



**GREENSBORO**  
Parks & Recreation

*Enhance. Expand. Connect.*

# **Athletic Field Rentals Policies and Procedures**

**Updated – 11.19.2024**

**Athletics Section**

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**Athletic Field Rentals - Policies and Procedures**  
Greensboro Parks & Recreation – Athletics Section

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**INTRODUCTION**

This living document has been written as a reference guide that outlines the policies and procedures associated with the reservation of outdoor athletic facilities by an individual, organization, or group. It contains general information and guidelines, and it is not intended to be comprehensive, all-inclusive, or to address all of the possible applications of, or exceptions to the general policies and procedures described. The intent of the processes described in this document is to maximize the use of athletic outdoor facilities in a manner that is fair, equitable, and consistent with the mission and values of the Greensboro Parks and Recreation Department (Greensboro P&R), while balancing the needs and expectations of the Greensboro Community and users of City facilities.

Greensboro P&R's Athletics Section issues permits for the use of athletic fields and facilities to organizations and the general public for recreational activities and programs. These permits are obtained by completing the necessary steps for renting fields, which include submitting the necessary paperwork and paying the required fees in a timely manner.

Any individual or group that attempts to reserve an athletic field should be compatible with the Athletic Section's philosophy and the larger P&R Department's mission. A representative must be appointed to serve as a liaison between the group and Greensboro P&R for the purpose of scheduling, planning, and addressing issues that may arise.

**Greensboro P&R Mission**

The Greensboro Parks and Recreation Department exists to provide professional and diverse leisure opportunities through inclusive programs, facilities, parks, and open space, ensuring that Greensboro is a desirable place to work, live, and play.

**Athletics Section Philosophy**

Create a positive environment for youth and adults by:

- 1) Emphasizing each individual's right to participate
- 2) Teaching life skills, good sportsmanship and game fundamentals.
- 3) Stressing fun and enjoyment above all else.

For any additional information not provided in this document, please contact the Athletic Field Use Coordinator:

Athletics  
[athletics@greensboro-nc.gov](mailto:athletics@greensboro-nc.gov)  
336-373-2946

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**ATHLETIC FIELD USE POLICIES – POINTS OF EMPHASIS**

- Events may not be scheduled to begin before 9am, nor may they conclude after 11pm. At some locations, events may be required to end earlier.
- Animals may not enter athletic surfaces or facilities (unless the animal is a service animal as defined by ADA standards).
- It shall be unlawful for any person to possess, consume or to display publicly any beer, wine, ale or other alcoholic beverages in any park.
- The user shall prohibit the possession and consumption of tobacco products (including e-cigarettes) at facilities owned or operated by the City of Greensboro.
- User groups are not permitted to alter the field space in any way (moving goals or bases, marking fields, etc.) without prior approval. If equipment is moved, it must be returned to its original location at the conclusion of each use.
- The use of personal grills or other cooking devices are prohibited.
- Musical devices that produce a sound that carries more than 50 feet or is loud enough to disturb other patrons using the park are prohibited. Cars may not be used as outdoor stereo systems.
- Bicycles, scooters, skateboards, rollerblades, remote control toys, and drones are prohibited.
- If deemed necessary, the City of Greensboro reserves the right to require the permit holder to obtain additional portable restroom facilities, special duty officers, dumpsters, etc., at their own expense.
- The Parks and Recreation Department must approve all park banners and signage prior to being displayed.

**PROCESS FOR OBTAINING FIELD PERMITS**

**Purpose**

Permits are distributed by the Athletics Section of Greensboro P&R as documentation representing the group's right to utilize a field during a designated time frame. The permit indicates that the user group completed the field reservation process and that the request to use the field has been approved. Permits for approved field use will not be provided until all appropriate paperwork has been completed and submitted, and associated fees have been paid as required. Field users should have a copy of the permit with them while conducting a practice or event at the reserved field.

Greensboro P&R makes no guarantees that any particular field is appropriate and/or suitable for any contemplated activity. Those attempting to reserve a field should determine if the desired space is appropriate for the needs of the individual or group.

**Obtaining Permits for Single Use**

An individual or group wishing to reserve a facility for a single use for a practice or event must first submit a Field Request Form no later than **14 days prior** to the desired date of use. For larger Special Events, the form should be submitted no later than **60 days prior**. The Athletic Field Use Coordinator will reach out by email to confirm or deny the request, and to provide alternative options if able. Once a date and time are approved, a Facility Reservation Receipt will

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be provided, indicating there is a hold placed on the desired facility, and the potential user group must submit the following prior to use of the field:

- Sign and submit the Usage Agreement for athletic field rentals.
- Provide additional paperwork as requested (Certificate of Insurance, Emergency Risk Management Plan, etc.)
- Remit Payment.

All required items must be submitted no later than **7 days prior** to the reservation date. Once submitted, a new Facility Reservation Receipt, showing that the rental has been paid for, will be provided by the Athletic Field Use Coordinator.

**Obtaining Permits for Recurring / Long Term Use or Tournaments**

Repeated use of a facility for the purpose of conducting weekly practices or league/tournament play involves added commitment on the part of both the individual/organization/group renting the facility and Greensboro Parks and Recreation. A separate process for securing space must be followed. Field rental requests for 2024 are due to the Athletics Section within the submittal dates listed below.

| Season Requested and Event Type             | Request Submittal Period       |
|---|--------------------------------|
| March – November, 2025 (Tournaments)        | November 20 – December 1, 2024 |
| February – June 30, 2025 (Practices/League) | November 20 – December 1, 2024 |
| July – November, 2025 (Practices/League)    | April 14 – April 28, 2025      |

All requests thereafter may or may not be met based on field availability. The Athletic Field Use Coordinator will review all requests submitted by the deadline, and allocate fields using the criteria below:

| Type of Use   | Priority List   |
|---|---|
| Recurring / Long Term Use<br>(City residents will be given priority over non-residents) | <ol style="list-style-type: none"> <li>1) City of Greensboro P&amp;R Programs/Activities</li> <li>2) Historical User Groups w/ Returning Requests</li> <li>3) New User Groups/Requests</li> </ol>   |
| Tournament Events   | <ol style="list-style-type: none"> <li>1) City of Greensboro P&amp;R Programs/Activities</li> <li>2) National/Regional 3-Day or 2-Day Tournaments</li> <li>3) Local 3-Day or 2-Day Tournaments</li> <li>4) National/Regional 1-Day Tournaments</li> <li>5) Local 1-Day Tournaments</li> </ol> <p>*Organizations with a history of limited cancellations and timely deposit/invoice payments will be given greater priority.</p> |

Groups interested in renting facilities for the purpose listed above should contact the Athletic Field Use Coordinator at [athletics@greensboro-nc.gov](mailto:athletics@greensboro-nc.gov). Specific information about the organization or rental group may be required. Once groups have expressed an interest in a recurring / long term or tournament rental, and are determined to be compatible with the Greensboro P&R department, they will be added to a contact list. Prior to a request submittal period, each member of the contact list will receive an email from the Athletic Field Use Coordinator in an attempt to solicit requests for the next rental season.

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**AVAILABLE FIELDS & RENTAL FEES**

**Primary Fields** are reserved for tournaments/league play, are frequently used for Greensboro P&R programs, and are shut down for specific maintenance and rest periods. **Secondary fields** may be reserved for team practices (**\$40/\$65 for two hours; rentals exceeding 2 hours cost \$125**) or other events (**\$125 per day**), and are consistently more available during the year. Please note that depending on internal program needs these fields may be used in addition to primary fields throughout the year.

**Primary Fields**

| Baseball & Softball                                |                 |                             |                                |
|--|-----------------|-----------------------------|--------------------------------|
| Name   | CF Distance     | Pitching/Base Distance (ft) | Rental Fee                     |
| <a href="#">Barber Park (Penn-Wright Stadium)</a>  | 230 ft          | 43/60, 50/70                | \$175 Per Day                  |
| <a href="#">Carolyn Allen Park</a>                 | 300 ft          | 43/60, 46/65, 50/70, 54/80  | \$780 Per Day (Entire Complex) |
| <a href="#">Latham Park</a>                        | 205 ft / 220 ft | 43/60, 50/70                | \$125 Per Field, Per Day       |
| <a href="#">Leonard Baseball Field</a>             | 395 ft          | 60/90                       | \$175 Per Day                  |
| <a href="#">Stoner White Stadium (Jaycee Park)</a> | 355 ft          | 60/90                       | \$175 Per Day                  |
| <a href="#">West Market Street (Lindley Park)</a>  | 267 ft / 276 ft | 50/70, 54/80                | \$125 Per Field, Per Day       |

| Multipurpose  |              |             |                          |
|---|--------------|-------------|--------------------------|
| Name  | Field Length | Field Width | Rental Fee               |
| <a href="#">Hester Park - Fields #2 &amp; #3</a>      | 110 yds      | 60 yds      | \$175 Per Field, Per Day |
| <a href="#">Jaycee Park - Edwards &amp; Bondurant</a> | 90 yds       | 45 yds      | \$175 Per Field, Per Day |

**Secondary Fields**

| Baseball & Softball                                 |                 |                             |                               |
|---|-----------------|-----------------------------|-------------------------------|
| Name  | CF Distance     | Pitching/Base Distance (ft) | Rental Fee                    |
| <a href="#">Allen Middle School Softball Field</a>  | 287 ft          | 43/60, 53/70                | \$40 (2 Hours)/ \$125 Per Day |
| <a href="#">Constance Griffin Softball Field</a>    | 280 ft          | 43/60                       | \$40 (2 Hours)/ \$125 Per Day |
| <a href="#">Glenwood Center Baseball Field</a>      | 217 ft          | 50/70                       | \$40 (2 Hours)/ \$125 Per Day |
| <a href="#">Hampton Softball Field</a>              | 266 ft          | 43/60, 50/70                | \$40 (2 Hours)/ \$125 Per Day |
| <a href="#">Joe Davis Baseball Field</a>            | 210 ft          | 43/60                       | \$40 (2 Hours)/ \$125 Per Day |
| <a href="#">Kernodle MS Baseball/Softball Field</a> | 300 ft / 270 ft | 54/80 & 43/60               | \$40 (2 Hours)/ \$125 Per Day |
| <a href="#">Lewis Center Field</a>                  | 270 ft          | 43/60, 54/80                | \$40 (2 Hours)/ \$125 Per Day |
| <a href="#">Lonnie Revels Field (Old Peck Park)</a> | 265 ft          | 43/60, 53/70                | \$40 (2 Hours)/ \$125 Per Day |
| <a href="#">Peeler Center Baseball Field</a>        | 220 ft          | 43/60                       | \$40 (2 Hours)/ \$125 Per Day |
| <a href="#">Pomona Field</a>                        | 271 ft          | 40/60                       | \$40 (2 Hours)/ \$125 Per Day |
| <a href="#">Revolution Ballfield</a>                | 285 ft          | 43/60, 53/70                | \$40 (2 Hours)/ \$125 Per Day |

| Multipurpose                                |              |             |                                |
|---|--------------|-------------|--------------------------------|
| Name  | Field Length | Field Width | Rental Fee                     |
| <a href="#">Glenwood Recreation Center</a>  | 75 yds       | 50 yds      | \$65 (2 Hours) / \$125 Per Day |
| <a href="#">Jefferson Elementary School</a> | 90 yds       | 65 yds      | \$65 (2 Hours) / \$125 Per Day |
| <a href="#">Leonard Recreation Center</a>   | 110 yds      | 65 yds      | \$65 (2 Hours) / \$125 Per Day |

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**Miscellaneous Fees**

| Fee Type                           | Cost  | Notes   |
|------------------------------------|---|---|
| Re-drag Fees<br>(Tournaments ONLY) | \$40 per re-drag; min of<br>4 hours   | Re-drags are allowed at Leonard/Stoner and off field locations up until 4pm.<br>Re-drags at Carolyn Allen Park will follow the re-drag fee structure; Re-drags must be complete by 3:30pm if request.   |
| Lights                             | \$35 Per Field, Per Day   | Lights may be non-functioning at certain locations. Please check with Athletic Field Use Coordinator prior to reserving a field.  |
| Gate / Entry Fees                  | \$200 Per Event<br>(Tourney/Event)<br><br>\$200 Per Season<br><i>(Middle/HS Game/League<br/>Games will be for<br/>concessions/gate)</i> | Must be approved by Athletic Field Use Coordinator  |
| Merchandise                        | \$200 Per Event   | Must be approved by Athletic Field Use Coordinator  |
| Vendors                            | \$200 Per Event   | Must be approved by Athletic Field Use Coordinator<br>Greensboro P&R reserves right to schedule vendors for events.<br>Field users may solicit vendors if P&R has not done so.<br>If field users solicit vendors, \$200 fee must be paid unless otherwise determined. |

**PAYMENT INFORMATION**

**Requirements**

There are different payment expectations depending on the type of field use. Please see the requirements below to ensure that payment is made in a timely manner:

- Single Use
  - o No deposits required. Payment due no later than 7 days prior to the scheduled date of use. Payment must be paid to secure rental.
- Recurring / Long Term Use
  - o Deposits may be required. Payment due no later than 14 days after receipt of invoice (sent bi-weekly or monthly).
- Tournaments:
  - o Deposit required (\$25 per field, per day) Payment Due: No later than 14 days after receipt of invoice (sent after conclusion of event).

**Remitting Payment**

Field users may provide payment using any of the following methods:

- Checks (Must be made payable to the **City of Greensboro**)
  - o Can be mailed or hand delivered to the Greensboro Sportsplex (2400 16<sup>th</sup> St, Greensboro, NC 27405)

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- If mailing a check:
  - Send with Attention To: Athletics
  - Indicate what the payment is for, either by including an invoice, or placing information in the memo.
- Card (Visa, Master Card, Discover)
  - May be made at the Greensboro Sportsplex. Please set up an appointment before visiting the facility.
  - May be made over the phone by calling 336-373-2946. Setting up a time to call and make payment is encouraged.
- Cash
  - Please schedule an appointment to make a payment at the Greensboro Sportsplex.
  - Exact cash amount should be provided.

### **Inclement Weather**

The Parks and Recreation Department reserves the right to cancel any activity in the case of inclement weather and/or poor field conditions in order to ensure the safety of the participants and to prevent damage to amenities. Users are encouraged to monitor playing field conditions, cancel scheduled events due to poor playing conditions and/or bad weather, and encourage participants to remain off fields in these circumstances. Users may be charged for damages to fields.

An email will be sent to the User if Parks and Recreation staff determines the athletic space to be unusable due to inclement weather. If the reservation is for a single event, the User will have the opportunity to reschedule, or to receive a refund check for the reservation, less a \$10 processing charge. For recurring use, the canceled event will not be included on the next invoice.

Some examples of conditions that require cancellation of an activity or event:

- Standing puddles of water on the field
- Footing that is unsure and slippery
- Ground that is waterlogged and squishy
- Grass that can be pulled out of the ground easily
- Lightning/severe weather storms

### **User Cancellations and Changes**

Any cancellations of field reservations must be communicated via email to the Athletic Field Use Coordinator no later than **14 days** prior to the activity or event. Should a cancellation be made with less notice, fees may not be refunded or credited (unless the cancellation is in response to inclement weather).

Any User requests to add additional dates to a reservation, or to extend the length of the reservation on a particular date, may or may not be accommodated. Users should submit these requested changes via email no later than 14 days prior to altered reservation date.