

# Field Request Form

Carteret County Parks & Recreation  
 1702 Live Oak St, Ste 300  
 Beaufort, NC 28516  
 www.ccparksrec.com

League/Organization Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Name of park where requested field is located \_\_\_\_\_ 2<sup>nd</sup> choice \_\_\_\_\_

Type of Field	Age Group	Field Preference
Football		
Softball		
Baseball		

Attach diagram of  
 field layout  
 showing  
 measurements

Type of Field	Age Group	Field Preference
Soccer		
Kickball		
Other		

- Only league presidents or vice-presidents can reserve fields

- Requests for field reservations will not be accepted unless all required information including liability insurance certification, copy of by-laws, list of officers/board members, field use agreement, and any pertinent fees have also been turned in

- Department will make every attempt to honor requests for specific parks/fields, however, due to increased requests league may have to accept alternative parks/ fields/times

- Form must be completely filled in for each date, i.e., "every Thursday at ..." will not be accepted

- Department requires that original form with signature be turned in before fields will be reserved

Date	Day of Week	Time		Lights		Practice	Game	# of participants
		From	To	From	To			

Signature of League/ Organization Contact	Date
--	------

**Diagram of Field Layout Showing Measurements**

League/Organization Name \_\_\_\_\_

Date \_\_\_\_\_

Type of Field \_\_\_\_\_ Age Group \_\_\_\_\_