



Cabarrus County Parks Department

FEES AND CHARGES POLICY

FY 2012 - 2013

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I. PURPOSE

To adopt an official policy to establish a set of fees and charges that is fair and equitable for the use of facilities and equipment and the participation in programs sponsored by the Cabarrus County Parks Department.

This policy, upon adoption by the Cabarrus County Board of Commissioners, shall be applicable to all individuals for the use of park facilities and recreation equipment and the participation in programs conducted by the Cabarrus County Parks Department until such time as it is altered, modified, or rescinded by the Cabarrus County Board of Commissioners.

II. POLICY

The Cabarrus County Board of Commissioners hereby establishes the following Parks Fees and Charges Policy:

A. Statement of Need

The Parks Department offers diversified recreation services to its citizens, recognizing governments' responsibility to provide public recreation facilities and leisure opportunities. Due to the demand for services, rapid increase in operation and capital costs, and the limited amount of available tax revenues, it has become difficult to maintain existing levels of service, much less provide new services. Therefore, it is deemed necessary for Cabarrus County to develop a sound and consistent fees and charges policy for Parks services that is both fair and equitable. The underlying goals of such a policy must remain to provide the broadest services to meet needs of the community, and to assure equitable delivery of those services.

B. Department's Philosophy

The basic principle of Cabarrus County Parks Department is to offer the most efficient and diversified recreation services to ensure all citizens equal opportunities as follows:

1. To improve the quality of life for each individual through recreation and leisure opportunities.
2. To provide and maintain parks and recreation facilities for use by the general public.

3. To provide trained and qualified personnel for supervision and instructions in recreation programs and activities and facility maintenance.
4. To welcome public input into planning and evaluation of recreation programs, activities, and facilities.
5. To provide the opportunity for all residents of Cabarrus County to participate in programs and activities and to fully utilize the facilities of the department.

C. Basic Services and Basic Facilities

Basic Services and Basic Facilities shall be offered at minimal or no charge. These services are those which tend to preserve and promote physical and mental well-being, provide patron safety, instruct in basic skills, and provide public parks and community facilities.

1. Basic service examples include program brochures, community assistance, program planning, clinics, and general public events.
2. Basic facilities include, but are not limited to, family picnic areas, park playgrounds, athletic facilities open spaces, walking trails and comfort stations.

D. Special Services and Special Facilities

Special services and special facilities shall be assigned participation or usage fees based on a specified percentage of the direct operation and maintenance cost.

1. Special services include, but are not limited to, organized adult athletics, instructional programs nature/wildlife environmental programs, a pool, classes, and tournaments.
2. Special facilities include, but are not limited to, rental rooms and buildings, lighted ballfields, lighted tennis courts, lighted soccer fields and picnic shelters.

E. Fees and Charges

Fees and Charges shall support other resources available to the Cabarrus County Parks Department, not replace them or be used to reduce the County's responsibility to provide public recreation facilities and leisure opportunities. They provide a means to continue, and expand as necessary, the ability to offer both basic and special services to Cabarrus County citizens.

III. CRITERIA FOR ESTABLISHING FEES AND CHARGES FOR SPECIAL SERVICES AND FACILITIES

- A. The determination to assign a fee for a special service and/or facility shall be based on one or more of the following criteria:
 - 1. The cost per user hour. This is usually due to one of the following:
 - a. The service uses consumable materials.
 - b. The service requires a facility with operating, utility, or maintenance costs.
 - c. The service requires special preparation or clean-up.
 - d. The service requires special supervision or instruction at additional cost.
 - 2. Use of the service or facility tends to be limited to a relatively few individuals or special interest groups; therefore, those who benefit to the exclusion of others should pay extra for the privileges enjoyed.
 - 3. Charging an admission fee to a special event allows for revenues collected to be used to extend the activity or cover the cost of the event.
 - 4. Charging a fee serves an independent function such as one of the following:
 - a. Rationing limited facilities among a large number of users.
 - b. Aiding in discipline or control.
 - c. Promoting respect for an activity and/or service.
- B. One or more of the following pricing alternatives will be used in establishing the fees and charges for special services and facilities:
 - 1. To recover the partial or percentage cost of providing the service.
 - 2. To recover all of the direct operating expenses.
 - 3. To recover the actual cost of providing the service, and the interest and amortization of the initial capital investment.

4. At the rate which will result in efficient use of a given area or improvement.

IV. FEES FOR SPECIAL SERVICES

- A. Fees for special services shall be reviewed annually, and adjusted as necessary, to recover an established percentage of the programs direct operation costs. Direct operation costs include, but are not limited to, the following:
 1. All part-time wages necessary to conduct the program.
 2. The payment of sports officials, recreation instructors, and contract personnel necessary to conduct the program.
 3. The rental of facilities and utility cost directly related to the program.
 4. The purchase of all equipment and supplies for use by the program participants or personnel.
- B. In the event a community and/or volunteer organization provides the required staffing and/or a portion of the services and supplies needed, and/or a portion of the costs through a sponsorship agreement, the established fee shall provide for the recovery of program operation costs related only to the direct cost incurred by the department subtracting the amount of the donation.
- C. Any surplus revenue from one program may be utilized to offset cost for other related programs.
- D. The following guidelines shall be used in determining annual departmental program fees and charges.
 1. Adult Programs: Fees for participation in these programs shall be established to recover an average of 100% of the direct operation costs required to provide the programs.
 2. Instructional classes, workshops, and programs: Participants, regardless of age, will be charged a fee to be determined by adding cost of the contract instructors, any program supplies, rental or area charge, facility maintenance, and promotional charges, and dividing this figure by the estimated number of participants necessary to successfully conduct this class.
 3. Special Programs/Events/Tournaments: In general, the design of all ongoing and new special programs/events shall be structured to maximize revenues to foster future events and/or specific projects within the Parks system. Corporate Sponsorship and donations

shall be secured to provide these services to the general public at minimal or no cost.

V. FEES FOR SPECIAL FACILITIES

A. When not in use for department sponsored and co-sponsored activities, designated areas and facilities may be rented by organizations and the general public in accordance to established policies and procedures.

1. Area and facility rental rates will be computed by adding the personnel costs, an hourly utility cost, and any related cost for the facility in question. Groups coordinating fundraisers' such as but not limited to road races, walks, festivals, etc. must meet with park management to discuss logistics of event and what is needed to be reserved.
2. Recreation equipment will not be rented but can be used by County Funded Departments.

B. Charges for Charitable (Non-Cabarrus County Sponsored) Activities

Charitable, non-profit, Community serving organizations who conduct an event on park property for the purpose of raising funds or meetings must pay the established rental fee calculated to cover the cost of the County for use of said facility. Certificate of Liability Insurance is required.

C. Cabarrus County 501(c) 3 Charitable organizations will not be charged for one (1) fundraising event or one (1) meeting/picnic per fiscal year.

D. Any organization who has the County Parks Department as a co-sponsor will not be charged any facility rental fees. To be co-sponsored the event/activity must meet the following criteria:

1. Be a recognized Cabarrus County or Cabarrus County/Kannapolis school organization
2. Provide a measurable impact and outcome for the patrons
3. Be open to all interested
4. Include Cabarrus County Parks on all publicity
5. Meet the Cabarrus County Local Food Policy's 10% commitment
6. Provide Cabarrus County a minimum of \$1 million liability insurance as additional insured

- E. Commercial Activities: Profit making commercial activities will not be permitted in any public facility or upon parklands without prior approval by the Director of the Parks Department. One million comprehensive liability insurance naming Cabarrus County as additional insured required.
- F. Reservations include existing park and recreation facilities only. Any additional equipment or activities (i.e. Spacewalks, Dunking Booths, Hot-Air Balloons, Fireworks, generators, etc.) must be approved by the Cabarrus County Safety Risk Management Officer at least two (2) weeks prior to reservation date. The equipment must be operated and supervised by the contract vendor at all times. The Director will require the organization or groups to provide Cabarrus County with evidence of comprehensive liability insurance sufficient to protect the County against risk, with a limit of at least \$1 million dollars for each occurrence and/or \$2 million aggregate policy which names the County as certificate holder and additional insured, or certificate of insurance acceptable to the Cabarrus County Safety Risk Management Officer. Cabarrus County may also require a waiver of subrogation from the sponsoring organization or group. Not all Park facilities are able to accommodate additional equipment or activities These facilities also may not be able to accommodate a power source or water source.
- G. School vs. County-owned Facilities (Public and Private Schools that receive County tax dollars) of Cabarrus County and City of Kannapolis.
1. As mutually agreed, no charges are assessed by either party for use of schools and parks facilities. Availability of all facilities is based upon the primary user having priority and the secondary user requesting access during available periods. Any additional manpower needed shall be paid by the requesting group.
- H. Revenue Producing Facilities will be developed in parks to supplement General Fund revenue and to provide the public the broadest possible offering of recreation opportunities. The number and type of facilities shall be gauged to provide desired services without acquiring a commercial image. The service in itself must be the first priority in determining the need and standard of operation for the facility.
1. As a basic resource of the park system, special facilities shall be constructed with public funds and, depending on the nature of the service they provide, operated and maintained from user fee revenues.
 2. General Fund appropriations shall be used to support the operation
 1. of the revenue producing special facilities at such times that cash flow from revenue is inadequate to maintain that facility to the high standard of service necessary.

VI. SPECIAL CONSIDERATION FOR FEES AND CHARGES VARIANCES

- A. Cabarrus County Senior Citizens Groups over the age of fifty-five (55) and Cabarrus County Funded Agencies shall be granted special consideration in the form of free use of park facilities Monday thru Friday 8 am until 4 pm. Any direct costs incurred, i.e., heating, air-conditioning will be charged \$40.00 per time period for each facility reserved. Additional manpower costs if necessary will be passed on to the agency. This special consideration shall not include miniature golf, paddleboats or concessions. A Cabarrus County funded agency shall be any agency whose employees are paid by Cabarrus County Government.
- B. There will be no charge for any Stonewall Jackson School activity or reservation.
- C. Corporate Sponsors, or Friends of the Park Group, approved by the Parks Commission will be permitted to utilize one park facility per year free of charge.
- D. Special Interest Groups or Individuals shall be granted no special consideration in the form of reduced rates or free services with the exception of those groups who are co-sponsoring with the Department.
- E. Proprietary or Commercial groups shall not be permitted to use park facilities for financial gain or profit without prior approval of the Parks Director. These facilities are designed to serve the general public on a non-profit basis. The exclusive use of facilities for profit purposes is inconsistent with the Department's basic philosophy and revenue goals.
- F. Special consideration will be granted to Cabarrus County citizens who serve overseas in the military. This will consist of free use of picnic facilities (excluding miniature golf, paddleboats, concessions, pool, enclosed facilities, heat/AC and before and after hour charges). The usage will be limited to twice for each deployment (leaving /returning). Written proof of duty will be required.

VII. ALTERNATIVE SOURCES OF REVENUE

A. Grants

1. Any employee of the Department, Commissioner, or interested citizen is encouraged to investigate the possibilities of securing a grant or sources of outside funding for department facilities and programs.
2. All grant applications, donations, or funding sources must be approved by the Director of Parks, the Parks Commission, County Manager, and Cabarrus County Board of Commissioners as required.

B. Non-Appropriated Funds For Recreation Services

1. With prior approval of the Director of Parks, solicitations, sales, benefits, donation, or gifts, may be received during County-sponsored programs.
2. Funds collected in any manner during a County-Sponsored program shall be handled in accordance with established county and department policies and procedures.

VIII. EVALUATION OF POLICY AND FEE SCHEDULES

The fees and charges policy and related fee schedules shall be reviewed annually by the Director, Staff of the Parks Department, and the Cabarrus County Parks Commission. All recommendations for policy changes or fee adjustments shall be approved by the Cabarrus County Board of Commissioners prior to implementation.

IX. REFUND POLICY

- A. All requests for refunds must be made in writing to the Director of the Parks Department.
- B. Refunds
 1. Program credit or refund will be offered in cases in which a class or program is already filled or must be cancelled because of an insufficient number of participants, or in cases in which changes in class day, time, or site prevents an individual's participation. A participant wishing to withdraw from a program will be offered a program credit. For a refund, the request must be made in writing to the Parks Director.

C. Refunds for Adult Athletic Leagues

1. A refund of the team fee less 25% processing fee will be remitted as follows:
 - a. If the request is before two (2) weeks of first scheduled game 75% refund
 - b. If the request is less than two (2) weeks before first scheduled game a 50% refund
 - c. No refunds after league schedule is completed.

D. Individual refund policies set for special events, tournaments and rentals will override this policy.

E. Refunds for Park Rentals

Every effort will be made to schedule an alternate date should a cancellation be necessary. Alternate dates may or may not be available to the park user depending upon other reservations that have been confirmed. In case of inclement weather, the park user has three (3) working days to call and schedule an alternate date. If an alternate date cannot be confirmed, a park reservation fee will be refunded to the park user.

X. RESERVATION POLICY

A charge of \$100.00 flat fee and \$25.00 per staff/per hour needed per day (determined by Park Management) to extend any park facility operation beyond normal opening and closing hours. This extension is only available if the facility is reserved by the requestor during normal operating hours. The extension is subject to Park Management approval.

Groups at Frank Liske Park will be limited to 1,500 people. Groups of over 400-499 people will be required to rent: the entire barn (Upper Level, Lower Level, Shed I and Shed II), the Arbor, Groups of 500-699 people will be required to rent: the entire barn (Upper level, Lower level, Shed I & Shed II), Arbor, and the W.O. Barnhardt Shelter.

Groups of 700 and over will be required to rent: the entire barn (Upper level, Lower level, Shed I and Shed II), Arbor, W.O. Barnhardt Shelter and the Andy Hartsell Shelter.

Some variation in attendance is permissible at all parks. For reservations of up to 100 people there is an allowance of 25%, 101 to 300 people - 20%, 301 to 500 people - 15%, and over 500 people - 10%. Any groups exceeding their maximum number will be billed an additional charge. This charge will be equal to double the amount of the facilities that should have been reserved for the number of people in attendance in that group. Group attendance will be determined by Park Ranger and/or Park Program Manager.

Reservations include existing park facilities only. Any additional equipment or activities (i.e., spacewalks, dunking booths, generators, etc.) will not be allowed unless approved by Cabarrus County Safety Risk Management Officer. The County requires the

organization or groups to provide Cabarrus County with evidence of comprehensive liability insurance sufficient to protect the County against risk, with a limit of at least \$1 million dollars for each occurrence, which names the County as certificate holder and additional insured, or certificate of insurance acceptable to the County and the County Attorney at least two weeks prior to reservation date. Cabarrus County may also require a waiver of subrogation from the sponsoring organization or group.

Park Rangers may accept reservation fees. The Department has implemented a refund policy for payment for park reservation fees. Park Reservations cancelled more than (3) three days in advance are eligible for a refund less a 25% processing fee. If cancelled less than (3) three days in advance, there is no refund but may be rescheduled.

Every effort will be made to schedule an alternate date should a cancellation be necessary. One (1) alternate date may or may not be available to the park user depending upon other reservations that have been confirmed. Contact the Park Reservations Office within (3) three working days of the original scheduled date of reservation of their intent to reschedule another date. If an alternate date cannot be confirmed, a park reservation fee will be refunded to the park user upon approval of a written request made to the Parks Director. Refund requests must be made within thirty (30) days from date of reservation to be eligible for a refund.

Cabins and tents must be rented by an adult at least 21 years old. An adult (21) must occupy the cabin and tents during the entire rental period.

No nails or staples may be used on park property.

Deep fat/grease frying is not permitted.

Alcohol and/or fireworks of any kind are not allowed in the parks.

Smoking and the use of other tobacco products on grounds of the county's parks system are prohibited.

Anyone not adhering to this policy or any other park policy may be asked to leave with no refund and will be banned from renting any facilities at any Cabarrus County operated parks for an indefinite period of time.

XI. PARK HOURS AND RESERVATION TIME PERIODS



CABARRUS COUNTY PARKS

FLP – Frank Liske Park CSP – Camp T.N. Spencer Park
NCP – North Cabarrus Park
RESERVATION POLICY
AND
FEES AND CHARGES

PARK HOURS

RESERVATION TIME PERIODS

MARCH 1 – MARCH 31 – ALL PARKS

Monday - Sunday 8:00 am - 8:00 pm

MARCH 1 - OCTOBER 31 – ALL PARKS

Monday - Sunday 8:30 am - 2:00 pm
3:00 pm - 7:30pm

APRIL 1 - OCTOBER 31

FLP - Monday - Sunday 8:00 am - 9:00 pm
NCP - Monday - Sunday 8:00 am - 8:00 pm
CSP - Monday - Sunday 8:00 am - 8:00 pm

NOVEMBER 1 – FEBRUARY 28

ALL PARKS

Monday – Friday 8:30 am – 4:30 pm
Saturday & Sunday 9:30 am – 4:30 pm

NOVEMBER 1 – FEBRUARY 28

ALL PARKS

Monday – Friday 8:00 am - 5:00 pm
Saturday & Sunday 9:00 am - 5:00 pm

HOLIDAY CLOSINGS

Cabarrus County Parks Department observes the following holiday schedule:

Thanksgiving

Thanksgiving Day
Friday after Thanksgiving Day

Christmas

Christmas Eve
Christmas Day

New Year's

New Year's Day

Facility Reservation Information

Frank Liske Park

<u>Facility</u>	<u>Description</u>	<u>Rental Fee (1/2 day/all day)</u>	<u>Capacity</u>
Arbor	Arbor	25.00 / 50.00	35
Shed I	Shed 1	40.00 / 80.00	75
Shed II	Shed II	40.00 / 80.00	100
Lower Level	LL	40.00 / 80.00	100
Lower Level- Heat	LLH	75.00 / 150.00	100
Upper Level	ULVL	125.00 / 250.00	125
Homebuilder	HMB	40.00 / 80.00	75
Barnhardt	WOB	60.00 / 120.00	150
Hartsell	ANDY	60.00 / 120.00	150
Philip Morris	PMOR	60.00 / 120.00	150
Wildlife	WLF	25.00 / 50.00	35
Vulcan	VUL	25.00 / 50.00	35
Corning	CRN	25.00 / 50.00	35
Amphitheatre	AMP	100.00 / 200.00	300

(Limited parking available at lake; to book amphitheater surrounding shelters must also be booked.)

North Cabarrus Park

<u>Facility</u>	<u>Description</u>	<u>Rental Fee (1/2 day/all day)</u>	<u>Capacity</u>
Hickory Shelter*	Hickory	30.00 / 60.00	50
Magnolia Shelter*	Magnolia	30.00 / 60.00	50
Oak Shelter*	Oak	30.00 / 60.00	50
Dogwood Shelter	Dogwood	50.00 / 100.00	100

Camp T.N. Spencer Park

<u>Facility</u>	<u>Description</u>	<u>Rental Fee (1/2 day/all day)</u>	<u>Capacity</u>
Helms Hall	Helms	60.00 / 120.00	75
	<u>Capacity is 50 during winter months</u>		
Propst A Building*	Propst A	50.00 / 100.00	75
Propst B Building*	Propst B	50.00 / 100.00	75
Shelter 1*	Shelter 1	30.00 / 60.00	50
Shelter 2	Shelter 2	30.00 / 60.00	50
Tent Sites*	7 Sites	15.00 per night	6/2 tents
Cabins*	6 Cabins	50.00 per night	6
Group Camping*	9 Sites	30.00 per night	35

Cabin Fees – Requires a 2-day stay on Friday and Saturday Reservations
Maximum of 6 people per cabin

Tent Sites – Requires a 2-day stay on Friday and Saturday Reservations
Maximum of 2 tents per site – 6 people per site

Group Camping Site – No minimum Night Reservation - 9 Tent sites available 35 people total

All Parks

Table and Chair Setup Fee for Upper Level of Barn, Helms or Propst Hall
\$25.00 if different than options provided

Facilities with an asterisk DO NOT have availability for additional equipment (i.e., spacewalks, dunking booth, generators, etc.). Prior approval for additional equipment must be secured before bringing to a park.

Limit of (4) four Pit Passes per individual per Fiscal Year

XI. FEES & CHARGES OTHER FACILITY USE

FACILITY

FEES AND CHARGES

Frank Liske Park

Softball Fields

10.00 per hour per field

Softball Fields W/Lights

15.00 per hour per field

Softball Field Lining

25.00 per field

PADDLEBOATS/MINI GOLF

Paddleboats

April - October

2.00 per 1/2 hour

Miniature Golf

April - October

2.00 per game

5 and Under Free with 1 Paid Adult for both operations

Operations for both recreation facilities are 12:00 noon – 7:00 pm.

Group Birthday Parties

Group birthday parties may be booked at Frank Liske Park for mini golf. Reservations must be booked seven (7) days in advance and must be done by calling 704-920-3351 or 704-920-2701. **Parties cannot be booked online.** This is only available April 1 – October 31 during regular operating hours.

Option # 1 (Minimum of 10): \$4.00 per person

1 game of Miniature Golf

Choice of Hot Dog or Corn Dog

Bag of Chips

Choice of Soft Drink, Water, or Fruit Juice

Option #2 (Minimum of 10): \$6.00 per person

All you Can Play Miniature Golf (day of event only)

Choice of Hot Dog or Corn Dog

Bag of Chips

Choice of Soft Drink, Water, or Fruit Juice

THE FOLLOWING RENTAL PROCEDURES APPLY ONLY DURING HOURS THESE FACILITIES ARE NOT OPEN TO THE PUBLIC AND REQUIRES A SEVEN (7) DAY NOTICE

EXCLUSIVE USE

Paddleboats	50.00 per hour
Miniature Golf	50.00 per hour
	(2 hour minimum required)

Miscellaneous Equipment Rentals

Corn Toss	2 boards and 8 bags	\$5.00*
Fishing	Fishing Reels (open or closed reels)	No Charge
Horseshoes	1 set (2 red, 2 blue)	No Charge
Volleyball	1 volleyball	No Charge
Frisbee	1 Frisbee	No Charge
Bocce	1 set of Bocce Balls	No Charge
Disc Golf	1 set of discs	No Charge
Basketball	1 Basketball	No Charge

* Price is per reservation time period. (Ref. Reservation Time Periods Above)

Equipment must be checked out from Park Staff. Park staff is responsible for filling out equipment check out form.

FISHING PERMITS

Fishing Permits	1.00 per day per park
	20.00 per year to fish one park
	<u>30.00 per year for both FLP and CSP</u>

(All North Carolina Wildlife Regulations apply)

FRANK LISKE PARK SOCCER COMPLEX

Soccer Field (2 hour minimum use)	25.00 per hour
Soccer Field Light Charge (Lights Paid to Third Party)	10.00 per hour
Soccer Field Lining Preparation	50.00 per field
Soccer Field Per Day Charge	175.00 per field
Meeting Room	15.00 per hour
Meeting Room All Day	100.00 all day

NOTE: If the soccer complex is closed for any reason prior to the commencement of the event, the lessee's fee will be refunded. All soccer complex rentals are subject to Park Management approval.

CAMP T.N. SPENCER POOL

DAILY ADMISSION

Adults	(Ages 14-65)	\$ 5.00
Children	(Ages 6-13)	3.00
Children 5 & Under		Free w/Paid Adult Admission
65 & Over		2.00
Childcare Organizations		1.00

Note: Childcare organizations are defined as any summer, afterschool, and childrens' camps, (excluding the Cabarrus County Boys and Girls Club). All children entering pool area must pay a fee regardless of age. Counselors will be admitted free with all organizations.

XIII. CAMPING RULES POLICY

Reservations are required and can be made by calling 704-920-3351 Monday thru Friday between the hours of 8 am and 5 pm or anytime at www.cabarruscounty.us/reservepartner . Minimum 2-night reservation is required on Friday and/or Saturday. Fourteen (14) days maximum continuous stay. Parks Department will require a seven (7) day break for same patron/family after a fourteen (14) day continuous stay.

Registration: adults (21 years of age or older) must register and occupy site. Children under 18 years of age must not be left alone and must have adult supervision at all times. Guests are required to check in and out with the Park Ranger.

Parking: after registering vehicles may be driven to site to unload and again to load when departing.(20 minute limit) At all other times vehicles must be parked in the paved parking areas. If a handicap parking pass is presented at the time of booking a reservation, you will be permitted to leave your vehicle in the designated area for Cabins 1, 2, 3 and 4 only; however, you will not be permitted to drive your vehicle to and from the bath house or on trails throughout the park.

Camping is allowed in designated areas by permit only.

ALCOHOLIC BEVERAGES ARE PROHIBITED (Cabarrus County Ordinance Section 50-4)

Smoking and usage of Tobacco products are Prohibited (Cabarrus County Ordinance Section 50-1)

Pets must be restrained on a leash of six feet or less at all times. **Pets are not allowed inside the cabins or bath house at any time. Pets may not remain in the Park overnight. This is to included cabins, tent sites, vehicles, or kennels.**

Check in time is 3:00 pm. **Check out time** is 11:00 am. Please check in and out with the Park Ranger.

Enforcement: failure to abide by the regulations and ordinances governing Cabarrus County Parks will subject offender to temporary or permanent expulsion from the park and/ or criminal prosecution. In the event of permit revocation, all monies paid shall be forfeited by the offender and retained by the park. All North Carolina Motor Vehicle and traffic laws apply in the Park.

TENT SITES

Each of the tent sites includes a picnic table, grill, fire circle, and trash can. A restroom/shower building is centrally located and also includes an outside utility sink.

A maximum of two tents and 6 people is allowed at each tent site.

CABINS

Each cabin includes one double bed, one set of bunk beds, a day bed, chest of drawers, dining table with chairs, and a small refrigerator. Each cabin also has heat and air conditioning. No bed linens or dishes are provided. Picnic table, charcoal grill and fire circle are provided outside each cabin.

Furniture may not be removed from the cabins.

Please remove all trash and clean cabin before checking out.

Camping tents are not permitted on cabin sites. Dining canopies are allowed.

GROUP CAMPING

Group Camping site includes a fire pit, picnic table, grill, trash can, recycling can and (9) nine tent sites with a maximum of 35 people allowed.

To qualify to stay in the Group Camping area you need to provide certification and documentation that you meet one of the following criteria: Boy Scouts of America, Girl Scouts of America, or other organized youth group.

Groups must provide documentation to meet criteria for Group Camping area use. Examples of qualifying documentation are as follows but not limited to: charters, letters on official letterhead from the group organizer or youth leader, or a 501 (c) 3 non-profit organization.

Counselor to camper ratio must be at least one (1) counselor per seven (7) youth. Counselors are considered anyone over 21 years of age and supervising the camp outing.

Group Camping excludes family functions.

Group Camping will not require a two-day stay on Friday and Saturday.

This area cannot be divided in to multiple reservations.

Tents must be set up within designated tent site areas.

XIV. Ballfield Rental Policy

The softball complex at Frank Liske Park is available for rental to outside organizations by following the guidelines listed below:

All fees must be paid by 5:00 pm the Wednesday prior to the tournament. This fee along with the tournament reservation form must be submitted at time of fee. Failure to pay fees will result in the cancellation of the tournament and a cancellation fee as outlined below.

Security Deposit: \$250.00

Security deposit will be refunded 10-14 days after your last scheduled tournament. You may opt to roll over the security deposit for the following year. Deposit will roll over from tournament to tournament unless there are damages to be taken out of the deposit. If money is removed from the security deposit to cover damages or fees from a previous tournament, then the security deposit must be paid back to the original amount by 5:00 pm on the Wednesday prior to the next scheduled tournament for that organization.

Tournament Fee: \$50.00 per tournament at time of booking. This is non-refundable and is not part of your individual tournament entry fees. Fees must be paid within five (5) business days of confirmation of tournaments.

A charge of \$100.00 flat fee and \$25.00 per staff/per hour needed (determined by Park Management) to extend any park facility operation per day beyond normal opening and closing hours. This extension is only available if the facility is reserved by the renter during normal operating hours nearest the time slot that is wished to be extended. The extension is subject to Park Management approval.

Ball Field Rental Regulations

All games and tournament activity must be during normal park hours unless after hours charge is paid. Park hours are:

9 am – 5 pm (November) and 9 am – 8 pm (March)

8 am – 9 pm (April – October)

Field Rental: \$500.00 due by 5:00 pm on the Wednesday prior to tournament

Gate Fee: \$150.00. CCPD will provide 2 tables and 2 chairs to the gate

Parking: Tournament director will assist with parking by notifying all teams/coaches when special parking rules are in effect for the weekend. No vehicles are allowed beyond the fences or parked at the gates.

Vendors: Food/Concession vendors must be approved by park management prior to Certificate of Liability Insurance. Tournament organizers who have outside vendors (selling equipment, shirts, etc.) must have that vendor submit a Certificate of Liability Insurance two (2) weeks prior to each event (Ref. Section V).

Field Preparation: The county will provide the initial field preparation which will be completed by 5:00 pm on Friday before tournament.

Field Preparation Supplies: (Optional) \$75.00 (includes drag, line marker, 4 bags of marking dust per day). Tournament director can drag fields but only small utility type vehicles may be used (Gator, Kubotas, etc.)

Miscellaneous

Tournament organizers are responsible for picking up trash from dugouts and bleachers seating area and putting in trash cans or trash bags. Park staff will empty trash cans regularly during the tournament.

Tournament organizer/site personnel must meet with the park ranger prior to leaving the facility at the end of each day to ensure the facility is cleaned.

Restrooms will be monitored and cleaned by park staff.

Tournament organizers will be responsible for insuring that alcohol and tobacco policies are followed. Failure to comply may result in tournament cancellation. No refunds will be allowed if termination occurs.

Pop up tents are not allowed to be free standing – they must be staked into the ground at all times. Tournament director is responsible for helping monitor this and informing coaches and spectators of this policy.

Tournament directors should assist park management in keeping the area/doors around the concession stand, bathrooms, and score tower free from chairs, tents, and team equipment.

Lights:

Lights are included in the tournament rental fees. Lights will come on 15 minutes prior to sunset and go off 30 minutes after the completion of the final game (no later than 5:15 during November, 9:15 in March and 9:15 April – October. If lights need to be turned on earlier because of overcast skies, the park ranger will need to be notified by tournament staff.

Concessions:

Concessions are operated by a third party vendor and not the Cabarrus County Parks Department. It is in their contract that the concession stand must remain open during the entire length of the tournament. If you find them closing early, please notify the Park Program Manager.

Cancellations

A tournament cancelled after 5:00 pm (non weather related) on the Wednesday prior to the tournament, will face the following penalties:

First Cancellation: \$100.00

Second Cancellation: \$150.00

Third Cancellation: Removal of remaining tournament dates from schedule; forfeiture of security deposit.

Weather Cancellations

If the park staff determines fields are too wet for play and the tournament is cancelled prior to 5:00 pm on Friday prior to the tournament, then every effort will be made to reschedule the tournament for another date if possible. The tournament fees will be refunded to the organization in approximately 14-20 working days or can be applied to the next tournament.

Once the tournament begins, there are no refunds of tournament fees if the tournament is shortened, cancelled, or prohibited from finishing by the tournament organizer.

Weather delays for lightning and other severe acts (tornado, etc.) are monitored by the park ranger on duty. If necessary the park ranger has the authority to notify the tournament director/site director that bad weather is approaching or imminent and appropriate actions must be taken to remove spectators to their cars.

Lightning delays are 30 minutes from the previous streak/flash of lightning. Park ranger will notify the tournament director/site director when it is clear for spectators to return to the facility.

If the park staff cancels the tournament because of weather related issues after the tournament begins a refund will be given based on the following:

First day of tournament: Prior to 3:00 pm	Refund: 100% of field rental fees
First Day of tournament: After 3:00 pm	Refund: 50% of field rental fees
Second Day of Tournament prior to starting .	Refund: 25% of field rental fees
No refunds after games begin.	

Tournament Reservations

The Cabarrus County Parks Department is committed to allowing organizations the opportunity to use our facilities to conduct tournaments. However, because of the many different associations and types of programs available, conflicts will arise where the facility is being requested by more than one user. Requested dates will be assigned based on:

- Tournaments will be assigned to organizations on a yearly basis.
- Organizations with successful tournaments from previous years will be given first choice to have the same weekend each year
- Priority is given to world, national and state tournaments over local qualifying and invitational tournaments.
- Park Management has sole authority on issuing tournament dates based on availability of fields, past tournaments, history of organizations, and use of fields for new organizations.

The Cabarrus County Parks Department will solicit for tournament requests dates from all organizations that have contracted with us during the past year for all dates for the following year. Addresses and email addresses from the previous year's tournaments will be used to send this information out. These

requests must be submitted in writing and include the organization, tournament requested date, type of tournament, and if this is an existing tournament from the previous year or a new tournament.

These requests will be due to the Cabarrus County Parks Department by December 1st.

Once the request is received, the Park Program Manager will review the requests and send confirmations to each organization with the approved / denied dates.

Once confirmations are mailed, the organization has seven (7) business days to send in their initial security deposit. If security deposit is not received in seven (7) business days then all tournaments by that organization will be removed and those dates will reopen for others.

Any dates that are available after the initial requests will be reserved on a first come first served basis.

XV. RECREATION DIVISION FEES AND CHARGES

<u>ACTIVITY</u>	<u>COST PER PARTICIPANT</u>
CAMP SERIES	
Day Camp	95.00 - 120.00
Camp Series (15-18 hrs.)	35.00 - 70.00
Specialty Camp (18 hrs.)	75.00 - 95.00
Nature & Wildlife Programs	Free - 50.00
Athletic Classes	40.00
Tennis Tournaments	50.00

<u>ACTIVITY</u>	<u>COST PER TEAM</u>
ADULT SOFTBALL	
Fall – 2 games per week	\$550.00
Fall – 1 game per week	\$400.00
Spring – 2 games per week	\$650.00
Spring – 1 game per week	\$400.00

NOTE: Refunds will not be permitted after the league schedule has been completed.

Add \$50.00 to registration fees if paid during late registration period
(as specified in league guidelines)
Specific League Guidelines take precedence over the Fee and Charge Policy

<u>ACTIVITY</u>	<i>(PRE-REGISTRATION)</i>	<i>(RACE DAY REGISTRATION)</i>
ROAD RACES		
Individual Registration	20.00	23.00
Individual Cross Country	12.00	15.00
Individual Fun Run/Walk Registration	8.00	10.00
Team 5K Registration	15.00	N/A
 (Minimum of Five (5) Members)		
Family Registration	60.00	70.00

NOTE: All activity fees are based on direct costs. Supplies may be additional. These fees are subject to change based on actual costs, rentals, increase in participants, unforeseen circumstances, etc., during the fiscal year.

Special promotions and/or discounts may be offered at various times throughout the year as approved by management.

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Revised 10/31/11

Revised 11/22/11