2015
Buffaloe Road Athletic Park

Rental Packet

Parks, Recreation and Cultural Resources
parks.raleighnc.gov

Buffaloe Road Athletic Park
5812 Buffaloe Road
Raleigh, NC 27616
919-996-6836
Parks.raleighnc.gov

Buffaloe Road Athletic Complex

General Information

Built in 2003, Buffaloe Road Athletic Park contains five (5) fenced, halogen lit diamonds with skinned in-fields and hybrid grass outfields. All fields have underground irrigation. The facility also has a multi-purpose field, 8-lane 400-meter track, and playground area.

Amenities include:

- *Enclosed dugouts*
- *Aluminum bleacher seating that can hold up to 1000 spectators*
- *Temporary fencing available (extra fees and a 60 day notice apply)*
- *Scoreboard for each field*

Field Dimensions:

Fields 1-3: 200ft. fence; Field 4: 350ft. fence; Field 5: 250ft. Fence

Buffaloe Road Athletic Park has hosted events such as:

- *North Carolina Special Olympics Softball event*
- *World Fastpitch Connection youth tournament*
- *City of Raleigh/ Wake County Fitness Council Track Clinic*
- *Hershey's Track and Field Games Wake County meet*
- *City of Raleigh Youth Baseball Championships*
- *USSSA Youth Baseball Tournaments*
- *Annual Carolina Cardinal Classic*
- *2012-2014 NCASA "A" State Tournament 16u & 18u*

Facility Rules:

- ***NO** alcohol or firearms are permitted on City of Raleigh property*
- ***NO** smoking is allowed in the park (exception: parking lot)*
- ***NO** bikes, skates, skateboards, rollerblades permitted inside of the park*
- ***NO** open flames or portable generators*
- ***DO NOT** leave children unattended without adult supervision*
- **Buffaloe Road is located at 5812 Buffaloe Rd., Raleigh, NC 27616. Easily accessible from I-440. Take exit 11 (Capital Blvd. North) onto Capital Blvd. Proceed down Capital and turn right onto Old Buffaloe Rd. Follow Buffaloe Rd. If you have any questions please call the Athletics Office at (919) 831-6836.**

Documents Required for Rental

- Non-refundable deposit of $150.00 per tournament due upon award agreement
- Rental Request Form
- Certificate of Liability Insurance (Insurance with the City of Raleigh as an additional insurer for at least $2 million)
- Assembly Permit required if the Police and Athletic Department deems it necessary due to the type, size, nature, and history of the event.

If you have any further questions please contact Antoinette Moyer at (919) 996-2127

BUFFALOE ROAD ATHELTIC PARK STIPULATIONS GOVERNING FACILITY USE

1. City of Raleigh Parks, Recreation and Cultural Resources Department sponsored/partnered programs have scheduling priorities over all fields uses.
2. The specified user shall not sub-let the facility.
3. The possession and/or consumption of alcoholic beverages and/or illegal drugs are prohibited on all City of Raleigh parks property. If alcoholic beverages and/or illegal drugs are detected, Raleigh Police Department will be called and appropriate action will take place.
4. There will be NO SMOKING allowed except in the parking lot, in accordance with the City of Raleigh Ordinance (No. 2011- 834) which states: "All city parks and greenways and structures associated with parks and recreation except that smoking shall be permitted in Moore and Nash Squares and in all parks and greenway areas specifically delineated as automobile parking areas."
5. The user organization shall be responsible for the general clean up of the facility. In the event the facility is not cleaned after the use of the facility, the user/organization will be billed for the cost of clean up by the Department. (Cost determined by staff.)
6. In the event of inclement weather, the Department reserves the right to cancel all reservations.
7. RPRCRD may deem it necessary to have uniformed police/security officers to be on the premises; the user/organization shall be responsible for making arrangements of such officers and for paying directly for their services. If the function exceeds 500 persons, a security officer is required (1 per 500 patrons).
8. The user/organization is responsible for seeing that vehicles use designated parking areas only. In the event of damages to any Raleigh Parks, Recreation and Cultural Resources facility the user/organization will be held liable for all damages.
9. The user/organization shall assume all responsibility for all risks and hazards incidental to the use of the facility as well as any transportation to and from the facility. The user/organization further agrees to release, absolve, indemnify, and hold harmless the Raleigh Parks, Recreation and Cultural Resources Department and its employees.
10. A parking fee may be charged for all motorized vehicles entering the park. This will be in effect two (2) hours prior to the first game. Parking permits must be displayed in the vehicle's window at all times while parking at the complex.
11. An admission/gate fee will be charged for all tournaments and special events. Staff, umpires, and uniformed players will be allowed to enter at no charge. One (1) scorekeeper per team will be allowed to enter at no charge and must register with the gatekeeper.
12. All teams participating in softball at the complex must be registered with: ASA, USSSA, NSA, or any National Softball Governing Body that provides the City with a certificate of insurance showing that a policy of Comprehensive General Liability insurance providing coverage with respect to the foregoing hold harmless and indemnification undertaking is and will continue to be in effect during the period of such permitted use. Combined single limits of no less than $1,000,000 each occurrence and $2,000,000 aggregate. City of Raleigh is named additional insured as their interests may appear' must be endorsed onto policy and listed on Certificate of Insurance . Certificate must be provided to RPRCRD prior to the event (at least five business days to the event).
13. Deposit/Fees: Reservation are not valid until a rental request has been signed by all parties and the <u>required</u> non-refundable deposit of $150.00 per tournament per agreement has been submitted. An individual request must be submitted for each tournament. Total deposit must be paid in advance to reserve the Buffaloe Road Athletic Park. Accepted forms of payment are by check, credit/debit card (Visa, MasterCard or American Express or certified money order). <u>NO</u> cash payment accepted no exceptions. Full payment of all rental fees is due at least 60 business days prior to the scheduled event.
14. Cancellation Policy: In the event the rental party wishes to cancel the event, the cancellation must be submitted in writing including signature of the person appearing on the rental contract, the event date, and the date of the cancellation request. 25% of total rental payment will be withheld if the event is cancelled less than five days prior to the event (excluding non-refundable deposit of $150.00).
15. A team list(s) are due to the Athletic Division office no late than two days prior to the tournament. Tournament brackets are due to the office by noon the day prior to the event.
16. No pets, skates, skateboards, rollerblades, bicycles, or motorcycles are allowed inside the plaza areas of the complex.
17. No wading or swimming is allowed in the reservoir or creek within the park.
18. The user/organization is responsible for set-up and immediate take-down of necessary supplies. Vehicles are allowed in the plaza areas for loading and unloading of the user's/organization's supplies only. Plaza area will be closed 1 hour prior to the first scheduled game to assure safety within the plaza area.
19. All games must cease play at 11pm.
20. There will be no admissions, fund-raising, or selling of merchandise or food at any City of Raleigh facility by any user/organization without prior written approval from the Raleigh Parks, Recreation and Cultural Resources Department. If allowed, a 20% fee of the vendor's gross receipts will be paid to the City of Raleigh no later than one (1) week after the event. All vendors must have the following before applying: NC State Tax Form, City of Raleigh Privilege License, Wake County Health Inspection and Permit (if applicable), Insurance listing the City of Raleigh as an additional insured, and a Vendor's Agreement and Vendor's Log.
21. Refund Policy: All refund requests must be received in writing 14 days or more in advance of the start date of the programs/rental/team placement are entitled to: 100% refund/credit/transfer if the department cancels program or facility rental, 100% credit or transfer of fees to another program at time of withdrawal, 85% refund based on total cost of program, or 85% credit/transfer/refund of eligible rental fees. Refund/credit/transfer requests received less than 14 days prior to the start date of a program/rental/team placement will not be grants. Refunds for medical reasons requested prior to the start date of a program/rental/team placement will be granted at 100% subject to verification. Outdoor facility usage cancelled due to inclement weather may be rescheduled pending space availability. A credit may be used by any family member on the same registration account. Non-attendance/non-participation in a program does not entitle a patron to a refund.

City of Raleigh
Parks, Recreation and Cultural Resources
Buffaloe Road Athletic Complex Rental Request

General Liability insurance is required for ALL Tournament and Event Reservations

Office Use Only
Date Received _____
Method of Payment - Visa, MC, AE , Check #_____
Staff Initials _____
Deposit Received _____

Name of User / Organization:_____

Date:_____

Name of Tournament/Classification: _____

Is this activity sanctioned? (Circle) *Yes or No*

If yes, by which organization? (Circle) *ASA USSSA TFS Other:* _____

Contact person: _____

Phone # (Office):_____ Phone # (Home or Cell):_____

Address: _____

City: _____ State: _____ Zip:_____

Email Address:_____

Specific Purpose for use of the fields: _____

Insurance information (attached policy): _____

Estimated Attendance: _____ Number of teams: _____ (Circle) *Youth* or *Adult*

Event Dates of Reservation: _____

_____

Estimated Starting & Projected Ending Time: _____

Tournament Director: _____ Umpire in Chief: _____

Base Distances Requested: _____ Pitching Rubber Distance: _____

2014 RENTAL FEES (Fields will be dragged/marked prior to the first game each day)

5 Fields (weekend, excludes multipurpose field):……$950_____
1 Field (per day, per field):……$150_____
Multipurpose Field and Track (per day):……$530_____

ADDITIONAL SERVICES

Drag/Mark fields per game:……$35 per field _____

In case of rain, Directors may request drying materials be added to the fields at a cost of **$10.00** per bag.
A bill will be sent to the Tournament director after the Event. Are you interested in this service? Yes No

I will require the use of a golf cart, gator, or other small motorized vehicle(s) for this event. Yes No
(Golf carts must be supplied by renter and all Buffaloe Rd. golf cart stipulation guidelines must be signed and followed.)

Temporary Fencing available with **60 day advanced request, approval and payment**: **$250/field fee for fencing** _____

Outside Fields (if available), **7 business days advanced request required**
$200 per field per day (6+ hours)…… _____

$150 per field per day (less than 6 hours) …… _____
Tent Rental (if available)**60 day advanced request**: **($50 per tent)** _____
Supply Water, Ice & Coolers: **($10 per dugout per game)** _____

Deposit Fees (non-refundable): **$_____150.00____**

Total Fees: $_____

Applicant Name (PRINT)_____ Applicant Signature_____ Date:_____
(Signature verifies applicant has read both sides of the application and agrees to abide by the stipulations governing the facility. All **new** users are **required** to meet with Parks and Recreation prior to approval. Attach all required documents.) *Fees are subject to change per city council.