



**MOREHEAD CITY
PARKS & RECREATION**

POLICIES
&
PROCEDURES

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POLICIES AND PROCEDURES

Morehead City Parks & Recreation Department
1600 Fisher Street, Morehead City, NC 28557
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252-726-5083

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I. FEES

- A. Fees are assigned to use certain Morehead City Parks and Recreation Department facilities and equipment as specified in the “*Fee Schedule*” list, (*Addendum F*).
- B. Fee schedule changes are submitted to the Town of Morehead City Board of Commissioners at the beginning of each fiscal year (July 1) with fees being charged for that fiscal year as voted on by the Board of Commissioners.
- C. Where there is a fee assigned to a specific use of park facilities and/or equipment the words “FEE APPLIED” will be shown in the text of these policies and procedures and in any current or future addendums.

II. DEFINITIONS

For purposes of this document, “parks” refer to tracts of land located as follows:

- Big Rock Stadium – 2706 Mayberry Loop Road, Morehead City
- Bryan Street Pond – Bryan Street, Morehead City
- Conchs Point – 608 Bay Street, Morehead City
- Jaycee Park – 807 Shepard Street, Morehead City
- Jib Plaza (Big Rock & Ottis Landing) – 707 Shepard Street, Morehead City
- Katherine Davis Park – 601 Arendell Street, Morehead City
- Martin Luther King, Jr. City Park – 1001 Arendell Street, Morehead City
- Mitchell Village Community Park – 4907 Holly Lane, Morehead City
- Piney Park, 2717 Bridges Street, Morehead City
- Recreation Center – 1600 Fisher Street, Morehead City
- Rotary Park – 2200 Mayberry Loop Road, Morehead City
- Snookie Wade Park – 800 Bay Street, Morehead City
- Shevans Park – 1501 Evans Street, Morehead City
- Sugarloaf Island – Morehead City Waterfront

The Town of Morehead City (hereafter shown as Town) has developed the following recreational facilities: athletic fields (lighted); concert stage; concession stands; fitness and nature trails; gazebos; maintenance buildings; multipurpose fields (lighted); outdoor basketball courts (lighted and unlighted); parking areas; picnic areas; playgrounds; recreation center; restrooms; and tennis courts (lighted and unlighted). The Town website, moreheadcitync.org, lists which facilities are available at each park.

III. ATHLETIC FACILITIES

A. Usage

- 1. Athletic facilities may only be used for Morehead City Parks and Recreation Department (hereafter shown as MCPRD) sponsored/co-sponsored programs and other sports-related leagues/programs/activities. These facilities include O’Neal Baseball Field at Big Rock Stadium, Rotary Park Soccer Fields and Multipurpose courts, Recreation Center Gymnasium and Multipurpose Field and Court, and Shevans Park Tennis Courts.
- 2. Athletic fields operated by MCPRD are intended primarily for the non-profit, recreational use by the residents of Morehead City. Leagues/organizations should be based in Morehead City and/or have a majority of Morehead City resident participation to reserve fields/facilities without a fee being charged. MCPRD reserves the right to request rosters, participation lists or other information needed

to verify majority as residents. (Resident: having a Morehead City address or being a Morehead City taxpayer).

3. MCPRD reserves the right to protect and preserve the integrity of the land and playing field areas by resting the land for aeration and turf regeneration and closing fields from play during these times. This policy covers all parks with Multipurpose/Football/Soccer/Baseball Fields or any sports activity utilizing designated areas in the park involving five (5) or more people for an extended period of time. The timeline for closing the designated areas will be determined by the Town and MCPRD staff. Leagues/organizations will be notified of those dates. Fields may also be closed due to field conditions as a result of weather. Leagues/organizations are not allowed on closed fields.
4. Soccer and Baseball fields are designated for that particular sport only, unless otherwise designated by MCPRD.
5. Individuals cannot play golf on park property unless part of a department sponsored program. Hitting golf balls is not permitted in any park at any time.
6. Pets are restricted from all athletic fields/courts and playground areas; all pets must be on a leash and restricted to trail usage only in athletic/multipurpose facilities; and all pet waste must be disposed by their owner. Fines are subject for all infractions. (See Section VII.B “Pets”).

B. Scheduling

1. Official categories of MCPRD’s working relationships with organizations are defined in the following manner:
 - a. Sponsored Programming: Programs organized and operated by MCPRD.
 - b. Co-Sponsored Programming: Dependent organizations that operate under mutually-agreed upon guidelines, and use Town facilities for the majority of their practices/games/activities. MCPRD assists them administratively.
 - c. Facilitated Programming: Independent organizations that use MCPRD facilities for the majority of their games/practices/activities. (This includes but is not limited to these groups: American Legion, Carteret County Schools, Craven Community College, Morehead City Little League, Morehead City Marlins, Seashore Soccer League, and the current youth football league.)
2. All fields will be scheduled by MCPRD. Scheduling of facilities will be prioritized, based on the categorizations as outlined in this section, as follows:
 - a. Department-sponsored and co-sponsored programs/events will have first priority in reserving a field or facility.
 - b. Department-facilitated programs/activities.
 - c. Department-approved (non-sponsored), non-profit programs/activities.
3. MCPRD fields are scheduled with multiple leagues/organizations and those organizations are expected to honor their specific confirmed scheduled hours, the user group field usage responsibilities, and all MCPRD park rules and Town ordinances.

C. Agreements

Leagues/Organizations are required to read the “Athletic Facility Usage Policies” (*Addendum A*) and complete/submit an “Athletic Facility Usage Application” (*Addendum A*) for each season of usage.

1. Each League/Organization President or Designee will be responsible for requesting facilities by completing the “Athletic Facility Usage Application” (*Addendum A*).
2. The “Athletic Facility Usage Application” (*Addendum A*) can be obtained from the MCPRD office or the Town website (moreheadcitync.org).
3. Additionally, all facilitated organizations and non-sponsored program/activities must submit a “Binder of Coverage for Liability Insurance” (*see Addendum A*) for one million dollars (\$1,000,000) with the Town named as an additional insured.
4. Permission to use the facilities will be denied without fully completed, appropriately signed agreement and/or without required proof of insurance.
5. Any organization that is granted a license agreement by the Town must comply with the criteria outlined in section III.A, B, & C.

D. Reservations

Athletic fields may be reserved by Town residents for practices, games, tournaments, etc., as long as the requested time(s) and date(s) do not conflict with previously scheduled activities or routinely planned seasonal league play.

Reservation procedures are as follows:

1. The “Athletic Facility Usage Application” (*Addendum A*) must be read, signed, and dated. The document is an Agreement between the League/Organization and MCPRD for use of fields and for the time period specified. The League/Organization agrees to abide by all department policies and the “Athletic Facility Usage Policies” (*Addendum A*).
2. Groups reserving the park for tournaments and sport-related special events must submit the “Athletic Facility Usage Application” (*Addendum A*).
3. Any non-city resident/organization and all for-profit organizations wishing to reserve a MCPRD athletic field will be charged a fee for usage. FEE APPLIED
4. Events, camps, clinics that involve charging a program fee, admission fee and/or charge for participation, and is not sponsored or co-sponsored by MCPRD shall be required to pay the current (in effect at time of reservation) tournament fee for non-county organizations.
5. Usage – To be used during the League/Organization’s pre-season, practices, regular season, post-season, and any tournaments that may be applicable.
 - Priority of Usage – Department will make every attempt to fill requests from leagues/organizations for MCPRD facilities in order of date received, according to availability, in order of priority as follows: (1) MCPRD-sponsored activities/organizations, (2) MCPRD co-sponsored activities/organizations, (3) Facilitated activities/organizations, with routinely-planned seasonal league play taken into consideration. MCPRD reserves the right to reschedule or relocate games/practices/activities at its discretion, and with appropriate notice, in order to accommodate as many groups as possible.
 - Other Town departments must follow the same policies and procedures as leagues/organizations when requesting the use of MCPRD fields/facilities.
 - Notification of Usage
 - (i) Each season, the league/organization is required to submit to MCPRD, at least three (3) weeks prior to the first practice date, a Field Request Form detailing the requested days, dates, and times, and a preliminary regular season starting date. Days, dates, and times must be specific.

(ii) Two (2) weeks prior to the regular season starting date; leagues/organizations shall submit a final schedule of all games to be played for that season.

(iii) Fields/facilities can only be reserved during the practice period, game schedule, all-star practices, and any post-season tournaments. Reserving field/facilities just for rainouts during the practice period will not be allowed.

(iv) The designated league representative must submit field request for make-up practice/game/activity at least 48 hours prior to requested date.

(v) If for any reason a team cancels their practice/game/activity, it is a league representative's responsibility to notify MCPRD.

(vi) If lights were requested during the reservation and a team cancels practice without a league representative notifying MCPRD, there will be a fee charged to the responsible League/Organization. FEE APPLIED

- Any individual, team, league or organization planning to utilize MCPRD athletic facilities for a Tournament/Special Event, must submit the "Athletic Facility Usage Application" (*Addendum A*) and return it to MCPRD at least 60 days prior to the event. For tournaments/special events, there will be a reservation fee charged to the hosting League/Organization. Fee must be submitted with completed request form. FEE APPLIED

E. Supervision

1. League/Organization officials are responsible for providing responsible adult individuals to provide constant on-site supervision all activities and events.
2. The League/Organization is also responsible for enforcing department policies and procedures on the facilities designated in the Agreement; and for ensuring that its participants abide by Parks and Recreation Park User Rules as outlined in section VI of these policies and procedures and by "Sportsmanship Rules" (*Addendum E*).

F. Maintenance and Operation

1. The League/Organization shall maintain department property and facilities in good condition, with reasonable wear and tear excepted.
2. MCPRD shall have the right to enter into and upon its property for the purpose of examining and inspecting the same, and determining whether the League/Organization is in compliance with department policies and procedures with respect to care, maintenance, repair and/or renovations. MCPRD shall be responsible for payment of electric bills only on town property or Town-designated areas. When it is determined that fields should not have practice or games, and are closed for those activities, groups should abide by that ruling. For example, when a game has been canceled because of weather conditions, no activity should take place on the field.
3. No member of any league/organization is allowed entrance into park maintenance sheds or use of park maintenance equipment; nor shall any member of a league/organization change settings on any lighting or irrigation; move or add dirt or clay to fields; dig holes on any field; or make any other park and/or facility changes without approved "Park Facility Improvement Request" (*Addendum C*) form.

G. Indemnification

It is expressly agreed and understood that the department will not be liable for any

claimed damages, losses or expenses of any kind whatsoever, whether to persons or property (including, but not limited to those claims, damages, losses or expenses resulting from or by reasons of the department's negligent acts or omissions) arising out of, related to, or connected with any accident, occurrence or event on or about the department's property, when the accident, occurrence or event takes place while the Individual/League/Organization is using said property pursuant to the Agreement. As a result of the expressed Agreement and understanding, each party will at all times indemnify and hold the other party harmless, and will defend the other at its own expenses whether such claims, damages, losses or expenses are covered by the other's insurance.

1. Insurance – The League/Organization, as specified by department policy, shall maintain liability insurance with minimum coverage of \$1,000,000, and with the Town named as an additional insured.
2. Term of Agreement – Date of Agreement and Expiration Date of Agreement should be filled in. The Agreement may be voided by the department for violation(s) by the League/Organization of the department's policies and procedures.
3. Agreement should be signed and dated to attest to the fact that League/Organization has read and has been provided a copy of the department's "Athletic Facility Usage Policies/Athletic Facility Usage Application" (*Addendum A*), "Concessions" (*Addendum D*), and "Sportsmanship Rules" (*Addendum E*); and that the League/Organization understands the requirements of those policies. League/Organization must be in full concurrence with department policies, and have submitted the required forms to the department.

H. Field Light Usage

1. Leagues or individuals requesting the use of field lights are required to fill out the "Field Request Form" included in the "Athletic Facility Usage Application" (*Addendum A*) indicating the time period they will need the lights. The form is available by calling 252-726-5083 or online at: moreheadcitync.org.
2. Lighted park areas will close at dark unless a game/practice or special event has been scheduled. Parks will close within 30 minutes of completed activity. Lighting will be turned off at 11:00 p.m.
3. If for any reason a game is late starting (more than 30 minutes), MCPRD recommends that the game be postponed so as not to delay any games scheduled after it; unless it is determined the game can be completed in a timely manner to allow the remaining games to be played.
4. If the lights are requested, but will not be used for whatever reason, MCPRD should be notified by 2:00 p.m., on weekdays. Weekend lighting should be cancelled no later than Fridays at 2:00 p.m. If MCPRD is not notified about any cancellations the league/organization may be charged a fee except when inclement weather occurs. FEE APPLIED
5. All non-city Residents/Organizations and for-profit organizations will be charged a per hour fee to use lights during field reservations. FEE APPLIED

I. Accountability

Leagues/Organizations using MCPRD fields and/or facilities must submit the following to MCPRD prior to any games being played on MCPRD Fields:

1. Athletic Facility Usage Application" (*Addendum A*).

2. Current officers/Board of Directors for the upcoming season.
3. Current League Bylaws.

J. Penalties

1. Leagues/Organizations that fail to meet the requirements of these policies shall be denied the use of requested fields until the requirements are met.
2. Leagues/Organizations that fail to operate under the requirements of these policies during the season may be suspended from using MCPRD contracted fields until the requirements are met.

IV. FACILITIES/BUILDINGS/STRUCTURES

A. Prohibitions: no person shall:

1. In any manner injure, deface, disturb, destroy or disfigure a part of any park or any building, sign, equipment or other property found therein.
2. Neither enter an area posted as “Closed” nor use or abate the use of any areas in violation of posted notices.
3. Construct or erect any signs, building or structure of whatever kind, whether permanent or temporary, or run or string any public service utility into, upon or across such lands without submitting the written request form “Park Facility Improvement Request” (*Addendum C*) and receiving approval from the MCPRD Director. After MCPRD written approval, all necessary permits from Morehead City Planning and Inspections must be applied for, paid for, and approved prior to any work being started.
4. Camp in park areas overnight. Everyone should be out of the park by closing time.
5. Set up residence in the park for temporary or permanent living arrangements or construct temporary or permanent dwellings for this purpose.
6. Hit, kick, throw balls or any object against fenced areas.
7. Play golf or hit golf balls on park property unless part of a department-sponsored program.
8. Play any musical instrument, drum, radio, or talking machine or any noise be made for the purpose of attracting attention to any exhibition of any kind without permission.

B. Hours of Operation

1. Areas equipped for night-time activities will close at 11:00 p.m., or when scheduled.
2. All parks will open at dawn and non-lighted facilities or areas will be closed at dusk. Scheduling of Special Programs or preparation of programming may alter the regular times when the park is open or closed.
3. In order to have park lights turned on, a “Field Request Form” must be submitted indicating the field(s) requiring lights. (Section III.H.1-5).
4. Those planning large events/gatherings of 50 or more people in the park areas should complete form “Park Usage Application” (*Addendum B*).

C. Vehicles

1. No vehicle, except those owned by the Town, is allowed on any field, court, trail, or concourse area.
2. Motorized Vehicles

- a. It shall be unlawful to operate any ATV, dirt bike, or motorized go-cart in or on any public park, public recreation areas or any other publicly owned Town property designated for Town programming usage.
 - b. Approved motorized vehicles can be operated on designated areas such as streets, driveways, and parking areas. This does not apply to vehicles being used in connection with maintenance of Town properties.
3. Non-Motorized Vehicles
- a. Non-motorized vehicles, pedal bicycles, bicycles, scooters, skateboards, roller skates and roller blades are to be used in designated areas only, including access roads and parking lots.
 - b. All non-motorized vehicles are prohibited in gazebos, picnic shelters, playgrounds, and tennis courts.

D. Basketball/Multipurpose Courts

- 1. No hanging on the basketball rims. Soft-soled shoes should be worn when playing on the court.
- 2. All courts are first-come, first-serve basis unless reserved for an event. Reservation request forms may be obtained by calling (252) 726-5083 or at the Town website: moreheadcitync.org. The Rotary Park Courts are lighted.
- 3. To reserve this facility for a special event/tournament, the “Athletic Facility Usage Application” (*Addendum A*) must be completed and approved. FEE APPLIED

E. Jaycee Park Concert Stage

- 1. The concert stage at Jaycee Park is located at 807 Shepard Street. This facility hosts the MCPRD Summer Concert Series and the DMCRA Alive at Five Concert Series. To reserve this facility, the “Park Usage Application” (*Addendum B*) must be completed and approved. FEE APPLIED
- 2. Reservation request forms may be obtained by calling (252) 726-5083 or at the Town website: moreheadcitync.org.

F. Morehead City Recreation Center

- 1. The Morehead City Recreation Center is located at 1600 Fisher Street. Class or program enrollment or an annual facility usage pass is required for usage of the recreation center facility. For more information on the recreation center go to moreheadcitync.org or call (252) 726-5083.
- 2. To reserve the Recreation Center gymnasium, the “Athletic Facility Usage Application” (*Addendum A*) must be completed and approved. FEE APPLIED
- 3. To reserve Recreation Center rooms, the “Park Usage Application” (*Addendum B*) must be completed and approved. FEE APPLIED
- 4. Reservation request forms may be obtained by calling (252) 726-5083 or at the Town website: moreheadcitync.org.

G. Parking Lots

- 1. Vehicles should always park in designated parking areas. Cars may not be left overnight in the parking areas. MCPRD is not responsible for damage to vehicles or stolen items in the park. (See Section III.G “Indemnification”)
- 2. At no time and under no circumstances are vehicles not owned by the Town allowed to drive anywhere in a park except on access roads and in parking lots. This includes athletic courts, athletic fields, and multipurpose fields.

H. Picnic Shelters/Gazebos

1. Reservations are required for Gazebo and Picnic Shelter usage. To reserve picnic shelters/gazebos, the “Park Usage Application” (*Addendum B*) must be completed and approved. FEE APPLIED
2. Reservation forms may be obtained by calling (252) 726-5083, or at moreheadcitync.org.

I. Playgrounds

1. Playgrounds are for small children. Children should not be on the playground equipment without adult supervision. Parents and guardians should obey signage posted near playground areas.
2. Playgrounds are for public usage and may not be reserved for any exclusive usage.
3. Pets are restricted from all athletic fields/courts and playground areas; all pets must be on a leash and restricted to trail usage only in athletic/multipurpose facilities; and all pet waste must be disposed by their owner. Fines are subject for all infractions. (See Section VII.B “Pets”).
4. Shevans Park Playground - Due to the popularity of this playground facility, groups with 10 or more playground users are required to contact MCPRD to reserve a shelter during their requested playground usage time. The “Park Usage Application” (*Addendum B*) must be completed and approved. FEE APPLIED This requirement assists MCPRD to manage the large number of birthday parties, reunions, church and civic groups, and school field trips.

J. Storage Areas

1. Storage areas, if available, may be used by leagues that represent the sport that is in season. Leagues are responsible for removing all items and cleaning the storage area within 7 days of the season’s end.
2. Storage areas may be inspected by MCPRD staff during and after the season. Items remaining in storage areas after 7 days of the season’s end are subject to disposal. The league/organization will be responsible for any associated disposal fees.
3. A limit will be set by the Maintenance Department on the amount of items placed in storage areas.

K. Tennis Courts

1. Only tennis activities should take place on the courts. Only tennis or soft-sole shoes should be worn when on the courts. The areas around the tennis courts are considered quiet areas. No other activities should be taking place within ten (10) feet of the courts. Lights should be turned off after night play.
2. Reservations will not be accepted except for official school usage, tournaments, special events, and MCPRD program/activities.
3. Pets are restricted from all athletic fields/courts and playground areas; all pets must be on a leash and restricted to trail usage only; and all pet waste must be disposed by their owner. Fines are subject for all infractions. (See Section VII.B “Pets”).

V. IMPROVEMENTS/ADDITIONS/CHANGES

- A. Improvements to MCPRD fields, building structures or park elements may not be made without the written permission of the MCPRD Director. Permission must be obtained prior to any improvements being made by organizations other than the Town. Individuals must present a written statement outlining improvements, a time line, names of individuals involved, fill out the “Park Facility Improvement

Request” (*Addendum C*) and sign the attached “Release of Liability”. Individuals making the request may also need to produce a license related to said work. On completion of the work, in some cases, proper permits or permission to occupy documents should be submitted to the department.

- B. Leagues are not allowed to add or change locks on gates or any storage facility. All locks will be provided by MCPRD. Leagues may replace a broken or lost lock, on a temporary basis, if it is discovered during non-business hours. Replaced locks must be reported to MCPRD no later than the next business day.

VI. PARK USER CONDUCT

The following rules for individuals and/or groups on MCPRD property are designed to ensure the enjoyment and safety of all park users.

Park users will not:

- A. Engage in criminal or disorderly conduct of any kind within the park, including vandalism to park property.
- B. Engage in any activity that may constitute a hazard to the safety of themselves or other persons, except when conducted within reasonable safety guidelines in specific areas designated by special permission from the MCPRD Director.
- C. Dispose of lighted or unlighted matches, cigars, cigarettes or any flammable material/substance in other than trash receptacles or ash cans.
- D. Engage in threatening language or in excessively noisy conduct of any kind at any time within the park such that it unreasonably disturbs other park patrons or neighbors. The park staff on duty is empowered to determine whether noise is excessive or unreasonably disturbing.
- E. Throw rocks or objects of any kind. This does not include balls or game equipment used in athletic events when used in a reasonable manner, and in such a way that they do not become hazards to other park patrons.
- F. Solicit, peddle, or beg within any park or recreation facility, or to sell merchandise or wares for-profit in any park. Non-profit leagues/organizations may raise funds through concession facilities only when a completed “Concessions” (*Addendum D*) request form is signed by the MCPRD Director and all necessary permits and requirements are met.
- G. Interfere with or in any manner hinder any employee of the park in the performance of their duties.
- H. Disturb or interfere unreasonably with any person or party occupying any area or participating in any activity under the authority of a permit.
- I. Bring any glass containers into any park.
- J. Loiter, stand, sit, or lie in or out of a vehicle in any Morehead City park, so as to hinder or obstruct unreasonably the free passage of pedestrians or vehicles thereon. It shall be unlawful for any person to block, obstruct, or prevent access to the entrance of any building, parking lot or park facility open to the public.
- K. Town staff members are authorized to instruct any park user violating the conduct rules to leave park property and contact law enforcement for assistance if the violating user refuses to leave the park facility.

VII. PETS

- A. Pets are allowed in the park only when leashed or present as part of a class

sponsored by MCPRD. Pet owners are required to pick up and dispose of their pet's waste.

- B. Town Code of Ordinances state Sec. 11-8. Park Rules—Pets must be leashed at all times and are restricted to trail usage only. Owners must pick up and dispose of pet waste. The fines for pet infractions are as follows: (1) Leash Law infraction: \$50.00 (2) Pets on athletic field areas/playgrounds: \$50.00 (3) Failure to remove pet waste: \$50.00
- C. Service animals are not, for the purpose of this policy, considered pets and are permitted all access to parks and/or facilities. Owners of service animals are expected to pick up and remove from park property all waste deposited by their animal.
- D. Unleashed pets, with the exception of those in MCPRD sponsored classes and service pets, are considered an “at large” pet, regardless of the status of its identification tags, rabies tabs, or leash, as per Town Code of Ordinances, Sec. 3-30. Running-at-large—Prohibited generally; violations, “It shall be unlawful to permit any dog or cat to be at large in the city. All dogs or cats found at large contrary to the provisions of this section shall be impounded as provided in this article. All persons who, owning, keeping or having charge, possession or control of any dog or cat suffers, permits or allows any such dog or cat to be at large contrary to the provisions of this section shall be deemed guilty of a violation of this Code. A dog or cat shall be at large if: (1) It is off the premises of its owner, keeper or custodian, unless on a leash held by a responsible person over twelve (12) years of age; or (2) It is unlicensed.”
- E. Town personnel are directed to request that individuals with “at large” pets leave the park and to call the animal control officer to pick up said pet if the request is not complied with by the individual.

VIII. PIERS/DOCKS/WATER ACCESS

- A. Boating Access Area Regulations
 - 1. As stated by the North Carolina Wildlife Resources Commission and the Town of Morehead City, **it is unlawful to:**
 - a. Leave any vehicle, trailer, boat or other obstruction where it will impede the use of the ramp by others.
 - b. Park any vehicles, trailer, or boat anywhere on the area other than the designated parking zone. This does not prohibit legal use of the ramp.
 - c. Use the area for swimming, camping, operating concessions (unless otherwise permitted; see section IX) or for any use other than the launching and recovery of boats and parking of vehicles and boat trailers, except where facilities for a particular use are provided.
 - d. Operate any vessel within 50 yards of the ramp at a speed greater than "No Wake" speed.
 - e. Possess loaded firearms on the access area.
 - f. Operate a vehicle on any boat access area in a manner so as to endanger life or property.
 - g. Deposit any debris or refuse anywhere on the grounds of the area.
 - h. Fail to obey any instruction or signs regulating use of the access area.

- i. Conduct a fishing tournament without first obtaining the facility usage approval from the Morehead City Parks and Recreation Department.
 - j. Park in a handicapped space without displaying a handicapped plate or sign.
- B. Fishing Access Area Regulations
 - 1. As stated by the North Carolina Wildlife Resources Commission and the Town of Morehead City, **it is unlawful to:**
 - a. Use any public fishing area for purposes other than fishing, except where facilities are provided and approved uses are posted. All other uses – including swimming, sunbathing on piers or decks, launching or mooring jet skis or boats, skiing, building fires, operating concessions (unless otherwise permitted; see section IX) or other activities not directly associated with fishing – are prohibited.
 - b. Possess loaded firearms on the access area.
- C. Beach/Water Access
 - 1. Swim at your own risk; there is no Lifeguard on duty, and dangerous currents may occur in deeper water.
 - 2. There is no camping overnight allowed on Sugarloaf Island, in any beach or water access area, or any street end.
 - 3. Fishing, docking, or boating will be at the individual’s own risk.
 - 4. Boats &/or trailers cannot be stored or left overnight at any ramp facility, dock, or street end.
- D. City Docks
 - 1. City Docks, transient dock rentals located at 807 Shepard Street adjacent to Jaycee Park, are for use by recreational vessels on a temporary basis, not to exceed ten (10) days in duration. This facility has 10 boat rental docks with access to restrooms, shower facilities, and shared parking at Jaycee Park.
 - 2. For transient dock rental reservations: Contact the Morehead City Dock Master at 252-725-5025 or mcdockmaster@moreheadcitync.org.
 - 3. Special events may request City Dock usage (maximum – 4 slips) through a Town Resolution for an event. Any additional slips may be rented on a first come first serve basis.
- E. Day Docks
 - 1. Day Docks, located at South 6th Street and Ottis Landing, are for use by recreational vessels on a temporary basis, not to exceed four (4) hours in duration.
 - 2. These docks are available for use on a first come first serve basis between 5:00 a.m. and 9:00 p.m. (exception: Docks reserved through a Town Resolution for an event).
- F. Jib Plaza
 - 1. Jib Plaza is located at 707 Shepard Street and it includes the fountain, pavers, Ottis Landing deck & day docks, and Big Rock Weigh Station. This venue hosts fishing tournaments and other outdoor special events. To reserve this facility, the “Park Usage Application” (*Addendum B*) must be completed and approved. FEE APPLIED
 - 2. Reservation request forms may be obtained by calling (252) 726-5083 or at the Town website: moreheadcitync.org

IX. CONCESSION OPERATIONS

- A. MCPRD permits various organizations, groups and agencies, with the submission of a “Concessions” form, (*Addendum D*), to sell concessions on property owned by the Town; however, permission to use Town property and/or Town facilities for the sale of concessions and other items shall be restricted to organizations, groups, and agencies that are non-profit/charitable and that serve a beneficial purpose to a segment of the local community, whether children or adults.
- B. Food vendors must obtain a permit to operate from the Carteret County Health Department or present proof from the Health Department that a permit is not needed.
- C. The league/organization operating a concession shall maintain liability insurance with a minimum coverage of \$1,000,000 with the Town named as an additional insured.
- D. Selling food in the park from any structure other than a Concession Building (selling in the open) requires special permission from the MCPRD Director. A permit is required from the Carteret County Health Department and a copy of the permit must be submitted to MCPRD prior to the start of the event.
- E. All groups who use the concession stand must obtain a Limited Food Service (LSFE) permit from the Carteret County Health Department except in the following cases:
 - 1. The concession stand will only be selling soft drinks, popcorn, candy, and or pre-packaged food items from vendors regulated by the NC Department of Agriculture – food items that the patrons open and/or heat themselves.
 - 2. Groups with an event at which they want to set up a temporary food establishment. The group is permitted to set up a temporary food stand outside the concession stand. If the group is incorporated as a non-profit corporation and will be operating no more frequently than once monthly for two (2) consecutive days or less, the temporary food stand will be exempt from permit requirements. If the group will be operating more than the exempt allowance, a temporary food establishment (TFE) permit will be required.
- F. The current fee of \$75 is required for purchase of each of these permits (LSFE and TFE). LSFE and TFE permits are not mutually exclusive.
- G. Temporary event organizers and these vendors unsure of their status should contact the Carteret County Health Department, Food and Lodging Division at (252) 728-8499 with questions.
- H. All contents in the concession stands used by various leagues must be removed within one week of the season’s end or post-season tournament. This includes wiping out all cabinets, cleaning the refrigerator, and mopping the floor. Failure to comply will result in contents being disposed of by MCPRD.
- I. No person shall solicit contributions for any purpose, whether public or private, except charitable solicitations specifically approved by the MCPRD Director or designee.
- J. The Town reserves all rights to concessions sales at the Stadium unless a long term agreement is negotiated. Long term agreements may include additional merchandising and concession vendor sales.

X. SPONSOR SIGN/BOARD POLICY

MCPRD staff reserves the right to exercise full editorial control over the placement, content, appearance, and wording of sponsorship affiliations in its park properties. MCPRD may make distinctions on the appropriateness of sponsors on the basis of subject matter of

a potential sponsorship recognition message. Signage containing content that is sexually explicit in nature, depicting illegal activities, is obscene or offensive in nature shall not be permitted. Department reserves the right to:

- Limit number of sponsor boards in any park location so as to not visually clutter an area
 - Determine where free-standing boards are placed so as to not interfere with park maintenance operations or park signage
 - Instruct leagues to remove any sponsor free-standing or fence attached board/sign at any time for any reason but particularly when threat of bad weather makes board a hazard, as determined by park maintenance staff; department may remove signs in case of hazard/bad weather if league does not. If damage is caused to fence by league's sponsor sign, league may be held liable for repair costs and lose use of field until costs are recovered by the Town.
- A. League must submit the "Park Facility Improvement Request" (*Addendum C*) every time a new free-standing sponsor board is proposed. Replacement sponsor signage is permitted without requiring "Park Improvement Request Form" at same or lesser size, unless sponsor name/logo has changed or number of signs is proposed to increase.
 - B. Any new (proposed on a fence where none currently exist) fence signage should not exceed a maximum size of 32 square feet or a diameter greater than 4 feet and requires the "Park Facility Improvement Request" (*Addendum C*) submitted to MCPRD Director for approval.
 - C. All free-standing sponsor boards and signs on fences must be consistent with other signage and appropriate to the location as determined by MCPRD Director.
 - D. No acrylics or glass signs permitted.
 - E. Signs attached to fencing should be light enough not to damage fencing.
 - F. League may be required to remove sponsor boards at end of season. League is responsible for maintaining board in good condition and providing for storage of signs when removed.
 - G. Free-standing Sponsor boards are limited to 32 Square Feet.
 - H. Sponsorship Banners (temporary)
 1. Sponsorship banners should be removed after each day/evening of play or, in the event of a tournament, immediately following the tournament.
 2. Sponsorship banners must be professionally (not obviously handwritten) done and no larger than 3' x 8' in size.
 3. Multiple banners should be uniform in color and size.
 4. Same rules apply to temp signs/banners with regard to content of material as listed in above policies.

XI. POLITICAL/PARTISAN ADVERTISING

The policies below apply to any activities taking place on property owned or leased by the Town:

- A. No political advertising shall normally be permitted at any Town facilities or on any Town property. This restriction includes any political advertisements attached to Town vehicles. It includes all paid forms of advertising, as well as any similar forms of political advertising placed on Town property at no charge to the Town. The same restrictions apply for affiliated and unaffiliated candidates for public office, any

partisan form of advertising concerning any candidates for public office, all advertising by political parties, and any political advertising for public issues by various formal or informal public advocacy groups.

- B. This policy provides for normal exemptions for political "advertising" by candidates and their advocate supporters and public advocacy groups during scheduled political rallies or media events which are approved by the Town Manager to be conducted on Town property. Such approval should normally be given, subject to resolving reasonable scheduling conflicts. However, for such permitted instances, political advertising shall not be permitted to remain on Town premises after permitted activities are concluded. Town employees are authorized to remove political advertising from Town property when it does not coincide with permitted activities.
- C. Restrictions on political advertising do not include bumper stickers or signage on private vehicles legally parked on Town property. No restrictions are intended for the private vehicles of Town employees.

XII. SIGNS

No person shall attach or place a sign in a park without prior written permission from the MCPRD Director. Permission can be requested on "Park Facility Improvement Request" (*Addendum C*) form.

XIII. HUNTING/ WILDLIFE

It shall be unlawful for any person in a park area to:

- A. Hunt, trap, shoot, kill, wound, molest, capture, chase, willfully frighten or attempt to harm any wildlife or wildlife habitat within the park, except as undertaken by authorized park personnel in their exercise of a bona fide wildlife management practice.
- B. Disobey posted notice prohibiting feeding mammals, birds, reptiles, amphibians or fish.
- C. Place, dump, abandon or leave any fish, mammal, reptile or bird, either wild or domestic, on park property.
- D. Bring, use, or ride a horse, pony, mule, cow or any other animal in any part of the park except for commercially-licensed horse-drawn carriages, which will be treated as commercial vehicles for the purpose of this section or unless the animal is part of a MCPRD sponsored program or event.

XIV. PRESERVATION OF PARK AND PLANT LIFE

The term "Park" for the purpose of this section shall mean all property and premises owned, leased or used for public parks and recreation purposes or functions. No person shall:

- A. Remove, destroy, cut down, scar, mutilate, injure, take or gather in any manner any tree, flower, fern, shrub, rock or other plant or mineral in any park.
- B. Take into, carry through or put into any park, any rubbish, refuse, garbage or other material. Such refuse and rubbish shall be deposited in receptacles so provided. Where receptacles are not provided, all such rubbish or waste shall be carried away from the park by the person responsible for its presence and property disposed of elsewhere.

XV. ALCOHOLIC BEVERAGES

It is unlawful for any person in any MCPRD park facility to possess or consume alcoholic beverages. MCPRD cites *Town of Morehead City Code of Ordinances, Chapter 10 Offenses - Miscellaneous, Article I, In General, Section 10-38 - Consumption and possession of malt beverages and unfortified wine on public property prohibited.*

- A. **Definition.** “It shall be unlawful for any person to consume or possess any malt beverage or unfortified wine, as defined by G.S. § 18B-300(c), on any property or in any place owned or occupied by the Town of Morehead City including, without limitation, any public street, highway, sidewalk, or alley, any town wharf, park, fire station, police station, cemetery or Town Hall.
- B. **Consumption on the public streets and on municipal property prohibited.** It shall be unlawful for any person who is not an occupant of a motor vehicle to consume malt beverages and/or unfortified wine on the public streets. Furthermore, it shall be unlawful for any person to consume malt beverages and/or unfortified wine on any property, whether located inside or outside the corporate limits, owned, occupied, or controlled by the Town of Morehead City including, but not limited to, public building and the grounds appurtenant thereto, municipal parking lots, public parks, playgrounds, recreational areas, tennis courts, and other athletic fields.
- C. **Possession of open containers on the public streets and on municipal property prohibited.** It shall be unlawful for any person who is not an occupant of a motor vehicle to possess any open container of malt beverage and/or unfortified wine on the public streets. Furthermore, it shall be unlawful for any person to possess any open container of malt beverage and/or unfortified wine on any property, whether located inside or outside the corporate limits, owned, occupied, or controlled by the Town of Morehead City including, but not limited to, public building and the grounds appurtenant thereto, municipal parking lots, public parks, playgrounds, recreational areas, tennis courts, and other athletic fields.
- D. **Possession during special events prohibited.** It shall be unlawful for any person to possess malt beverages and/or unfortified wine on the public streets, alleys, or parking lots which are temporarily closed to regular traffic for special events, unless the governing body adopts a resolution making other provisions for the possession of malt beverages and/or unfortified wine at the special event.
- E. **Exemptions.** Possession and consumption of malt beverages and/or unfortified wine shall be permitted within a building or premises on town-owned property where appropriate permits have been obtained as required by law for possession and consumption of alcoholic beverages for the period of time permitted there under.
- F. **Penalty.** For violation of this article, punishment shall be a fifty dollar (\$50.00) fine or thirty (30) days imprisonment or both.

XVI. TOBACCO USE

- A. Tobacco use is prohibited on all Town parks and recreation grounds and facilities at all times.
- B. No person shall use any form of tobacco in any MCPRD facility or on any grounds located within the town park system included but not limited to any athletic courts,

athletic fields, dugouts, bleacher areas, exercise/fitness trails, gazebos, nature trails, parking lot areas, picnic shelters, playgrounds, and restrooms.

- C. Tobacco use is defined as any product containing, made or derived from tobacco that is intended for human consumption whether smoking or spit/smokeless tobacco product.
- D. Tobacco use includes smoking (including electronic cigarettes), chewing, dipping, lighting or any other use of any tobacco product.

Awareness & Enforcement:

1. The community and all parks and recreation staff will be notified about this policy change.
2. Appropriate signage shall be posted in various areas throughout the park facility and grounds.
3. Should violations occur, parks users will be reminded of the policy and encouraged to refrain from the use of tobacco while on the property.

XVII. FIREWORKS AND/OR FIRES

- A. All fireworks and explosives of any kind or nature are prohibited, except by special permission from the MCPRD Director.
- B. No person shall kindle, build, maintain or use a fire other than in places provided or designated for such purposes, except by special permission from the MCPRD Director. Any fire shall be continuously under the care and direction of a competent person over eighteen (18) years of age from the time it is kindled until it is extinguished.

XVIII. NOISE

Visitors to any Morehead City park will comply with *Morehead City Code of Ordinance, Article I., In General, Section 10-32, Noise.*, as stated below:

- A. It shall be unlawful to create or assist in creating any unreasonably loud, disturbing and unnecessary noise in the city. Noise of such character, intensity and duration as to be detrimental to the public health, welfare and peace is hereby prohibited.
- B. The following acts, among others, are hereby declared to be loud, disturbing and unnecessary noises in violation of this section, but this enumeration shall not be deemed to be exclusive:
 1. The sounding of any horn or signal device on any automobile, motorcycle, bus or other vehicle, except as a danger signal, so as to create any unreasonably loud or harsh sound, or the sounding of such device for an unnecessary and unreasonable period of time, or the use of any gong or siren upon any vehicle, other than police, fire or emergency vehicle;
 2. The playing or allowing to be played any radio, phonograph, television, loudspeaker, drum, amplifier or musical instrument or anything else in such manner or with such volume, during the hours from 11:00 p.m. to 7:00 a.m., so as to annoy or disturb the quiet, comfort or repose of any person in any dwelling, hotel or other type of residence, provided, however, that during festivals and other special events authorized by the city council the hours wherein this subsection will apply will be from midnight to 7:00 a.m.;
 3. The keeping of any animal or bird that, by causing frequent or long-continued noise, shall disturb the comfort and repose of any person in the vicinity;

4. The use of any automobile, motorcycle or vehicle so out of repair, so loaded or in such manner as to create loud or unnecessary grating, grinding, rattling or other noise;
5. The blowing of any steam whistle attached to any stationary boiler or engine, except to give notice of the time to begin or stop work or as a warning of danger;
6. The sounding of any bell or gong attached to any building or premises that disturbs the quiet or repose of persons in the vicinity thereof;
7. The conducting, operating or maintaining of any garage or service station in any residential area so as to cause loud or offensive noises to be emitted therefrom between the hours of 10:00 p.m. and 7:00 a.m. on weekdays or on Sundays;
8. The creation of any excessive noises on any street adjacent to any school or institution of learning, while the same is in session, that unreasonably and unnecessarily interfere with the working of such institution, provided conspicuous signs are displayed in such streets indicating that the area is a school area;
9. The creation of any excessive noise on Sundays on any street adjacent to any church, provided conspicuous signs are displayed in such streets adjacent to churches indicating that the same is a church street;
10. The erection (including excavation), demolition, alteration or repair of any building in a residential or business district other than between the hours of 7:00 a.m. and 6:00 p.m. on weekdays, except in the case of urgent necessity in the interest of public safety and then only with a permit from the building inspector, which permit may be renewed for a period of three (3) days or less while the emergency continues;
11. The use of any mechanical device operated by compressed air, unless the noise created thereby is effectively muffled and reduced;
12. The shouting and crying of peddlers, barkers, hawkers and vendors, which disturbs the quiet and peace of the neighborhood;
13. The use of any drum, loudspeaker or other instrument or device for the purpose of attracting attention by creation of noise to any performance, show or sale or display of merchandise, except during festivals or other special events authorized by city council action. This subsection shall not apply to loudspeakers or public address systems during sports events at schools, parks, ball fields, and such other public venues as shall be authorized by the city council;
14. The use of any mechanical loudspeakers or amplifiers on trucks or other moving vehicles for advertising purposes or other purposes except where specific license is received from the city manager;
15. Shouting, fighting or creating noise through loud or boisterous speech or singing so as to be audible off of the premises upon which such activities and noises occur if so loud as to disturb the peace and tranquility of persons occupying residences, motels, hotels, rest homes, nursing homes or hospitals in the vicinity;
16. Idling or running of diesel engines or running refrigeration motors or compressors on or in motor vehicles or trains between the hours of 11:00 p.m. and 7:00 a.m. each day in any location within four hundred (400) feet of any residence or residential district as established by the zoning ordinance. Residential districts shall

include all R districts and PD and MF districts. This paragraph shall not apply to motor vehicles or trains while in transit over the streets of the city or railroad tracks in the city in a normal manner at a lawful speed nor to delivery vehicles while making deliveries.

- C. Any violation of this section shall be punishable by a fine of fifty dollars (\$50.00) and/or imprisonment of up to thirty (30) days. Additionally, such violation shall subject the offender to a civil penalty of one hundred dollars (\$100.00) for each violation, to be recovered by the city in a civil action if not paid within ten (10) days after citation of the offender for the violation. Each day that a violation continues shall be a separate and distinct offense, and it shall not be necessary to issue a citation each day. This section may also be enforced by injunction or order of abatement, or both. This section may be enforced by one (1), all or a combination of the remedies authorized herein.

XVIX. ADDENDUMS

- A. Athletic Facility Usage Policies & Application
- B. Park Usage Policies & Application
- C. Park Facility Improvement Request
- D. Concessions
- E. Sportsmanship Rules
- F. Fee Schedule

Addendum A - Athletic Facility Usage Application

Section I

Applicant Name: _____ **Organization Name:** _____

Address: _____

Phone: (Day) _____ (Night) _____ **Email:** _____

Day of Event Contact: _____ **Cell Phone:** _____

Facility Requested: (Circle) **Rec Center:** Gym Multi-purpose Field Outdoor Basketball Court

Big Rock Stadium (O'Neal Field): Baseball Field Parking Lot **Shevans Park:** Tennis Courts

Rotary Park: Soccer Fields Outdoor Basketball Courts Parking Lot

Facility Usage: (Circle) **Baseball Game/Practice** **Basketball Game/Practice**

Football Game/Practice **Soccer Game/Practice** **Special Event/Tournament**

Proposed Use & Description of Use: _____

Date(s) & Time(s) of Use: (Please attach league practice and game schedules) _____

Number of fields/courts needed: _____ **Expected Attendance:** _____

Tent Usage Request: Yes No (If yes, contact Planning & Inspections 726-6848 for permit)

Alcohol Sales Request: Yes No (If yes, ABC permit required)

Concession Request: Yes No (If yes, contact Health Department for requirements)

Admission Fees Requested: Yes (Fee: \$ _____) No

Insurance: All events will require a certificate of liability insurance from a North Carolina licensed company of a minimum of one million/two million (\$1,000,000 /\$2,000,000) dollars that lists the Town of Morehead City (Town) as an additional insured. The Town reserves the right to increase the minimum amount of required insurance depending upon the nature of the event.

Proof of Insurance provided: (Required with application) Yes

No

Special Services / Practice Requests: _____

Section II

Special Event and Long-Term Agreement Applicants Must Complete This Section.

What is the nature of the event? (Circle one)

Athletic (specify sport) _____ Entertainment (List type) _____

Trade Show/Exhibition Assembly Other (specify) _____

Please give a detailed description of the requested event: _____

Addendum A - Athletic Facility Usage Application (page 2)

Provide an Organizational History

1. How long has the organization been in existence? _____

2. Who are the officers, directors, shareholders and principal members of the organization?

3. Has the organization operated under any other names? (Please list) _____

4. Is the organization affiliated with any other organization? _____

5. Has the organization operated in any other markets? (Please list) _____

Present a Demonstrated Ability to Properly Manage Event

What is the source for event staff (gate people, ushers, box office personnel, parking attendants and clean-up crew)? Will this consist of paid staff or volunteers?

Does the organization employ a general or event manager that will be on-site for each event?
(circle & provide contact information for on-site manager) Yes No

Please provide a list of events the organization has managed during the past three years.

Describe the Financial Condition of the Organization

Please attach an organizational balance sheet/cash flow statement and three business references.

We reserve the right to request additional financial statements and references.

Addendum A - Athletic Facility Usage Application (page 4)

It is understood and agreed that the Town of Morehead City (Town) and the Morehead City Parks and Recreation Department (MCPRD) shall be free of liability for personal injury or property damage claims that may arise out of, or occur during, the use of the facility by Applicant and that no cause of action shall accrue to any organization, its users, members, officials, agents, servants, employees, participants, guests or spectators for injuries or property damage of any kind whatsoever arising out of or from use of the facility by Applicant. Applicant agrees to hold the Town and MCPRD, their agents and employees harmless from and to defend all such claims for personal injury, including death, and property damage. The Applicant shall in no wise be or become the agent, servant, or employee of, nor a contractor for, the Town nor of or for the MCPRD. Applicant and neither the Town of Morehead City nor its Park and Recreation Department are in a joint venture, association, partnership or any other entity or common or joint efforts or enterprise.

The Applicant acknowledges that is has received, read and understands the MCPRD Athletic Facility Usage Policies and related documents and agrees to be bound by and subject to those policies.

The event will be scheduled following the receipt and approval of the application by the MCPRD Director/Staff. The applicant will receive a signed copy of the approved application for confirmation.

Applicant Signature: _____ **Date:** _____

Official Use Only

Approved / Declined

MCPRD Staff Signature: _____ **Date:** _____

Security Deposit: Paid \$ _____ **cash** **check#** _____ **N/A** **Date** _____ **Received** _____

Facility Usage Fee: Paid \$ _____ **cash** **check#** _____ **N/A** **Date** _____ **Received** _____

If you have questions regarding the application, please contact the Morehead City Parks and Recreation Department at (252) 726-5083.

Please submit request **a minimum of 60 days prior to the requested facility usage or event date** by email, fax, or mail to the address below:

Morehead City Parks & Recreation Department
706 Arendell Street, Morehead City, NC 28557
Attn: Craig Lands
Craig.Lands@moreheadcitync.org
252-247-5956 Fax

Addendum B - Park Facility Usage Application (Non-Athletic Facility Usage)

Section I

Applicant Name: _____ **Organization Name:** _____

Address: _____

Phone: (Day) _____ (Night) _____ **Email:** _____

Day of Event Contact: _____ **Cell Phone:** _____

Facility Requested: (Circle) **Shevans Park:** Large Shelter Small Shelter **City Park:** Gazebo

Rotary Park: Shelter Exercise Trail **Jaycee Park:** Gazebo Concert Stage

Rec Center: W.S. King Room Conference Room Exercise Classroom Classroom

Katherine Davis Park Jib Plaza MATS Trail Other (specify) _____

Facility Usage: (Circle) **Class/Meeting Party/Picnic/Reunion School Field Trip**

Special Event (please specify) *Concert* *Wedding* *Festival* *Race*

Fishing Tournament Fundraiser Trade Show Other(specify): _____

Date(s) & Time(s) of Use: _____

Proposed Use & Description of Use: _____

Expected Attendance: _____ **Special Services / Requests:** _____

Section II

Special Events Must Complete This Section.

What is the nature of the event? (Circle one)

Athletic (specify sport) _____ Entertainment (List type) _____

Trade Show/Exhibition Assembly Other (specify) _____

Please give a detailed description of the requested event: _____

Addendum B - Park Facility Usage Application -Non-Athletic Facility Usage (page 2)

Tent Usage Request: Yes No (If yes, contact Planning & Inspections 726-6848 for permit)

Alcohol Sales Request: Yes No (If yes, ABC permit required)

Concession Request: Yes No (If yes, contact Health Department for requirements)

Insurance: All events will require a certificate of liability insurance from a North Carolina licensed company of a minimum of one million/two million (\$1,000,000 /\$2,000,000) dollars that lists the Town of Morehead City (Town) as an additional insured. The Town reserves the right to increase the minimum amount of required insurance depending upon the nature of the event.

Proof of Insurance provided: (*required with application*) yes no

Provide an Organizational History

1. How long has the organization been in existence? _____

2. Who are the officers, directors, shareholders and principal members of the organization?

3. Has the organization operated under any other names? (Please list) _____

4. Is the organization affiliated with any other organization? _____

5. Has the organization operated in any other markets? (Please list) _____

Present a Demonstrated Ability to Properly Manage Event

What is the source for event staff (gate people, ushers, box office personnel, parking attendants and clean-up crew)? Will this consist of paid staff or volunteers?

Does the organization employ an adult general or event manager that will be on-site for each event?
(circle & provide contact information for the on-site manager) Yes No

Please provide a list of events the organization has managed during the past three years.

Describe the Financial Condition of the Organization

Please attach an organizational balance sheet/cash flow statement and three business references.

We reserve the right to request additional financial statements and references.

Addendum B - Park Facility Usage Application -Non-Athletic Facility Usage (page 3)

It is understood and agreed that the Town of Morehead City (Town) and the Morehead City Parks and Recreation Department (MCPRD) shall be free of liability for personal injury or property damage claims that may arise out of, or occur during, the use of the facility by Applicant and that no cause of action shall accrue to any organization, its users, members, officials, agents, servants, employees, participants, guests or spectators for injuries or property damage of any kind whatsoever arising out of or from use of the facility by Applicant. Applicant agrees to hold the Town and MCPRD, their agents and employees harmless from and to defend all such claims for personal injury, including death, and property damage. The Applicant shall in no wise be or become the agent, servant, or employee of, nor a contractor for, the Town of Morehead City nor of or for the Morehead City Parks and Recreation Department. Applicant and neither the Town of Morehead City nor its Park and Recreation Department are in a joint venture, association, partnership or any other entity or common or joint efforts or enterprise.

The Applicant acknowledges that is has received, read and understands the Morehead City Parks and Recreation Department Non-Athletic Facility Park Usage Policies and related documents and agrees to be bound by and subject to those policies.

The event will be scheduled following the receipt and approval of the application by the Morehead City Parks & Recreation Department Director/Staff. The applicant will receive a signed copy of the approved application for confirmation.

Applicant Signature: _____ **Date:** _____

Official Use Only

Approved / Declined

MCPRD Staff Signature: _____ **Date:** _____

Security Deposit: Paid \$ _____ cash check# _____ N/A Date _____ Received _____

Facility Usage Fee: Paid \$ _____ cash check# _____ N/A Date _____ Received _____

If you have questions regarding the application, please contact the Morehead City Parks and Recreation Department at (252) 726-5083.

Please submit request **a minimum of 60 days prior to the requested facility usage or event date** by email, fax, or mail to the address below:

Morehead City Parks & Recreation Department
706 Arendell Street, Morehead City, NC 28557
Attn: Craig Lands
Craig.Lands@moreheadcitync.org
252-247-5956 Fax

Addendum C- Park Facility Improvement Request
(Includes, but is not limited to: Fields, Buildings, Structures and Erecting Signs)

Name (Organization): _____

Address: _____

Phone: _____ **E-Mail:** _____

Park/Facility: _____

Projected Start Date: _____ **Projected Finish Date:** _____

Give a detailed description of the Park/Facility Improvement: _____

Draw a diagram of project or submit drawing:

Addendum C - Park Facility Improvement Request (page2)
RELEASE OF LIABILITY

Indemnification – It is expressly agreed and understood that the Morehead City Parks & Recreation Department (MCPRD) will not be liable for any claim for personal injuries (including death), damages, losses or expenses of any kind whatsoever, whether to persons or property (including, but not limited to those claims for injuries, damages, losses or expenses resulting from or by reasons of the department’s negligent acts or omissions) arising out of, related to or connected with any accident, occurrence or event on or about MCPRD property, when the accident, occurrence or event takes place while the individual/league/organization is repairing, building, erecting signs, installing or any improvement outlined on the parks on said property pursuant to the Agreement or during any event or use of the individual, league, or organization. The individual/league/organization will be responsible for maintaining signs, or improvements that are installed and are portable or removable. As a result of the expressed Agreement and understanding, each party will, at all times, indemnify and hold the other party harmless, and will defend the other at its own expenses whether such claims, damages, losses or expenses are covered by the other’s insurance. It is also understood that a licensed contractor will be on site to supervise major park/facility improvements. Any Park Facility Improvement that is considered by the MCPRD to be a permanent structure/improvement will become the property of MCPRD and shall not be removed from the facility.

I have read and understand the terms and conditions of this document. I am in full concurrence with this document. I acknowledge that if this request is approved, I must take this signed approval to the Morehead City Planning & Inspections Department to apply for and receive any permits that may be necessary prior to beginning any park facility improvement.

_____ Date: ____/____/____
Organization Representative Title

Submitted By: _____ Date: ____/____/____
Applicant

.....
Office Use Only

Comments: _____

Approved By: _____ Date: ____/____/____
Morehead City Parks & Recreation Department Director

Return completed original application with required documentation to:
Morehead City Parks and Recreation Department: 1600 Fisher Street, Morehead City, NC 28557
Mail to: MCPRD, 706 Arendell Street, Morehead City, NC 28557

Addendum D - Concessions

- I. Morehead City Parks and Recreation Department (MCPRD) permits various organizations, groups, and agencies to sell concessions on property owned by the Town of Morehead City. Permission to use Town property and/or Town facilities for the sale of concessions and other items shall be restricted to the following:
 - A. Organizations, groups, and agencies (herein “Group”) that are non-profit/charitable and serve a beneficial purpose for a segment of the local community, whether children or adults.
 - B. The use of the property and/or facilities shall be on a seasonal basis rather than a permanent one. For example, a baseball organization may be permitted to use the facilities and/or property for concession sales during the baseball/softball season and a soccer organization may be permitted to use the facilities during the soccer season. Schools or school-associated clubs have priority for a concession stand located on property.
 - C. An application for a permit must be completed and approved by the MCPRD Director or his/her designee prior to any sales on Town property or facility by any Group.
 - D. The application shall include the name, addresses, and phone numbers of those individuals (Board of Directors or other governing body) responsible for the sale of concession merchandise or service.
 - E. Concession operators shall be responsible for keeping the immediate area clean of litter and debris at all times. All contents in the concession stands used by Group must be removed within one week of the final game of the season or tournament. This includes wiping out cabinets, cleaning the refrigerator, and mopping the floor. Failure to comply will result in contents being disposed of by MCPRD and all cleanup and repair costs will be borne by the Group concession operator.
 - F. Groups operating concessions should make every effort to open for sales when any activity is scheduled in the park or on Town property since they have exclusionary rights to provide concessions in that area.
 - G. Groups granted permission to operate concession area(s) should fully understand that any permanent improvements made to the concession areas become the property of Morehead City and may not be removed when the Group’s temporary use of the concession has concluded. Refrigerators, popcorn machines, hot dog warmers, freezers and similar items are not defined as permanent improvements. Shelving, server windows and similar improvements are considered permanent improvements. Permission to make use and place such equipment or improvements or both must be obtained by submitting, in advance of starting work on any improvements, a **“Park Facility Improvement Request” form, (Addendum C.)**
 - H. MCPRD reserves the right to immediately terminate the use of any concession area by an organization, group, or agency if it is determined that it is in the best interest of the town and its citizens who use the park area. Several reasons for terminating the agreement are listed below:
 - 1. Unsanitary conditions.
 - 2. Failure to open on regular basis.
 - 3. Failure to keep immediate area of concession facility free of litter.
 - 4. Proof of funds generated being used for purposes other than those beneficial to a non-profit group or organization.
 - 5. In violation of the NC Health Laws & Regulations pursuant to the operation of a concession stand.
 - I. The department shall have the right to be upon and/or enter its property for the purpose of examining and inspecting the same and determining whether the party named in this Agreement is in compliance with Department policies with respect to care, maintenance, repair and renovations.
 - J. It should be clearly understood that the organization providing the activity would be given first priority on operating the concession area. For example, if it is baseball/softball season, the

sponsoring agency (Babe Ruth, Little League, Dixie Youth, etc.) will have first priority.

- K. If it is soccer season, the soccer sponsoring agency or organization will have first priority. In the case of adult softball, that adult organization would have first priority on operating concessions. In the event, for example, a youth football organization does not want to operate concessions at their games and the Babe Ruth organization wants to do so, that would be permitted. Youth groups will have priority on fields used by youth and adult leagues.
- L. It should be clearly understood that if Morehead City has an exclusive agreement to sell only a certain product (i.e. Pepsi or Coke) on their property the organizations, groups or agencies would have to respect that policy and only sell products distributed by that company.

II. Concession Stand & Storage Area Use

- A. The user agrees to abide by all NC Health Laws and Regulation 15ANCAC18A.2600 pursuant to the operation of a concession stand and is responsible for obtaining any required permit(s) or a written statement that a permit(s) is not needed.
- B. All groups who use the concession stand must obtain a Limited Food Service (LSFE) permit from the Carteret County Health Department **except** in the following cases:
 - 1. The concession stand will only be selling soft drinks, popcorn, candy, and or prepackaged food items from vendors regulated by the NC Department of Agriculture – food items that the patrons open and/or heat themselves.
 - 2. Groups with an event at which they want to set up a temporary food establishment. The group is permitted to set up a temporary food stand outside the concession stand. If the group is incorporated as a non-profit corporation and will be operating **no more frequently than once monthly for two (2) consecutive days or less**, the temporary food stand will be exempt from permit requirements. If the group will be operating more than the exempt allowance, a temporary food establishment (TFE) permit will be required. As of July 1, 2008, a \$50 fee is required for a TFE permit.
 - 3. The current fee of \$75 is required for purchase of each of these permits (LSFE and TFE). LSFE and TFE permits are not mutually exclusive.
- C. If space allows, a storage area(s) may be made available to the user for their use during the season. However, the user may be required by the Department to remove all stored materials following the completion of the season so another user may use the area. The user is responsible for keeping the storage area in good condition and must meet all OSHA regulations for storing materials. Violations of these rules may result in the user losing the use of the storage area.
- D. Application for a limited food stand must be made thirty (30) days in advance.

III. Keys

Keys for all Department facilities will be issued on an as needed basis through MCPRD. The user is prohibited from making copies of said issued keys and is also prohibited from installing locks of any kind on Department facilities.

IV. Indemnification

It is expressly agreed and understood that MCPRD will not be liable for any claims damages, losses or expenses of any kind whatsoever, whether to persons or property (including, but not limited to those claims, damages, losses or expenses resulting from or by reasons of the MCPRD's negligent acts or omissions) arising out of, related to or connected with any accident, occurrence or event on or about the Town's property, when the accident, occurrence or event takes place while the user is using said property pursuant to this agreement. As a result of this express agreement and understanding, each party will at all times indemnify and hold the other party harmless, and will defend the other at its own expenses whether such claims, damages, losses or expenses are covered by the other's insurance.

Note: Copy of certificate of liability insurance with minimum of \$1,000,000.00, and Morehead City Parks & Recreation Department and the Morehead City Board of Commissioners named as insured parties must be submitted with this paperwork.

Addendum D – Concessions (page 3)

Application for Concession Stand Usage

Organization Name: _____

Chairperson/President: _____

Address: _____

Phone: _____ **E-Mail:** _____

Board/Committee Members responsible for operating sales of concessions:

Name: _____ **Phone:** _____

Name: _____ **Phone:** _____

- Note:**
1. An application must be made with the Health Department for permits before applying for Concession Stand Usage. Proof of food permit or proof that a permit is not needed must be submitted with this paperwork.
 2. Copy of certificate of liability insurance with minimum of \$1,000,0000.00, and Morehead City Parks & Recreation Department and the Morehead City Board of Commissioners named as insured parties must be submitted with this paperwork.

Terms of Agreement

Date of this Agreement: _____ Expiration Date of this Agreement: _____

This agreement may be voided by the Department for violation(s) of these terms by the user.

We have read and have a copy of the Department’s Policies and Procedures for Facilities and we understand the requirements of those policies. We are, at the time of this agreement, in full concurrence with those policies. We also agree to contact the Carteret County Environmental Health Division before operating the concession stand.

Board/Committee Chairperson Signature Date

Concession Sales Operator Signature Date

Parks & Recreation Director Signature Date

Return completed original application with required documentation to:
Morehead City Parks and Recreation Department: 1600 Fisher Street, Morehead City, NC 28557
Mail to: MCPRD, 706 Arendell Street, Morehead City, NC 28557

Addendum E - Sportsmanship Rules

Sportsmanship Rules are established to maintain a positive atmosphere in recreation activities sponsored by the MCPRD Department. These rules will be applied to all activities and sports programs in all age groups. Each registered team or group will be provided with this information, and will be required to sign a Memorandum of Understanding stating that they accept the Rules. It is the responsibility of the team manager or coach to inform his/her participants of these rules. Ignorance of these rules will not be considered as an acceptable excuse for violations. League/Organizations have established rules governing conduct. The MCPRD will respect those rules and ask leagues/organizations to recognize and adhere to section of the document as it relates to property and personnel of the MCPRD.

I. GENERAL INFORMATION

A. Duration of Compliance

1. The Rules of Conduct will be in effect before, during and after each contest, game, match, or practice beginning with department-sponsored preseason practices and continuing through the conclusion of league, tournament, and activity play.
2. All athletic special events will be governed by these rules. These guidelines will apply to all events conducted by the department regardless of whether these events are on county-owned property, school facilities, or rental facilities. Team(s) and/or individual(s) suspended as a result of infractions of the Rules of Conduct will not be given refunds for team, group, or individual fees.

B. Events Governed by Rules of Conduct

1. Each league or group in each sport or activity will have league or activity rules to meet requirements of that particular activity/sport. These league rules will not be considered separate from the Rules of Conduct and violations of league rules can result in suspension.

C. Definitions

1. Participant – any of the following: a player, a coach or assistant coach, a spectator, a team, or an official. a. Participants ejected from a contest, game, match, or practice must leave the facility in an expedient manner (2 minutes or less is considered expedient). Failure to do so will result in calling law enforcement to remove the participant(s) from the location and charges of trespassing.
2. Official – any of the following: an umpire, a referee, a supervisor, or any other Parks and Recreation staff person. Any official has the authority to eject a participant from a Parks and Recreation event or the property on which the activity or sport is being conducted.
3. Suspension – includes:
 - A. Not being able to participate in a contest, game, match, or practice
 - B. Not being a spectator at a contest, game, match, or practice
 - C. Not being allowed to attend any athletic events sponsored by the Parks and Recreation Department.
4. Repeated violations by team(s) or individual(s) will result in more severe penalties

D. Violations

1. Violations of the Rules of Conduct may result in penalty application in ensuing programs and/or seasons.

2. Penalties applied for any situation or circumstance not specifically covered in these Rules of Conduct will be left to the discretion of the Morehead City Parks and Recreation Director or his/her designee.

II. CONDUCT

- A.** All participants must abide by an official's decision and must refrain from demonstrative expressions of dissent at an official's decision (i.e. kicking or throwing a ball, bat or equipment, speaking rudely to an official, making gestures toward an official, etc.)
- B.** During the course of a game/match, only one coach and/or one captain per team will be allowed to discuss decisions reached by an official with the officials.
- C.** All participants must refrain from using unnecessary roughness against the body and person of an opposing player during the course of the game.
- D.** All participants must refrain from using profane, obscene or vulgar language.
- E.** Penalties for Violation of Rules A-D.
 1. The participant will be ejected from the game/match/practice and be suspended from the next game (regular season or the tournament) played by his/her team.
 2. Participant(s) ejected from an activity/game/match/practice must leave the Facility in an expedient manner (2 minutes or less is considered expedient). Failure to do so will result in an official calling law enforcement to remove participant(s) from the location and charges of trespassing.
 3. A warning will not have to precede the ejection.
 4. Upon investigation of the violation, the Parks and Recreation Director or his/her designee may apply a two-game suspension if the violator's actions endangered the safety of the participants or officials.
- F.** Taunting, mocking, and/or harassment of participants or officials will not be allowed.
- G.** Verbal abuse of the officials or participants will not be allowed.
- H.** Profane, obscene or vulgar language used maliciously toward another participant or official will not be allowed.
- I.** Penalties for Violation of Rules F-H.
 1. The participant will be ejected from the game/match/practice and suspended from the next three regular season games, matches or the next tournament games/matches played by his/her team.
 2. Participant(s) ejected from an activity/game/match/practice must leave the Facility in an expedient manner (2 minutes or less is considered expedient). Failure to do so will result in an official calling law enforcement to remove participant(s) from the location and charges of trespassing.
 3. Should the violation be repeated with less than three regular season games/matches remaining, the suspension will be applied to those remaining games/matches including tournament games/matches played by his/her team and will carry over into the next sport/activity that the participant elects to participate in.
- J.** Participants must refrain from pushing, shoving, striking, kicking, laying a hand on or threatening any of these actions against, or confronting in an unruly or obnoxious manner another participant or official.
- K.** The drinking or possession of alcoholic beverages will not be allowed at Parks and Recreation events or on property where they are held.
- L.** Participants are not allowed to attend any Parks and Recreation event or property while intoxicated.

- M. Participants must refrain from any form of physical attack as an aggressor upon another participant or official.
- N. Firearms, knives or other weapons are not allowed at Parks and Recreation events, property, or venues in which Parks and Recreation activities and events occur.
- O. Penalties for Violation of Rules J – N.
 - 1. The participant will be ejected from the game/match and suspended for the remainder of the season. Additional penalties can result in suspension for a minimum of six (6) months.
 - 2. Participant(s) ejected from an activity/game/match/practice must leave the Facility in an expedient manner (2 minutes or less is considered expedient). Failure to do so will result in an official calling law enforcement to remove participants for trespassing.
 - 3. The second offense is three (3) years suspension of if circumstances warrant, the suspension could be applied indefinitely upon review of the incident.
 - 4. For offenses that are also violations of North Carolina State Statutes, law enforcement will be contacted and arrest warrants sought for assault, public intoxication, illegal possession of firearms, etc.

III. ENFORCEMENT PROCEDURES

A. Departmental Responsibilities

- 1. Upon receipt of a written incident report describing a violation, the Parks and Recreation Director or his/her designee will investigate the report and will in turn apply the appropriate penalty in compliance with the Rules of Conduct.
- 2. The violator will be mailed a formal letter describing the violation and appropriate penalty. Additional copies of this letter will be issued to the team coach/manager, league supervisor, officials, church/company sponsor, etc. as needed. Parent/guardian will be mailed this letter for youth violators.

IV. Appeals

A. Individuals receiving penalties may appeal a ruling as follows:

- 1. Suspension - A written request stating the reason for appeal may be submitted to the Parks and Recreation Director within seven (7) calendar days from the date on the formal penalty letter.
- 2. Individuals appealing a suspension may expect a response from the Parks and Recreation Department within one month of the day that the department receives their appeal letter.

Addendum F – Fee Schedule (FY16/17)

Program Fees

Youth Basketball	\$ 40
Girl’s Volleyball	\$ 35
Junior Golf	\$ 60
Soccer Camp	\$ 65
Volleyball Camp	\$ 50
NCSF 8K Run	\$ 20 (late \$30)
Summer Camp	
Resident (8 weeks)	\$300
2 nd & each additional child	\$250
(Weekly)	\$ 60
Non-Resident (8 weeks)	\$450
2 nd & each additional child	\$400
(Weekly)	\$ 90
Holiday Camps & Pre/Post Summer Weeks	
Resident	\$ 60
Non-Resident	\$ 90

Recreation Center – Annual Usage Pass Fees

Passes are valid for each calendar year (1/1-12/31)

Resident	Youth (under 16)	\$ 15
	Young Adult (16-17)	\$ 25
	Adult (18+)	\$ 50
	Family	\$ 75
	Senior Citizen (62 or older)	\$ 20

Non-Resident	Youth (under 16)	\$ 30
	Young Adult (16-17)	\$ 50
	Adult (18+)	\$100
	Family	\$150
	Senior Citizen (62 or older)	\$ 40

Daily Use Fee	\$ 5
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