

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) championships and the Carolina Phoenix semi-pro women's football team. The games/events of these **precedent groups** have scheduling priority as long as sufficient and advance booking occurs. In addition, special consideration will be given to Durham County athletics, leagues and activities.

The Stadium is available for other athletic events, community activities, performances and outdoor entertainment, but the stadium is not deemed as a year round practice facility. Scheduling is done on a first request, first served and first complete contract (with payment) basis after the precedent groups schedule. The Stadium Manager and Stadium Authority reserve the right change the event schedule as needed with advance notice.

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.

► In order for an event/organization to be included on the calendar after the **precedence groups** have booked their dates the following procedure is followed:

SEASON	Event Period	The deadline for turning in the <i>Rental Application</i> and the <i>Rental Agreement (contract)</i> with the deposit to be considered for booking and holding a date.
A. Winter Events (off season only)	December to February	The third Wednesday of November
B. Spring Events	March to May	The third Wednesday of February
C. Summer Events	June to August	The third Wednesday of May

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

► The next step is the formal contract issued, returned signed, along with the necessary deposits and cleared by the banks in order to hold the requested event date.

RULES AND REGULATIONS

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.

RULES AND REGULATIONS

3. No pet's area allowed, with the exception of handicap assistance.
4. No smoking, chewing tobacco, open flame or fireworks.
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.