

**COUNTY OF HARNETT**  
**POLICIES GOVERNING THE USE OF HARNETT COUNTY ATHLETIC FACILITIES**

The Harnett County Parks and Recreation Department (HCPR) manages the scheduling and maintenance for all County athletic facilities to ensure equitable distribution, achieve maximum use of and maintain a safe, quality environment. When necessary, the County may close certain facilities due to safety issues or to protect them from overuse. Keeping the County's athletic facilities in optimum condition involves managing the amount of play a facility receives and allowing time for proper maintenance to occur. Continued cooperation between the County and athletic facility users is a critical component of this management.

**SCHEDULING PROCESS**

- All Harnett County programs have priority use of all facilities.
- All requests will be prioritized on a first come, first serve basis
- Athletic facility rental requests and/or schedule changes must be submitted on the Facility Rental Request Form (page 6 of this document). The completed Facility Rental Request Form can be emailed to [parkadmin@harnett.org](mailto:parkadmin@harnett.org) or hand delivered to the Harnett County Parks and Recreation office located at the Resource Center & Library Building, 455 McKinney Parkway, Lillington, NC. Incomplete or incorrect forms will not be processed.
- The League/Organization/Renter requesting facility must be in good financial standing with Harnett County.
- Each user group shall appoint one contact person to communicate with HCPR.
- The person securing the rental must be present at all reservations.
- Setup and cleanup must be included in rental times.
- All requests are subject to HCPR approval.
- All teams may request a maximum of 3 hours per week per team. This does not apply to tournaments.
- Once rental requests are approved, scheduled times cannot be subleased to other organizations and the renting organizations maintains all financial responsibility unless the reservation is canceled by a member of HCPR.
- Be sure to consider the following things when planning your request: Try-outs, Practices, Pre-Season, Pre-Game Warm Ups, Tournaments, All-Stars, Play-Offs, Jamborees, and Holidays.
- Once the Facility Use Request form has been accepted and approved by HCPR, an invoice will be entered into the County's Facility Scheduling software.
- Facility rental invoices are to be paid at the end of each month.

**Facility Use Guidelines**

Week Day Facility Use Hours:

Monday through Friday-8:00am to Dusk

\*(Extended play Monday through Friday is approved for Neills Creek Park)

Weekend Facility Use Hours:

Saturday 8:00am-9:00pm

Sunday 1:00pm-6:00pm

\*(Extended play on Sunday is approved for Neills Creek Park)

▪Use of Neills Creek Park facilities may not begin until 6:00 PM on weekdays during the school year due to Harnett County Public School agreement.

▪All HCPR Athletic Facilities are closed and are not available for reservation on the following holidays: New Year’s Day, Martin Luther King, Jr. Day, Good Friday through Easter Sunday, Memorial Day/Weekend, July 4th, Labor Day/Weekend, Veterans Day, Thanksgiving Day/Weekend and Christmas Day.

**Request for Use Schedule**

▪Reservation requests for long term use (multiple months) must adhere to the following request schedule:

Use Period	Request Period
March 1 through July 30	AFTER January 2
August 1 through November 14	AFTER June 1
November 15 through February 15	No facility rentals during this time.

No request forms will be accepted until the start of the request period.

**Fees and Charges**

Fees and charges are assessed for the use of HCPR facilities to help partially offset administrative and operational costs. Facility rental fees and charges are as follows per facility.

***Ballfields/Multipurpose Fields***

\$15.00 per hour without lights

\$25.00 per hour with lights

\$60 for up to 5 hours without lights (half day)

\$100 for up to 5 hours with lights (half day)

\$125 for full day reservation without lights

\$150 for full day reservation with lights

\$20.00 Baseball/Softball field preparation (dragging & lining)

\$10 for each additional field preparation

\$15 per bag of rapid dry

\$40.00 Multipurpose field preparation (painted lines)

***Tennis Courts***

\$5 per hour per court

\$10 per hour with lights per court

Tennis courts operate on a first come, first serve basis. Fees are established to guarantee a court will be available or for the use of lights.

▪Please note that the restrooms at Neills Creek Park can only be opened up for use with a minimum of a half-day rental (5 hours).\*

- Concession privileges must have the approval of HCPR.
- Non-weather related schedule changes require at least three business days' notice.
- **Cancellation Policy-** Non-weather related cancellations must be made more than seven (7) days prior to the reservation date to receive a credit to your account.
- **Natural Disaster/Inclement Weather-** In the event of a Natural Disaster or inclement weather the renter may make the unilateral decision, prior to the commencement of the access period whether to proceed at the agreed upon date/time identified on the Facility Rental Request Form. The County reserves the right to determine whether a weather event has rendered the facility unsuitable for use. If a weather event has rendered the facility unusable or the renter has determined that a weather event prevents the activity from taking place, the renter can either request a refund of the monies paid by the renter, a credit can be issued, or request that the rental date be moved to another date that the facility is available in the County's rental calendar for use.
- **No facility will be reserved for any person, organization, or team who has not paid for previous use.**
- To make payment by credit card, you can login at the portal at <https://portal.harnett.org/prod/ParksRec/portal/Home>, select "My Profile" and then select "My Invoices" to find the rental and make payment. You can also give us a call at (910) 893-7518 in order to make a credit card payment over the phone. Any payment being made by cash or check has to be made at our main office at 455 McKinney Parkway in Lillington between our normal business hours of 8 AM- 5 PM, Monday through Friday, or mailed in to our PO Box at PO Box 816, Lillington, NC 27546. We require that any check be made payable to County of Harnett.

### **GENERAL RULES AND REGULATIONS**

- All Harnett County employees are to be treated with respect and courtesy.
- The HCPR staff will have final say on facility playability and safety at all athletic facilities following inclement weather, field maintenance or any emergencies that may occur.
- If a user group cancels facility use due to unsafe playing conditions the group representative must contact HCPR to reschedule. Coaches are to communicate all cancellations with team participants.
- Any team or organization that plays on a facility that has been officially closed may forfeit current reserved time as well as future consideration for facility use. In this instance, no refunds would be issued.
- All facility maintenance at County athletic facilities shall be performed by the County maintenance staff or designated representative only.
- To report after hours maintenance issues, please call 910-893-7518 and leave a message.
- User groups are responsible for making sure the facility is clean after each use, including respective dugouts, athletic fields, tennis courts, and surrounding areas. Forfeiture of facility use time or additional fees may result from facilities being left in unsatisfactory condition.

- The renter shall be responsible for expenses incurred by Harnett County in correcting, cleaning, repairing or replacing any facility or property of the County which was damaged in connection with the activity or event for which the facility was rented.
- Harnett County owned bases, pitching rubbers, soccer goals, nets, etc. are not to be removed from or relocated on any athletic facilities without express permission from HCPR.
- Organizations shall **NOT** dig ditches or apply foreign materials to the athletic facilities in an attempt to “dry out” a facility. Organizations found to be non-compliant with this rule may forfeit current reserved facility time as well as future consideration for facility use.
- Organizations shall not make any modifications to County athletic facilities. A request for a change should be made directly to the HCPR.
- It is the responsibility of each organization to provide HCPR with accurate and truthful information.
- It is the responsibility of each organization to ensure that all team coaches and managers know, understand and abide by these policies and procedures.
- It is the responsibility of each organization to remove any sport specific equipment it provides at the facilities i.e. soccer nets, T-ball backstops, etc. each night after play has ended.
- Vehicles are not allowed on Harnett County athletic fields, or adjacent pathways.
- No participant shall intentionally throw, hit or kick balls into or over the fences, backstops or buildings.
- No Alcoholic beverages or illegal substances.
- Facilities on school premises are tobacco, e-cigarette, and vaping free zones.
- HCPR reserves the right to limit the amount of play permitted on all facilities throughout the year.
- Do not utilize fields that are clearly marked for game play.
- Children under the age of 12 must be supervised by an adult at all times.
- Shirts and shoes must be worn at all times.
- Players must exhibit proper sportsmanship while playing (no profanity, throwing of equipment, etc.).
- Facility Lights: Athletic facility lights may only be scheduled until 10:00 PM. **NO EXCEPTIONS.** Lights must be booked for a minimum of one-half hour.
- Cars improperly parked may be towed and violating organizations may forfeit field time. All participants park at their own risk. The County is not responsible for theft or damage to vehicles.

### **Field Rules**

- No metal cleats on portable mounds.
- Any on-site pitching screens are not property of HCPR and are not to be used.

- Do not practice in goal mouth areas on multipurpose fields.
- No pets allowed during practices & games. During none game/practice activities, pets must be wearing a leash; owners must clean up after pets.

### **Tennis Court Rules**

- No animals on the courts of any kind except those serving the needs of the disabled or those being used in public demonstration as approved HCPR.
- Court gates should be kept closed at all times for safety.
- The courts are for tennis and pickleball only. No bikes, skates, skateboards, scooters or other activities are permitted on the court at any time.
- Non-marking tennis shoes must be worn on the courts.
- No one, other than players and officials, shall be allowed inside the fenced court area. Those waiting to play, spectators, and children must stay outside the fenced area.
- No food or food containers are allowed inside the fenced court area. Beverages are permitted in non-breakable containers.
- Sitting or leaning on the nets is prohibited.

### **Tournament Play**

- The same timeline and procedures are used for tournaments as with other facility requests.
- Licensee will sign and abide by all requirements of the *Neills Creek Park Tournament Agreement* (<https://harnett.org/parkrec/downloads/neills-creek-park-tournament-agreement.pdf>).
- Final payment must be made once HCPR staff has approved the tournament.
- Licensee is required to meet with HCPR staff two weeks prior to tournament start date to discuss additional needs and facility allocation.

### **Non-Sporting Events**

Based on availability, facilities may be scheduled for non-sporting events. Groups requesting non-sporting events must submit a written plan, including site layout, with their Facility Rental Request form. HCPR staff will review and either approve, modify or deny the plan. In the event that the plan is modified or denied, staff will meet with a group representative to work towards meeting the group's needs. First priority is preserving and protecting the facilities.

### **SITE SPECIFIC RULES**

All facility users are responsible for following any site specific rules and regulations posted at individual facilities as well as the policies and procedures set forth in this document. Failure to follow site specific rules and regulations posted at the facilities or the policies and procedures in this document may result in the forfeiture of current reserved facility use time as well as future consideration for facility use.

