

## Athletic Field Reservation Procedures

Persons or groups wishing to use or rent an athletic field may apply according to the following procedure:

1. Complete an **Athletic Field Reservation Request** and SIGN the **Athletic Field Rules Agreement** and **Athletic Field Use Permit**. Forms and signup are also available on the VOR website. VOR may also require a **certificate of insurance** depending on the type of event.
2. Submit forms to Village of Raintree Homeowners Association, 8900 Raintree Lane, Charlotte, NC 28277. Reservation requests may be submitted up to 12 months prior to the requested date.
3. Requests will be processed in order of receipt and/or historic use. The request will be evaluated for appropriateness and availability.
4. If request is approved, reservation will be completed and the applicant notified.
5. The approval process may take up to 10 days, so please plan accordingly.
6. Hourly rates are \$\_\_\_\_\_ for the first hour of each day of use and \$\_\_\_\_\_ for each succeeding hour on the same day. Rates are subject to change with reasonable notice.
7. Do NOT include payment. Full payment due upon approval of request.

Note: Village of Raintree Home Owners have first priority. Raintree Country Club requests have second priority. The Athletic Field is not available on Holidays.

Rev 10/2013b

## Village of Raintree Athletic Field Reservation Request

Organization:	Contact/Responsible Person:
Address:	Address:
City:                      ST:              Zip:	City:                      ST:              Zip:
Phone:	Phone:
Email:	Email:
Type of Event:	Estimated Attendance:
	Adults:                      Teens/Children:
Describe any specialized needs or large equipment:	

### Requested Dates/Times

Month	Dates	Day	Start Time	End Time
January		M T W Th F Sa Su		
February		M T W Th F Sa Su		
March		M T W Th F Sa Su		
April		M T W Th F Sa Su		
May		M T W Th F Sa Su		
June		M T W Th F Sa Su		
July		M T W Th F Sa Su		
August		M T W Th F Sa Su		
September		M T W Th F Sa Su		
October		M T W Th F Sa Su		
November		M T W Th F Sa Su		
December		M T W Th F Sa Su		

## Athletic Field Rules Agreement

Please initial the following lines. Your initials and signature confirms that you understand the rules and regulations for the use of the Village of Raintree Athletic Fields. This agreement is required in addition to the Athletic Field Use Permit.

- \_\_\_\_\_ Cancellations/changes require you to bring in your original permit.
- \_\_\_\_\_ The Athletic Field is closed after dark. No activities allowed before 8am.
- \_\_\_\_\_ No weapons, guns or alcoholic beverages are permitted at any time.
- \_\_\_\_\_ No cooking or open flames permitted.
- \_\_\_\_\_ No permanent banners or signs permitted.
- \_\_\_\_\_ No temporary or permanent lighting allowed.
- \_\_\_\_\_ The number of attendees is to be limited to 50.
- \_\_\_\_\_ No vehicles are permitted on common or grassy areas. Loading or unloading must be done in the parking lot. No parking in other lots.
- \_\_\_\_\_ Enforcement of these rules are the responsibility of the authorized representative and must be present throughout the entire period of use.
- \_\_\_\_\_ Athletic field must be returned to its original condition before leaving.
- \_\_\_\_\_ Representative/organization is responsible for all damage and extra custodial services including trash collection.
- \_\_\_\_\_ No "Portable Toilets" or unsanitary use of grounds.
- \_\_\_\_\_ No overnight camping/parking at facilities.
- \_\_\_\_\_ The responsible person of the group must have a copy of the signed written permit in their possession while the event is taking place.
- \_\_\_\_\_ The selling, or offering to sell, of any item whatsoever is prohibited.
- \_\_\_\_\_ Groups must provide sufficient, competent adult supervision at all times.
- \_\_\_\_\_ No pets/animals are allowed on the Athletic Field.
- \_\_\_\_\_ No loud music, fireworks, horns or noisemakers.

The person(s) or organization to whom the use permit will be issued shall be responsible for any and all damage to the Village of Raintree Athletic Field and surrounding common area and shall assume the defense of and indemnify and save harmless the Village of Raintree Homeowners, Inc., the Raintree Homeowners Association, Inc., and their respective employees, members, officers, and Boards of Directors (the "Indemnified Parties") from and against any and all claims, liabilities, judgements, costs, causes of action, damages, and expenses whether in law or equity or otherwise, and shall pay all attorney's fees, court costs, investigative fees and other costs incurred in defending such claims, which may accrue against, be charged to, be recovered from or sought to be recovered from any of the Indemnified Parties, collectively and individually, by reason of damage to property, personal injury or death of any person rising from the applicant's use of the Village of Raintree Athletic Field. The Village of Raintree may require liability insurance with the Village of Raintree Homeowners, Inc., and Raintree Homeowners Association, Inc. named as additional insureds.

**I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS.**

Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Village of Raintree Acceptance on behalf of Raintree Homeowners Association, Inc.:

General Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Rev 10/2013

## ATHLETIC FIELD USE PERMIT

This letter is to confirm our conversation of \_\_\_\_\_, \_\_\_\_\_. Subject to the terms and conditions of the Athletic Field Use Agreement which your organization previously signed, you have Raintree Homeowners Association, Inc.'s permission to use the soccer field on \_\_\_\_\_, from \_\_\_\_\_ until \_\_\_\_\_.

**WE ASK THAT YOU CLEAN UP ANY TRASH AND LEAVE THE FIELD AND PICNIC AREAS IN THE SAME CONDITION AS YOU FOUND THEM.**

**This permission is granted on the following terms and conditions:**

1. You acknowledge that neither Village of Raintree Homeowners, Inc. nor Raintree Homeowners Association, Inc. will supervise any activity at the field and that all supervision is your complete and total responsibility.
2. No alcoholic beverages are permitted at the field, at any time.
3. You and your organization, jointly and severally, by signing this agreement, agree to indemnify and hold harmless Village of Raintree Homeowners, Inc. and Raintree Homeowners Association, Inc. and its employees, officers and directors, and each of its affiliated organizations, against all claims (including reasonable attorney fees) for both personal injury and/or damages to personal property incurred while using the field.
4. As your responsibility for using the field, you are required to inspect the field prior to using the field and in the event you discover any unsafe condition, you agree that you will not use the field and that you will immediately notify us of the unsafe condition.
5. Raintree Homeowners Association, Inc. may revoke the permission granted herein upon notice to you, delivered either orally or in writing.

THIS PERMISSION IS CONTINGENT UPON RAIN TREE HOMEOWNERS ASSOCIATION, INC. RECEIVING THE ORIGINAL OF THIS AGREEMENT EXECUTED BY YOU AND YOUR ORGANIZATION PRIOR TO YOUR USE OF THE FACILITY.

Sincerely,  
Raintree Homeowners Association, Inc.

By: \_\_\_\_\_  
General Manager or Agent

Accepted and agreed to this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

By: \_\_\_\_\_

Print Name Here \_\_\_\_\_

Organization: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Rev 6/2013