



January 26, 2023

To: Field Reservation Users

Fr: Ryan E. Hager, Athletic Coordinator

Re: Kannapolis Parks and Recreation Field Requests

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The Kannapolis Parks and Recreation Department (KPRD) is currently accepting field reservation requests for Calendar year 2023. The high volume of requests for field usage makes it increasingly important to utilize the fields efficiently, while maintaining top quality, safe playing fields. Please keep in mind all reservations will be required to adhere to the most recent and up to date COVID precautions. Reservations could also be cancelled or changed at any time due to COVID restriction changes. Please complete the attached Reservation Form for the fields you wish to use. Below are some general reminders:

- ✓ We are accepting requests for field usage between **Monday, March 13, 2023 and Sunday, November 5, 2023.**
- ✓ All field rentals end at 9:00 PM. Exceptions are league games held by KPRD.
- ✓ Please be as specific as possible with dates, fields and times requested.
- ✓ To make more efficient use of our ball fields and soccer fields, the fields at Kannapolis Middle School will only be utilized after all other fields are reserved. These fields will only be available on a limited basis pending school usage and field maintenance schedules.
- ✓ Depending on dates needed and availability, the soccer field at Safrit Park will only be lined for KPRD programming. If you need any additional field lining, it will be done at your expense and by your staff only with prior approval of color and field size by the KPRD Athletic Coordinator.
- ✓ In an effort to standardize light usage and to better improve the safety for all participants, KPRD has instituted a policy requiring all field users to purchase lights at a designated time. These lights will automatically be added to your contract at the time of field booking. The light schedule has been attached for your reference.
- ✓ All reservation request forms are processed on a first come, first served basis and should be completed and returned 2 weeks prior to requested start date if possible. You will receive a tentative field contract indicating the field and scheduled time no later than 1 week prior to usage start date when possible.
- ✓ Please understand that we will do our best to fill your field requests, but we cannot guarantee you will get the exact field and time requested. Please look over your contract!
- ✓ **If you have an outstanding balance with the Kannapolis Parks and Recreation Department the balance is required to be paid in full before we can consider your field request.**

**Payment Policy:**

After you have received your tentative contract, to secure your field reservations 50% of the contract balance must be paid upon receiving your field contract. If payment is not received within 2 business days, the entire field contract will be forfeited. The remaining 50% is due halfway through your field usage. This date will be indicated on your contract. All field reservations remaining on your contract will be forfeited if payment is not received. Any dates that are forfeited will be released and open for reservation on a first come, first served basis.



**Field Rental Refunds:**

Rental fees are fully refundable if the reservation is cancelled at least 5 business days before the reserved time. If cancellation of the reservation is made 3-5 business days in advance, a 75% credit will be placed on the field user account for future use. Cancellations made 1-3 business days in advance of the reservation time will be credited with 50% of the rental fees which will be placed on the user account for future field rentals. Any cancellations not made at least a day in advance, or no-shows, will be charged full price and no refund will be given.

**Field Rental - Weather Cancellation:**

In cases of inclement weather and fields are deemed unplayable and fields are closed by KPRD staff, a credit will be placed on the field users' account to reflect the full rental amount.

**Rainout Hotline:**

In cases of inclement weather, the Kannapolis Parks & Recreation Department reserves the right to close any athletic field for safety or maintenance concerns. The rainout hotline number is 704-920-4344 and will be updated at 4:00 PM or sooner when appropriate on each questionable day.

**Field Reservation Assistance:**

If you need any assistance during your rental, please do not hesitate to ask the Park technician on site. If you do not see the Park technician in the area, please call the number listed below and let them know what you need.



**Bakers Creek Park**  
1275 West A Street

**Safrit Park**  
1314 Bethpage Road

**Kannapolis Middle School**  
1445 Oakwood Avenue

**FIELD RESERVATION ASSISTANCE**

Bakers Creek Park: 704-223-3377  
Safrit Park & KMS: 704-223-3097  
Rainout Hotline: 704-920-4344

	<b>Kannapolis Based Organization (Resident)</b>	<b>Non-Kannapolis Based Organization (Non-Resident)</b>
Softball field without lights	\$10.00 per hour per field	\$15.00 per hour per field
Softball field with lights	\$20.00 per hour per field	\$30.00 per hour per field
*There will also be a \$15.00 per field/per time that fields are lined and dragged.		
Soccer field without lights	\$15.00 per hour per field	\$20.00 per hour per field
Soccer field with lights	\$26.00 per hour per field	\$35.00 per hour per field