletic fields and are established to create a fair and equitable experience for all users, participants, partners, customers, residents, and staff. The Parks and Recreation Director or designee reserves the right to deny, refuse allocation, and to make needed adjustments in the allocation process based upon their discretion, recognized needs, to resolve conflicts, and the fulfillment of the policies set forth below.

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1. PURPOSE AND AUTHORITY OF ADMINISTRATIVE REGULATION

The purpose of this policy is to define the individual and departmental responsibilities for facility and field requests, priority of users, define the application process, and permit obligations.

2. DEFINITION OF USERS

- a. **Internal Program** – A program or event sponsored and/or funded by Henderson County Parks and Recreation.
- b. **County Resident** – Individuals or groups that live within the limits of Henderson County.

- c. **External Agency** – Any group or organization, either for-profit, not-for-profit, or registered 501c (3), that have no affiliation with Henderson County government or Parks and Recreation.
- d. **Partner Organization** – Any group who possesses a current signed agreement with Henderson County Parks and Recreation in which the contract entitles them to special priority or consideration

3. ATHLETIC FIELD AND COURT APPLICATION PROCESS

- a. All applications will be considered based on their priority ranking and past history. This includes previous allocation and use of fields, proper and timely payment, response to requests for information, compliance with established rules and policies, ability to work cooperatively with staff and park users, and conditions of fields after use. A request for field allocation will not be considered unless all invoices for prior use have been paid in full.
- b. The Parks and Recreation Director or designee reserves the right to deny, refuse allocation, and to make needed adjustments in the allocation process based upon their discretion, recognized needs, to resolve conflicts, and the fulfillment of the policies set forth below.
- c. After the specified time to receive requests has past, the Department staff will begin the allocation process of assigning fields, dates, and times to the various organizations based on the priorities in this policy. Allocations will be conducted in as fair and equitable manner as possible. However, the Department has the discretion to allocate in the best interest of the County. It may not be possible to grant all requests. If you are open to alternate dates it will help us accommodate everyone if you include alternate date options in your request.
- d. **All requests for the following calendar year will be due no later than November 20 of the previous calendar year.** These can be submitted via email to recreation@hendersoncountync.gov or by mail to 708 S. Grove St. Hendersonville, NC 28792. NO verbal or texted requests will be accepted. Requests should include:

- 1) Type of Event (for example: Adult Softball or Girls Fastpitch Softball)
- 2) Indicate if it will be for Youth or Adults
- 3) Set up needed on field(s) i.e. base distances, field size, etc.
- 4) Date(s) of event requested
- 5) Alternate date(s)
- 6) Field(s) requested
- 7) Times needed on each field for each date requested
- 8) Any special requests or needs listed
- 9) Scale of event: National, State, Regional, School, Local Organization, etc.
- 10) Name of requestor

- 11) Address of requestor
- 12) Phone of requestor
- 13) Email of requestor
- 14) Organization Name (if there is one)

(Note: If you are requesting more than one event you do not need to repeat #10-14)

- e. Staff will then work to have field allocations completed as quickly as possible and ideally before the end of December. At this time requestor will be notified and a deposit will be required for each event to secure the reservation. Once this deposit is received a permit will be issued to the requestor.
- f. Once the requestor has received a permit, they may start marketing and advertising of event locations but not prior.

4. PRIORITY OF ATHLETIC FIELD ALLOCATION

In order to be consistent in granting use of athletic fields and courts and specifying fee schedules and administrative rules, the following priority user groups and guidelines apply. To be considered in the first round of scheduling for the upcoming calendar year all field and court requests must be made to the Parks and Recreation Department by November 20th each year. The Parks and Recreation Department will review all requests after this date and assign each request to one or more of the following groups:

- Internal Programs
- Henderson County Public Schools
- Partner Organization
- External Agency

Requests will then be allocated field space using the following criteria as a guideline:

- Internal Programs have priority over all other requests.
- Henderson County Public Schools have priority after Henderson County via interlocal agreement.
- Partnership Organizations have priority over non-partner requests.
- External Agency requests for national tournaments.
- External Agency requests for state or regional tournaments.
- External Agency requests determined by number of dates/tournaments.
- Henderson County resident groups will have priority over non-residents.
- Youth sports will have priority over adult sports programs.
- Organizations with a strong history with events in the past, i.e. paying bills on time, following rules, cooperatively working with staff, etc. will have priority

5. SPECIAL EVENT APPLICATION PROCESS

- a. All applications will be considered based on their priority ranking and past history. This includes previous allocation and use of parks and facilities, proper and timely payment, response to requests for information, compliance with established rules and policies, ability to work cooperatively with staff and park users, and conditions of parks and facilities after use. A request for special event will not be considered unless all invoices for prior use have been paid in full.
- b. The Parks and Recreation Director or designee reserves the right to deny, refuse allocation, and to make needed adjustments in the allocation process based upon their discretion, recognized needs, to resolve conflicts, and the fulfillment of the policies set forth below.
- c. After the specified time to receive requests has past, the Department staff will begin the allocation process of assigning parks and facilities, dates, and times to the various organizations based on the priorities in this policy. Allocations will be conducted in as fair and equitable manner as possible. However, the Department has the discretion to allocate in the best interest of the County. It may not be possible to grant all requests. If you are open to alternate dates it will help us accommodate everyone if you include alternate date options in your request.
- d. **All requests for the following calendar year will be due no later than November 20 of the previous calendar year.** Requests can be received after this date but all requests that are turned in by November 20 of the previous year will have first opportunity to schedule events.
- e. These can be submitted via email to recreation@hendersoncountync.gov or by mail to 708 S. Grove St. Hendersonville, NC 28792. NO verbal or texted requests will be accepted. These requests should include the completion of our Special Event Use Inquiry form; this form can be found on our website at www.hcprd.com or by emailing the address above and requesting one be sent.
- f. Approved inquiry requests will receive an invitation to apply for an event permit. Please note that once you receive an invitation to apply, permit applications are due 30-90 days in advance of the event date (this timeframe is based on the size of your event and the complexities). So, if you are requesting an event for January it is best that you not wait until November 20 to submit your initial Special Event Inquiry Form. Requests that are submitted with less time may be turned away.

6. PRIORITY OF SPECIAL EVENTS

In order to be consistent in granting use of parks and facilities and specifying fee schedules and administrative rules, the following priority user groups and guidelines apply. To be considered in the first round of scheduling for the upcoming calendar year all Special Event Inquiry Forms must be submitted to the Parks and Recreation Department no later than November 20th each year. The Parks and Recreation Department will review all requests after this date and assign each request to one or more of the following groups:

- Internal Programs
- Henderson County Public Schools
- Partner Organization
- External Agency

Requests will then be allocated based on the following criteria as a guideline:

- Internal Programs have priority over all other requests.
- Henderson County Public Schools have priority after Henderson County via interlocal agreement.
- Partnership Organizations have priority over non-partner requests.
- Henderson County resident groups will have priority over non-residents.
- Youth programs will have priority over adult programs.
- Organizations with a strong history with events in the past, i.e. paying bills on time, following rules, cooperatively working with staff, etc. will have priority

7. POLICY

- a. A non-refundable rental deposit for each event date requested in the amount of \$20.00 will be due when dates are awarded. If renter chooses to cancel this rental at a later date, they will NOT be eligible to get this deposit back.
- b. Full Rental Payment shall be due no less than 7 days prior to the scheduled reservation date. Failure to pay can result in the loss of reservation.
- c. The renter shall retain all appropriate liability insurance and must provide proof by providing a Certificate of Insurance no less than one week prior to rental date.
- d. Rental of any facility does not grant permission to sell or distribute goods or services. All concessions sales and vendor contracts will be at the sole discretion of Henderson County Parks and Recreation.
- e. Renter is responsible to oversee that all activities are properly controlled and supervised and agrees to comply with Henderson County Parks and Recreation Ordinances, Policies and Rules as well as all applicable State and Federal laws.

- f. Renter is responsible for leaving the fields in the same condition it was found and is required to place trash in the containers provided.
- g. Department staff reserve the right to make the final determination on playability of fields and use of parks and facilities due to weather and/or safety concerns. Renter assumes all responsibility for damages or injury resulting from use of property that has been deemed inappropriate for use.