

**Craven County Recreation & Parks  
Field Reservation Form  
(Non-Tournament)**

**Request for Softball / Baseball / Soccer Fields at  
Creekside Park & West Craven Park**

**FEES:**

\$50 PER FIELD PER DAY

\$25 PER FIELD FOR LIGHTS (if needed)

\$100 DEPOSIT - REQUIRED PER EVENT, WILL BE REFUNDED IF AREA IS LEFT CLEAN.

**USER INFORMATION**

USER NAME/ORGANIZATION \_\_\_\_\_  
PLEASE PRINT

ADDRESS \_\_\_\_\_  
STREET ADDRESS PO BOX  
\_\_\_\_\_  
CITY STATE ZIP CODE

CONTACT PERSON \_\_\_\_\_

EMAIL \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

DATE(S) OF USE \_\_\_\_\_ ESTIMATED # OF PEOPLE ATTENDING \_\_\_\_\_

TIME OF USE (DAYLIGHT) \_\_\_\_\_ (NIGHT W/ LIGHTS) \_\_\_\_\_

FIELD(S) REQUESTED \_\_\_\_\_

**RULES & REGULATIONS:**

1. Submit completed form with deposit and usage fees. (returned check fee is \$25.00)
2. Must obtain and provide the County with a certificate of liability insurance naming Craven County as additionally insured. (minimum \$1,000,000.00) **Note: Required if reserving on more than one occasion.**
3. Groups renting the fields are responsible for cleaning the fields, bathrooms, spectator areas and parking lots of litter, in order to receive \$100 deposit back.

**I have received a copy of the Craven County Recreation & Parks Ordinance and agree to abide by and enforce these rules.**

Signature \_\_\_\_\_ DATE \_\_\_\_\_

\*\*\*\*\*

**Office use only**

**# OF FIELDS:** \_\_\_\_\_ X \$50.00 PER FIELD X # of days \_\_\_\_\_ = \$ \_\_\_\_\_

**LIGHTS:** \_\_\_\_\_ X \$25.00 PER FIELD X # of days \_\_\_\_\_ = \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

DATE DEPOSIT RECEIVED: \_\_\_\_\_

DATE FEE RECEIVED: \_\_\_\_\_

STAFF: \_\_\_\_\_