



Town of Zebulon Parks and Recreation Athletic Facility Use Allocation

Introduction

This document establishes the procedure for allocating all Town of Zebulon athletic field rental requests. The goal of this process is provide fair and equal access to private, for profit and non-profit youth and adult athletic organizations for athletic fields.

This standard is designed to enable the largest number of users to have access to public fields while also aiming to protect the health of the athletic turf for future use. Zebulon Parks and Recreation (ZPRD) shall be responsible for allocating any requests that are made for field usage.

Prioritization

All requests that are received during a Reservation Period will be considered based upon the below order of priority. Any requests received after the deadline will only be considered following issuance of contracts to all parties that submitted a Field Rental Request prior to the deadline on a first come, first served basis and only if space remains available.

Submission of an Athletic Field Rental Request Form does not guarantee any specific dates, times or fields will be made available for rent. Contracts may be issued in whole or in part of the initial request submitted.

Requests that are received after the closing of the reservation period shall be issued contracts on a first come, first served basis and only when spaces are still available.

1. Zebulon Parks & Recreation Department
2. Education based athletics (Public, Private and Homeschool groups)
3. Youth athletic non-profit & for-profit organizations
4. Adult athletic non-profit (501c3 status)
5. Adult athletic for-profit
6. All other events

Reservation Periods

Requests for field rentals will not be accepted prior to the opening of the Reservation Period. All requests received after the deadline will only be considered following issuance of contracts to all parties that submitted a Field Rental Request prior to the close of the deadline.

Rental Period	Reservation Period	Deadline	Contracts Issued By
March 1 – May 31	December 1 – January 15	January 15 at 5:00 PM	February 1
June 1 – July 31	March 1 – March 31	March 31 at 5:00 PM	April 15
August 1 – October 31	May 1 – June 15	June 15 at 5:00 PM	July 1

Turf Management

The Town of Zebulon reserves the right to limit the total number of hours of use per field to 250 per calendar year to protect the health and safety of natural turf and the participants that will play on it.

To preserve natural turf and ensure it remains available for the community to use long term, natural turf should be rested during the months of November-February. Use of the fields will be limited to extenuating circumstances such as reasonably completing or beginning a Town or school league. ZPRD will analyze the number of playing hours, the condition of the fields, and the potential damage to playing surfaces when determining if play during the rest period should be authorized.