

## RENTAL APPLICATION

### APPLICANT INFORMATION

Contact Name:		
Organization:		Phone:
Current address:		
City:	State:	ZIP Code:
Fax:	Email:	
EVENT DAY CONTACT PERSON: (Only if different from above) Name:		Mobile:
Type of Organization: <input type="checkbox"/> For Profit <input type="checkbox"/> Non Profit <input type="checkbox"/> Durham County Schools <input type="checkbox"/> Government Agency		
Admission Charge: <input type="checkbox"/> No <input type="checkbox"/> Yes (amount) \$ _____		
Type of Event/ Event Name:		
Description of Event: (Please describe your event in detail)		

Is this event open to the Public? <input type="checkbox"/> No <input type="checkbox"/> Yes	Please check all methods by which the event is advertised: <input type="checkbox"/> TV <input type="checkbox"/> Radio <input type="checkbox"/> Internet <input type="checkbox"/> Billboards <input type="checkbox"/> Posters <input type="checkbox"/> Handbills <input type="checkbox"/> Other: _____		
Has this event been produced before? <input type="checkbox"/> No <input type="checkbox"/> Yes	Is this an annual event? <input type="checkbox"/> No <input type="checkbox"/> Yes	How many years?	Previous names?

### VENUE REQUESTED- PLEASE CHECK

<input type="checkbox"/> Football Field	<input type="checkbox"/> Practice Field	<input type="checkbox"/> Track & Field
<input type="checkbox"/> Soccer Field	<input type="checkbox"/> Lacrosse Field	<input type="checkbox"/> Parking Lot
<input type="checkbox"/> Promenade Deck (Upper level)	<input type="checkbox"/> Concourse (Home side)	<input type="checkbox"/> Press box/Suites

### EVENT SCHEDULE

	Start Day/Date:	End Day/Date:	Hours:	Start Time	End Time
Event Date(s)					
Setup/Take Down Dates			Setup/Take Down Dates		

### EVENT SIZE AND EVENT INFORMATION

Estimated Number of Spectators:	Number of Staff/Volunteers:
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### REQUIREMENTS FOR RENTAL

Insurance: The User shall be required, at its sole cost and to secure and maintain continuously a policy or policies of insurance during the term of the Contract.

The policy (ies) minimum limits of liability for bodily injury and property damage shall be \$1,000,000 each occurrence.

Security: Durham County Sheriff's Department. Contact Cpt. S. E. Harris (o) 919-560-0097 (m) 919-730-5145.

Payment: A non-refundable deposit of 25% of base rental fee. Cash, Money Order or Certified Check.

I understand that I am responsible to ensure payment of any rental fee (as agreed upon) and related costs. I also understand that this application may be denied for any reason, and if accepted will be bound to the terms and conditions of the Facility Use Contract. All information is accurate and truthful.

Applicant' Signature Required	Date:
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Return this form to: [rchavis@durhamcountync.gov](mailto:rchavis@durhamcountync.gov) Fax: 919-560-0438 Mail completed application to: County of Durham  
310 S. Dillard Street Durham, NC 27701 Attention: Durham County Memorial Stadium

## MISSION

To facilitate the safe operation of quality sporting and entertainment events that enhances the quality of life of the local community.

The Durham County Memorial Stadium is a facility owned and operated by Durham County and managed by the Stadium Authority.

## Scheduling & Booking Events

The Stadium is the home facility to Northern High School, Shaw University, Central Intercollegiate Athletic Association (CIAA), and the Carolina Phoenix semi-pro women's football team. The games of these organizations have precedence as long as sufficient, advance booking occurs.

The Stadium is available for other athletic events, community activities, performances and outdoor entertainment, but not deemed as a year round practice facility. Special consideration will be given to county athletics and activities, which will have scheduling priority. Other scheduling is done on first come, first served, first contract completion basis along with the discretion of the Stadium Manager and Stadium Authority.

## How to Book

All potential licensees must complete a *Stadium Rental Application* for Use in order to be considered for booking. In determining approval of an application to use the Stadium, the following criteria will be taken into consideration:

- Community benefit of the event.
- Capacity and character of event planners to complete the event.
- Ability of event planner to properly manage the proposed event.
- Resources available to complete the event.
- Safety of the fans and potential damage to the facility.

► The applicant is notified in writing once the event has been rejected or accepted by the Stadium Manager/Stadium Authority.

► The next step once accepted a formal contract is issued for signing and the necessary deposits made and cleared by the banks to hold the requested event date.

## STADIUM FACILITY

1. The Press Box is for use by event officials, coaches and the media only. Professional conduct must be maintained in the Press Box at all times.
2. No bikes, skateboards, roller blades or skates allowed on the concourse, grandstands, track, etc.
3. No vehicles will be allowed to be parked or stored inside the stadium perimeter fencing, except Durham County Emergency Medical Services (EMS) vehicles.
4. The Home and Visiting team bands will access the playing field as instructed by the County Attendant on duty.
5. Marker boards are provided in the home and visiting team locker rooms for team use, any deviation or abuse to county property may result in an additional cost to the user, or future use of the facility may be revoked.
6. No use of alcohol or other legally controlled substances anywhere on the stadium property.

## ARTIFICIAL TURF FIELD and RUNNING TRACK SURFACES

1. Use of synthetic turf field is by contract only.
2. No food, chewing gum, hot or cold flavored drinks/ beverages, or sun flower seeds allowed on the turf field.  
Exception: Water is allowed.
3. No pet's area allowed, with the exception of handicap assistance.
4. No smoking, chewing tobacco, open flame or fireworks.

## **RULES AND REGULATIONS**

5. No cans, glass or glass containers.
6. No digging in turf or driving stakes into surface.
7. Absolutely no vehicles on turf or track surfaces.
8. No paint, chalk, permanent markings allowed on the turf or track surfaces.
9. No tape on the turf field surface.
10. No climbing on goal post.
11. No spectators allowed on track or turf.
12. No aircraft allowed except in the event of an emergency as coordinated by the EMS staff on duty.
13. For football games, each team will be issued up to 20 field passes for individuals other than players and coaches. No one will be allowed on the track or field without field passes.
14. Each team shall furnish sufficient support staff to enforce the above access rules.
15. Any body fluids, such as blood or vomit, must be cleaned up immediately by the team trainer. See the attendant for biohazard clean-up kits and instructions for their use.
16. For other events, stages or other large structures erected on the turf must be set on minimum 16"X16"X 1½" base pads or ¾ inch ply wood.
17. For special events, graduations and other similar ceremonies, only chairs, tables and similar items with blunt leg tips or slip-on protective leg tips will be allowed on the turf with a plastic protective cover and ¾ inch plywood installed over the turf surface.
18. Team crossing areas of the track surface will require protective mats.
19. Running shoes and spikes are allowed - spike shoe wear is limited to 1/8" – 3/16" pins or pyramid spikes.
20. No wheeled vehicles or pets allowed on track.
21. Walkers and Joggers will be restricted to use of the outside lanes (5-8).
22. For track meets and practices, the stadium turf area may not be used as a team assembly or rest area – no pop-ups, tents, blankets, etc.
23. Limited vehicular traffic to only light-weighted maintenance equipment and mowers. Mower operators must elevate mowers to maximum height and all equipment should cross on plywood protective paths.
24. At the end of any event, only clean ice and water may be disposed of on the sidelines of the synthetic turf. All containers with flavored drinks (Gatorade, etc.) will be taken back to the locker rooms for disposal.
25. No golfing or Frisbee play.
26. No throwing of javelin or hammer impediments. Throwing of discus and shot put must be supervised and only in areas designated for the event.

### **PARKING LOT**

1. Tailgaters and food vendors will only dispose of cooking oil in the appropriate recycling stations.
2. No Trespassing when the gates are closed.

### **ADDITIONAL NOTES**

- The County of Durham is not responsible for any lost or stolen items. Failure to follow Rules and Regulations for this facility will may result in termination of current and future uses of the property.
- No medical Services are provided on site if the premise is open for the general public's use during the day. It is the responsibility of the renting party to coordinate and provide medical services with the Durham County Emergency Medical Services.