



FACILITY USE POLICY:

Any group renting the field(s) may not “sublet” the whole or any part of the facility. The rental agreement covers only the organization listed on the contract and covered by the liability insurance.

Outside Tournament Play- One time weekend games and /or events requested by organizations where entry fees may be charged and which may involve coaches and players from other leagues not covered in the original rental agreement, must provide a copy of their certificate of liability insurance naming the Town of Jamestown as an additional insured in the amount of no less than \$2,000,000.

- ❖ **TOWN OF JAMESTOWN OFFICIALS HAVE THE FINAL DECISION ON PLAY DURING PERIODS OF INCLEMENT WEATHER. Contact Recreation Division, Town of Jamestown, 336-454-1138.**
- ❖ **If an event is cancelled by the Town, a refund of fees (less a \$25 administrative fee) or choice of an open date in the future will be offered the applicant based on availability. No partial refunds will be given for play interrupted.**
- ❖ In instances where YOUR organization cancels a practice/game(s) and the Town is not notified a minimum of **2 weeks** before the event, your organization will be charged as if the practice/game occurred as originally scheduled. If you give a minimum of 1 week notice, every effort will be made to find an acceptable time to reschedule your event. If a suitable time cannot be arranged, a refund may be made, less a \$25 administrative fee.
- ❖ Facilities must be reserved a MINIMUM of **two weeks** prior to the date of requested use. Fees and deposits MUST be paid and staff approval from the Town of Jamestown granted before the facility is considered "reserved". Any discrepancy in field use/reservations shall be reviewed by the Town Manger and their decision shall be final. Any refunds due to any organization due to discrepancies in scheduling shall be handled by the Town of Jamestown.
- ❖ Your agency will be assigned to use a particular field(s). At no time may you transfer your time or use of the field to any other group or organization. **You may not change sites or fields without prior approval of a Recreation Division official.**
- ❖ The Town of Jamestown is not a co-sponsor for your group. We will provide a facility for your activity, but your organization is responsible for the management and supervision of your program. The Town of Jamestown assumes no responsibility for the operation of your program nor any decisions made independently of the Town of Jamestown.
- ❖ Each agency must have identified a contact person, with address and phone numbers for both the agency and contact person, and must have signed a Facility Rental Agreement prior to using any facility.
- ❖ Athletic Fields may generally be used from 9:00 am through sunset. Any changes to opening/closing times must be approved by the Recreation Division.

- ❖ When fields are closed, they can only be re-opened by a Recreation Division official. Fields are available 30 minutes prior to game time and **will close promptly 30 minutes following game time. VEHICLES LOCKED INSIDE THE GATE MAY NOT BE RETRIEVED UNTIL THE NEXT REGULARLY SCHEDULED WORK DAY.** If a vehicle is not removed within 24 hours, the Town reserves the right to have the vehicle towed at the owner's expense. The Town is not responsible for personal property on the premises.
- ❖ Jamestown Park is patrolled by the Guilford County Sheriff Department. If a situation arises where security is needed, please call **911** and report the incident at **Jamestown Park Athletic Complex, 7107 East Fork Road, Jamestown, NC 27282**
- ❖ A tournament event may charge an entry fee, admission, or gate for citizens using the complex only with permission from the Town Manager. 336-454-1138
- ❖ **Private vendors are permitted on the complex only with approval of the Town Manager or their designee. 336-454-1138**
- ❖ Advertising signage on Town property is prohibited. Any exceptions must be approved by the Town Manager.
- ❖ Groups using the facilities are responsible for clean-up and to ensure that the grounds are free from litter. If the facility is not left CLEAN, the user will forfeit the deposit and run the risk of forfeiting the privilege of using the facilities in the future.
- ❖ The Town of Jamestown staff will be responsible for lining and prepping each field and maintaining each facility. **AT NO TIME WILL ANYONE OTHER THAN AN AUTHORIZED RECREATION DIVISION OFFICIAL BE GRANTED PERMISSION TO CHANGE THE FIELD LAYOUT OR STRIPING.**
- ❖ Jamestown will make every effort to ensure that the fields, etc. are in good working condition. The Town will not be responsible for any losses incurred because of problems with lights or other portions of the operations at the fields.
- ❖ Please notify the Town Hall at 336-454-1138 with any safety or maintenance issues that you may observe at the fields or in the buildings.
- ❖ Fees and deposit requirements for the facilities have been approved by the Town Council and can be viewed on the Town's website - www.jamestown-nc.gov.
- ❖ The Town of Jamestown supplies nets, goals, and corner flags; and bases, pitchers plate and home plate for baseball fields. The organization renting the field is responsible for communicating with the Recreation Division if alternate equipment is to be placed/used on the field.

General Rules while in the Park:

- ❖ No pets allowed.
- ❖ Smoking is prohibited.
- ❖ Firearms are prohibited.
- ❖ Selling and/or cooking food is prohibited.
- ❖ No drones or other R/C aircraft, boats, or cars are permitted without permission of the Recreation Superintendent.
- ❖ All other Park rules shall be followed while in the Park.

**TOWN OF JAMESTOWN PARKS & RECREATION
FACILITY USE POLICY**

Effective: July 2020

FACILITY MAPS:

Baseball Fields



Field 1 - "Bronco" Field. Field 2 - "Mustang" Field.

Soccer Fields

