



NEW HANOVER COUNTY

PARKS & GARDENS

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Tara Duckworth, Director

New Hanover County Facility Use Policy

The objective of the Facility Use Policy shall be to:

- Provide an adequate number of athletic fields for organized youth and adult sports.
- Minimize wear, and prevent overuse and reduce maintenance costs.
- Provide a quality product and service to our recreation partners

Priority Classification

Due to the large number of organizations that request usage of New Hanover County (NHC) athletic fields, it is necessary to define and classify users by type of activities and establish a reservation priority to ensure that NHC fields are able to best meet the needs of the community.

Priority #1- All NHC non-profit, youth athletic organizations. Organizations must provide proof of non-profit status (as granted by IRS). Since most of our field use falls into this category, number of NHC participants served will also be factored into the priority of use amongst these groups.

Priority #2- All NHC non-profit, adult athletic organizations. Organizations must provide proof of non-profit status (as granted by IRS).

Priority #3- NHC-based business and commercial organizations (for profit) that have NHC headquarters as evidenced by mailing address.

Priority #4- NHC residents use of the facilities for personal use.

Priority #5- All non-NHC organizations, groups, businesses and individuals use of facilities for athletic events.

Exception: All NHC sponsored activities and programs take precedence. From time to time, NHC Parks & Gardens hosts special events and community functions that provide benefits for the entire community.

Scheduling Process

All requests should be received by the dates below that correspond to the requested season of use. All reservations will be reviewed for consideration and scheduled immediately following the due date referenced below.

- Spring season: January 15th

- Summer season: May 15th
- Fall Season: July 15th Approved 6/7/17
- All NHC fields will be closed during winter months- December- February
- During the summer season (June and July) many of the athletic fields are closed for field maintenance. Field reservations will be limited

Priority Sports Seasons

This priority system does not preclude reservations at other times, subject to availability.

- Baseball- March thru June
- Softball- March thru June
- Football- August thru November
- Soccer- March thru May
- Ultimate Frisbee- May thru August
- Lacrosse- May thru August

Reservations will be made in order of the Priority Classification and Priority Season; however, the following consideration will be taken into account.

- Compatibility of use and safety- does the activity allow flow of public spaces
- Field conditions at the beginning of the season- consideration of use will be based on health and ability of turf to handle anticipated use
- Number of NHC residents served
- Previous relationship with NHC and if the organization is in good standing with NHC
- Organization's resources available to assist NHC with maintenance or other operational expenses
- Review of the organization's mission and goals to determine ways in which it will contribute to furthering the mission and goals of NHC
- Facility use requests will be reviewed and approved only for corresponding seasons. Future facility use requests will not be accepted or approved
- Tournament and event facility use requests will be considered based upon field conditions, scheduled field maintenance and closings, staffing considerations, logistics, etc. and may be made in advance
- Facility use request submittals do not guarantee approval

Approved 6/7/17