CARTERET COUNTY
PARKS AND RECREATION

PARK POLICIES AND PROCEDURES

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CARTERET COUNTY PARKS AND RECREATION
POLICIES AND PROCEDURES

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I. FEEs

A. Fees are assigned to use of certain Carteret County Parks and Recreation facilities and equipment as specified in the ***"Fee Schedule" list, (Addendum i).***

B. Fee schedule changes are submitted to the Carteret County Board of Commissioners at the beginning of each fiscal year (July 1) with fees being charged for that fiscal year as voted on by the Board of Commissioners.

C. Where there is a fee assigned to a specific use of park facilities and/or equipment the words "FEE APPLIED" will be shown in the text of these policies and procedures and in any current or future addendums.

II. DEFINITIONS

For purposes of this document, "parks" refer to tracts of land located as follows:

- **Eastern Park** – 450 U.S. 70, Smyrna
- **Fort Benjamin Park –** 100 McQueen Avenue, Newport
- **Freedom Park** – 201 Freedom Park Road, Beaufort
- **Harkers Island Beach Access** – 106 Island Road, Harkers Island
- **Mariners Park** – 201 East Street, Sea Level
- **Marshallberg Picnic Area** - 1328 Marshallberg Road, Marshallberg
- **Radio Island Water Access**, 501 Marine Drive, Morehead City
- **Salter Path Beach Access** – 1025 Salter Path Road, Salter Path
- **Salter Path Park** – 126 Ball Field Road, Salter Path
- **South River Park** – 1030 South River Road, South River
- **Straits Fishing Pier** – 125 Harkers Island Bridge, Straits
- **Swinson Park** – 4319 County Club Road, Morehead City
- **West Beaufort Water Access** – 298 West Beaufort Road, Beaufort
- **Western Park and Community Center** – 275 Old Highway 58, Cedar Point

The County has developed: lighted and unlighted adult and youth athletic fields; basketball courts; lighted multi-purpose fields; lighted tennis courts; picnic areas; comfort stations; a community center; a recreation center, band shell, fitness trails; restrooms; children's playgrounds; parking areas; horseshoe pits; volleyball courts; concession stands and maintenance buildings. CCPR website, **www.ccparksrec.com**, lists which facilities are available at each park.

III. ATHLETIC FIELDS

A. Usage

1. Athletic facilities may only be used for sports and leisure-related activities.

2. Athletic fields operated by the Carteret County Parks and Recreation Department (hereafter shown as CCPR) are intended primarily for the non-profit, recreational use by the residents of Carteret County. Leagues/organizations should be based in Carteret County and/or have a majority of Carteret County resident participation to reserve fields/facilities without a fee being charged. CCPR

reserves the right to request rosters, participation lists or other information needed to verify majority as residents.[1]

3. The CCPR Department reserves the right to protect and preserve the integrity of the land and playing field areas by resting the land for aeration and turf regeneration and closing fields from play during these times. This policy covers all parks with Multipurpose/Football/ Soccer/Softball/Baseball Fields or any sports activity utilizing designated areas in the park involving five (5) or more people for an extended period of time. The timeline for closing the designated areas will be determined by the County Parks Maintenance Division. Leagues/organizations will be notified of those dates. Fields may also be closed due to condition of field as a result of weather. Leagues/organizations are not allowed on closed fields.

4. Soccer/Baseball/Softball fields are designated for that particular sport only, unless otherwise designated by the department.

5. Individuals cannot play golf on park property unless part of a department-sponsored program. Hitting golf balls is not permitted in the park, at any time.

B. Scheduling

1. Official categories of CCPR's working relationships with organizations are defined in the following manner:
   a. **Sponsored Organizations**: Organization organized and operated by CCPR.
   b. **Co-Sponsored Organizations**: Dependent organizations that operate under mutually-agreed upon guidelines, and use County facilities for the majority of their practices/games/activities. CCPR assists them administratively.
   c. **Facilitated Organizations**: Independent organizations that use County facilities for the majority of their games/practices/activities. They meet the criteria outlined in section III.A.2.

2. All fields will be scheduled by CCPR. Scheduling of facilities will be prioritized, based on the categorizations as outlined in this section, as follows**:**
   a. Department-sponsored and co-sponsored programs/events will have first priority in reserving a field or facility.
   b. Department-facilitated programs/activities.
   c. Department-approved (non-sponsored), non-profit programs/activities.

3. County ball fields are in great demand and many times heavily scheduled with multiple leagues. Leagues/organizations are expected to honor their specific confirmed scheduled hours, avoid running over scheduled hours, and/or lingering on fields so that fields may be prepared and/or available for next scheduled user, especially when it is obvious other teams are waiting for the fields.

C. Agreements

1. Leagues are required to enter into a *"**Field Use Agreement" (Addendum A)*** and complete a ***"Field Request Form" (available on website)*** for each field, on an annual basis.

[1] Resident: having a Carteret County address or being a Carteret County taxpayer.

a. Each League President or Designee will be responsible for requesting fields by completing a "**Field Use Agreement" (Addendum A)**.
b. A Field Request Form for each field and its elements can be obtained from CCPR office, by calling 252-808-3301, or on the Parks and Recreation website (www.ccparksrec.com).
c. Additionally, all non-sponsored leagues must submit a "Binder of Coverage for Liability Insurance" (see Addendum A) for one million dollars ($1,000,000) with CCPR and Carteret County Board of Commissioners named as the insured party.
d. Permission to use the facilities will be denied without fully completed, appropriately signed agreement and/or without required proof of insurance.

D. Reservations

1. Athletic fields may be reserved by County residents for practices, games, tournaments, etc., as long as the requested time(s) and date(s) do not conflict with previously scheduled activities or routinely planned seasonal league play. Reservation procedures are as follows:
   a. The **"Field Use Agreement – Policies and Procedures Summary" (Addendum A)** must be read, signed, and dated. The document is an Agreement between the League/Organization and CCPR for use of fields and for the time period specified. The League/Organization agrees to abide by all department policies and procedures for the term of the Agreement.
   b. Groups reserving the park for special events (non-athletic) must get special permission from the CCPR Director, and submit a ***"Special Events – Tournament" request form (Addendum G)***.
   c. Any non-county resident/organization wishing to reserve a Carteret County athletic field will be charged a fee for usage. **FEE APPLIED**
   d. Events, camps, clinics that involve charging a program fee, admission fee and/or charge for participation, and is not sponsored or co-sponsored by CCPR shall be required to pay the current (in effect at time of reservation) tournament fee for non-county organizations.
   e. Parks and Fields covered by the Agreement must be identified.
   f. Usage – To be used during the League/Organization's pre-season, practices, regular season, All-Star Practices and any tournaments that may be applicable.
      - Priority of Usage – Department will make every attempt to fill league/organization's request for county park fields in order of date received, according to availability, in order of priority as follows: (1) County-sponsored activities/organizations, (3) County co-sponsored activities/organizations, (3) Facilitated activities/organizations, with routinely-planned seasonal league play taken into consideration. Department reserves the right to reschedule or relocate games/practices/activities at its discretion, and with appropriate notice, in order to accommodate as many groups as possible. On any school owned field managed by the department school teams take priority over everyone else.
      - Other County departments must follow the same policies and procedures as leagues/organizations when requesting the use of Parks and Recreation fields/facilities.
      - Notification of Usage
        (i) Each season, the league/organization is required to submit to CCPR, at least three (3) weeks prior to the first practice date, a Field Request Form detailing the requested days,

dates, and times, and a preliminary regular season starting date. Days, dates, and times must be specific.

(ii) Two (2) weeks prior to the regular season starting date; the league/organization shall submit a final schedule of all games to be played for that season.

(iii) Fields/facilities can only be reserved during the practice period, game schedule, all-star practices, and any post-season tournaments. Reserving field/facilities just for rainouts during the practice period will not be allowed.

(iv) The designated league representative must submit field request for make-up practice/game/activity at least 48 hours prior to requested date.

(v) If for any reason a team cancels their practice/game/activity, it is a league representative's responsibility to notify CCPR.

(vi) If lights were requested during the reservation and a team cancels practice without a league representative notifying CCPR, there will be a fee charged to the responsible League/Organization. FEE APPLIED

- Any individual, team, league or organization planning to utilize County parks/facilities for a Fundraising Event, must fill out a ***"Special Events/Tournament" (Addendum G***) request form and return it to the CCPR Department at least 45 days prior to the event. For tournaments (District, State, All-Stars, Regional, Invitational, Special Event), there will be a reservation fee charged to the hosting League/Organization. Fee must be submitted with completed request form. FEE APPLIED

E. Supervision

1. League/Organization officials are responsible for providing responsible adult individuals to provide constant on-site supervision all activities and events.

2. The League/Organization is also responsible for enforcing department policies and procedures on the facilities designated in the Agreement; and for ensuring that its participants abide by Parks and Recreation Park User Rules as outlined in section VI. Of these policies and procedures and by ***Addendum H. Sportsmanship Rules.***

F. Maintenance and Operation

1. The League/Organization shall maintain department property and facilities in good condition, with reasonable wear and tear excepted.

2. The department shall have the right to enter into and upon its property for the purpose of examining and inspecting the same, and determining whether the League/Organization is in compliance with department policies and procedures with respect to care, maintenance, repair and/or renovations. The department shall be responsible for payment of electric bills only on county property or County-designated areas. When it is determined that fields should not have practice or games, and are closed for those activities, groups should abide by that ruling. For example, when a game has been canceled because of weather conditions, no activity should take place on the field.

3. No member of any league/organization is allowed entrance into park maintenance sheds or use of park maintenance equipment; nor shall any

member of a league/organization change settings on any lighting or irrigation; move or add dirt or clay to fields; dig holes on any field; or make any other park and/or facility changes without approved **"Park Facility Improvement Request – Addendum C"** form.

G. Indemnification

1. It is expressly agreed and understood that the department will not be liable for any claimed damages, losses or expenses of any kind whatsoever, whether to persons or property (including, but not limited to those claims, damages, losses or expenses resulting from or by reasons of the department's negligent acts or omissions) arising out of, related to, or connected with any accident, occurrence or event on or about the department's property, when the accident, occurrence or event takes place while the Individual/League/ Organization is using said property pursuant to the Agreement. As a result of the expressed Agreement and understanding, each party will at all times indemnify and hold the other party harmless, and will defend the other at its own expenses whether such claims, damages, losses or expenses are covered by the other's insurance.
   a. Insurance – The League/Organization, as specified by department policy, shall maintain liability insurance with minimum coverage of $1,000,000, and with CCPR and the Carteret County Board of Commissioners named as the insured party.
   b. Term of Agreement – Date of Agreement and Expiration Date of Agreement should be filled in. The Agreement may be voided by the department for violation(s) by the League/Organization of the department's policies and procedures.
   c. Agreement should be signed and dated to attest to the fact that League/Organization has read and has been provided a copy of the department's "**Field Use Agreement" (Addendum A), "Concessions" (Addendum B), and "Sportsmanship Rules" (Addendum H);** and that the League/Organization understands the requirements of those policies. League/Organization must be in full concurrence with department policies, and have submitted the required forms to the department.

H. Field Light Usage

1. Leagues or individuals requesting the use of field lights are required to fill out a "Field Request Form", for the particular field they are requesting use of, indicating the time period they will need the lights. The forms for each field are available by calling 252-808-3301 or at: www.ccparksrec.com.

2. Lighted park areas will close at dark unless a game/practice or special event has been scheduled. Parks will close within 30 minutes of completed activity. Lighting will be turned off at 11:00 p.m.

3. If for any reason a game is late starting (more than 30 minutes), CCPR recommends that the game be postponed so as not to delay any games scheduled after it; unless it is determined the game can be completed in a timely manner to allow the remaining games to be played.

4. If the lights are requested, but will not be used for whatever reason, department should be notified by 2:00 p.m., on weekdays. Weekend lighting should be cancelled no later than Fridays at 2:00 p.m. If CCPR is not notified about any cancellations the league/organization may be charged a fee except when inclement weather occurs. FEE APPLIED

5. All non-county Residents/Organizations will be charged a per hour fee to use lights during field reservations. FEE APPLIED

I. Accountability

1. Leagues/Organizations using County fields and/or facilities must also submit the following to CCPR prior to any games being played on County Fields (include Insurance information Section II.G.1.a):
   a. Current officers/Board of Directors for the upcoming season.
   b. Current League Bylaws.

J. Penalties

1. Leagues/Organizations that fail to meet the requirements of these policies shall be denied the use of requested fields until the requirements are met.

2. Leagues/Organizations that fail to operate under the requirements of these policies during the season may be suspended from using CCPR contracted fields until the requirements are met.

IV. FACILITIES/BUILDINGS/STRUCTURES

A. Prohibitions: no person shall:

1. In any manner injure, deface, disturb, destroy or disfigure a part of any park or any building, sign, equipment or other property found therein.

2. Neither enter an area posted as “Closed” nor use or abate the use of any areas in violation of posted notices.

3. Construct or erect any signs, building or structure of whatever kind, whether permanent or temporary, or run or string any public service utility into, upon or across such lands without submitting a written ***“Park Facility Improvement Request” (Addendum C)*** CCPR Director.

4. Camp in park areas overnight. Everyone should be out of the park by closing time.

5. Set up residence in the park for temporary or permanent living arrangements or construct temporary or permanent dwellings for this purpose.

6. Hit, kick, throw balls or any object against fenced areas.

7. Play golf or hit golf balls on park property unless part of a department-sponsored program.

8. Skateboard or use roller skates or roller blades on park property unless part of a department-sponsored program.

9. Play any musical instrument, drum, radio, or talking machine or any noise be made for the purpose of attracting attention to any exhibition of any kind without permission.

10. No advertising is allowed in any park.

B. Hours of Operation

1. Areas equipped for night-time activities will close at 11:00 p.m., or when scheduled.

2. All parks will open at dawn and non-lighted facilities or areas will be closed at dusk. Scheduling of Special Programs or preparation of programming may alter the regular times when the park is open or closed.

3. In order to have park lights turned on, a "Field Request Form" must be submitted indicating the field(s) requiring lights. (Section II.H.1-5).

4. Those planning large events/gatherings of 50 or more people in the park areas should complete form ***"Special Events – Tournament" (Addendum G)***.

C. Vehicles

1. No vehicle, except those owned by the County, is allowed on any field.

2. Motorized Vehicles
   a. It shall be unlawful to operate any ATV, dirt bike, or motorized go-cart in or on any public park, public recreation areas or any other publicly-owned County property designated for County programming usage.
   b. Approved motorized vehicles can be operated on designated areas such as streets, driveways, and parking areas. This does not apply to vehicles being used in connection with maintenance of county properties.

3. Non-Motorized Vehicles
   a. Non-motorized vehicles, pedal bicycles, bicycles, scooters, skateboards, roller skates and roller blades are to be used in designated areas only, including access roads and parking lots. All non-motorized vehicles are prohibited on boardwalks, tennis courts, basketball courts, shelters and sidewalks.

D. Tennis Courts

1. Only tennis activities should take place on the courts. Only tennis or soft-sole shoes should be worn when on the courts. The areas around the tennis courts are considered quiet areas. No other activities should be taking place within ten (10) feet of the courts. Lights should be turned off after night play.

2. Refer to ***"Tennis Court Rules" (Addendum E).***

3. Reservations will not be accepted except for official school usage, tournaments, special events, and CCPR program/activities.

E. Playgrounds

1. Playgrounds are for small children. Children should not be on the playground equipment without adult supervision. Parents and guardians should obey signage posted near playground areas. Reservations will not be accepted for playgrounds.

F. Picnic Shelters/Gazebo

1. Reservations are suggested for Picnic Shelters. Reservation forms may be obtained by calling (252) 808-3301, or at: www.ccparksrec.com.

2. The CCPR Department should be given at least a 48-hour notice before reserving a Picnic Shelter.

G. Western Park Community Center

1. The Western Park Community Center is located in Cedar Point, NC. To reserve this facility a reservation form ***"Western Park Community Center" (Addendum F)*** must be completed. FEE APPLIED

2. Reservation forms may be obtained by calling (252) 393-1481, emailing WPCC@carteretcountygov.org, or at website: www.ccparksrec.com.

H. Fort Benjamin Park Recreation Center

1. The Fort Benjamin Recreation Center is located in Newport, NC. To reserve this facility a request form "**Fort *Benjamin Recreation Center" (Addendum J)*** must be completed and approved. FEE APPLIED
2. Reservation request forms may be obtained by calling 252-808-3301, or at www.ccparksrec.com.

I. Fort Benjamin Band Shell

1. The band shell at Fort Benjamin Park is located next to the recreation center. To reserve this facility a request form ***"Fort Benjamin Park Band Shell" (Addendum K)*** must be completed and approved. FEE APPLIED
2. Reservation request forms may be obtained by calling 252-808-3301, or at www.ccparksrec.com.

J. Basketball Courts

1. No skateboards, roller skates or roller blades allowed on the court. No dunking or hanging on the rim. Soft-soled shoes should be worn when playing on the court.

K. Volleyball Courts

1. Volleyball and Badminton can be played on this court.

L. Horseshoe Pits

1. Horseshoes are not available. Individuals must bring their own.

M. Parking Lots

1. Automobiles should always park in designated parking areas. Cars may not be left overnight in the parking areas. CCPR is not responsible for damage to automobiles or stolen items in the park. (See Section II.G.1.a "Indemnification")

2. At no time and under no circumstances are vehicles not owned by the County allowed to drive anywhere in a park except on access roads and in parking lots. This includes ball fields and athletic courts.

N. Storage Areas

1. Storage areas, if available, may be used by leagues that represent the sport that is in season.

2. Leagues are responsible for removing all items and cleaning the storage area within 7 days of the season's end.

3. A limit will be set by the Maintenance Department on the amount of items placed in storage areas.

V. IMPROVEMENTS/ADDITIONS/CHANGES

A. Improvements to CCPR fields, building structures or park elements may not be made without the written permission of the CCPR Director. Permission must be obtained prior to any improvements being made by organizations other than County representatives. Individuals must present a written statement outlining improvements, a time line, names of individuals involved, fill out a ***"Park/Facility Improvement Request" (Addendum C)*** and sign the attached "Release of Liability". Individuals making the request may also need to produce a license related to said work. On completion of the work, in some cases, proper permits or permission to occupy documents should be submitted to the department.

B. Leagues are not allowed to add or change locks on gates or any storage facility. All locks will be provided by CCPR. Leagues may replace a broken or lost lock, on a temporary basis, if it is discovered during non-business hours. Replaced locks must be reported to CCPR no later than the next business day.

VI. PARK USER CONDUCT

The following rules for individuals and/or groups on Carteret County Parks and Recreation property are designed to ensure the enjoyment and safety of all citizens. Park users will not:

1. Engage in criminal or disorderly conduct of any kind within the park, including vandalism to park property.

2. Engage in any activity that may constitute a hazard to the safety of themselves or other persons, except when conducted within reasonable safety guidelines in specific areas designated by special permission from the CCPR Director.

3. Dispose of lighted or unlighted matches, cigars, cigarettes or any flammable material/substance in other than trash receptacles or ash cans.

4. Engage in threatening language or in excessively noisy conduct of any kind at any time within the park such that it unreasonably disturbs other park patrons or neighbors. The park staff on duty is empowered to determine whether noise is excessive or unreasonably disturbing.

5. Throw rocks or objects of any kind. This does not include balls or game equipment used in athletic events when used in a reasonable manner, and in such a way that they do not become hazards to other park patrons.

6. Solicit, peddle, or beg within any park or recreation facility, or to sell merchandise or wares for-profit in any park. Non-profit leagues/organizations may raise funds

through concession facilities only when a completed ***"Concessions" (Addendum B)*** request form is signed by the department director and all requirements are met.

7. Interfere with or in any manner hinder any employee of the park in the performance of their duties.

8. Disturb or interfere unreasonably with any person or party occupying any area or participating in any activity under the authority of a permit.

9. Bring any glass containers in to the park.

10. Loiter, stand, sit, or lie in or out of a vehicle in any Carteret County park, so as to hinder or obstruct unreasonably the free passage of pedestrians or vehicles thereon. It shall be unlawful for any person to block, obstruct, or prevent free access to the entrance of any building, parking lot or park facility open to the public.

11. County staff members are authorized to instruct any park user violating these and/or ***Sportsmanship Rules (Addendum H)*** to leave park property and if user refuses to call law enforcement for assistance.

VII. PETS

1. Pets are allowed in the park only when leashed or present as part of a class sponsored by the County. Pet owners are required to pick up and dispose of their pet's waste.

2. Service animals are not, for the purpose of this policy, considered pets and are permitted all access to parks and/or facilities. Owners of service animals are expected to pick up and remove from park property all waste deposited by their animal.

3. Unleashed pets, with the exception of those in County sponsored classes and service pets, are considered an "at large" pet, regardless of the status of its identification tags, rabies tabs, or leash, as per Carteret County Code of Ordinances, Section 3.3. At large, which states: "It shall be unlawful for any owner or keeper of a dog or cat to allow it to run at large in the county. It shall be unlawful for any owner or keeper of a dog or cat to allow it to run off the premises of its owner or keeper. Hunting dogs shall be exempt from the provisions of this section, while engaged in hunting, as long as they are under the supervision of the owner or keeper and the hunting dog is trained to return to the owner or keeper upon call. Hunting dogs are required to display rabies tags and identification o the collar." (Amend. Of 9-11-95(1), §III.

4. County Parks and Recreation personnel are directed to request that individuals with "at large" pets leave the park and to call the animal control officer to pick up said pet if the request is not complied with.

VIII. PIERS/BEACH ACCESS

A. Town Creek Marina Regulations (Park also known as West Beaufort Water Access)

1. As stated in the Carteret County Code of Ordinances, Article IV., Section 12-83, Use of area regulated:
   a. No person shall leave any vehicle, boat trailer or other obstruction in the access area in such a location, position or condition that it will prevent, impede, or inconvenience the use by other persons of any ramp or other facility constructed for the purpose of launching or landing boats. No person shall leave parked any vehicle, boat, boat trailer or other object at any place in the access area other than on such place or zone as is designated as an authorized parking zone and posted or marked as such.
   b. No person shall moor a vessel or any type of watercraft at any dock, pier or in any other place in the access area for more than one hour; it being the purpose of this paragraph to allow temporary moorage only for the purpose of loading or unloading gear, fueling or taking on passengers.
   c. No person shall possess a loaded firearm in the access area. No person shall operate a vehicle in the access area in a manner so as to endanger life or property.
   d. No person, when using the access area, shall deposit any debris or refuse anywhere on the grounds of the area. No person, when using the access area, shall do any act which is prohibited or neglect to do any act which is required by signs or markings placed on such area under authority of this article for the purpose of regulating the use of the area. At any time when all designated parking zones in the access area are fully occupied, any person may enter and use such facilities, provided such person makes other arrangements for parking and violates none of the provisions of this article or signs or markings made or posted pursuant to this article.
   e. It shall be a violation of this article to use the access area for any purpose other than fishing and the launching of boats and the parking of vehicles and trailers.
   f. A violation of this article shall constitute a class A misdemeanor punishable by a fine for the first violation, a fine for the second violation, a fine for the third violation and imprisonment for a period not to exceed six months.

2. Additionally,
   a. Cars shall not be parked over twenty-four (24) hours in the parking lots nor shall they be parked overnight.
   b. Boats cannot be tied up overnight.
   c. Fishing, docking, or boating will be at the individual’s own risk.

B. Beach Access

1. Swim at your own risk; there is no Lifeguard on duty, and dangerous currents may occur in deeper water.

2. There is no camping overnight allowed in any beach or water access area.

IX. CONCESSION OPERATIONS

A. The CCPR Department permits various organizations, groups and agencies, with the submission of a ***"Concessions"*** *form**, (refer to Addendum B)***, to sell concessions on property owned by Carteret County; however, permission to use County property and/or County facilities for the sale of concessions and other items shall be restricted to organizations, groups, and agencies that are non-profit/charitable and that serve a beneficial purpose to a segment of the local community, whether children or adults.

B. Food vendors must obtain a permit to operate from the Carteret County Health Department or present proof from the Health Department that a permit is not needed

C. The league/organization operating a concession shall maintain liability insurance with a minimum coverage of $1,000,000 with CCPR and the Carteret County Board of Commissioners named as insured parties.

D. Selling food in the park from any structure other than a Concession Building (selling in the open) requires special permission from the CCPR Director. A permit is required from the Carteret County Health Department and a copy of the permit must be submitted to CCPR prior to the start of the event.

E. All groups who use the concession stand must obtain a Limited Food Service (LSFE) permit from the Carteret County Health Department **except** in the following cases:

1. The concession stand will only be selling soft drinks, popcorn, candy, and or prepackaged food items from vendors regulated by the NC Department of Agriculture – food items that the patrons open and/or heat themselves.

2. Groups with an event at which they want to set up a temporary food establishment. The group is permitted to set up a temporary food stand outside the concession stand. If the group is incorporated as a non-profit corporation and will be operating **no more frequently than once monthly for two (2) consecutive days or less** the temporary food stand will be exempt from permit requirements. If the group will be operating more than the exempt allowance a temporary food establishment (TFE) permit will be required. As of July 1, 2008, a $50 fee is required for a TFE permit.

3. LSFE and TFE permits are not mutually exclusive.

F. Temporary event organizers and these vendors unsure of their status should contact the Carteret County Health Department, Food and Lodging Division at (252) 728-8499 with questions.

G. All contents in the concession stands used by various leagues must be removed within one week of the season's end or post-season tournament. This includes wiping out all cabinets, cleaning the refrigerator, and mopping the floor. Failure to comply will result in contents being disposed of by CCPR.

H. No person shall solicit contributions for any purpose, whether public or private, except charitable solicitations specifically approved by the Director of CCPR or designee.

X. SPONSOR BOARDS

Carteret County Parks and Recreation reserves the right to exercise full editorial control over the placement, content, appearance, and wording of sponsorship affiliations in its park properties.

The department may make distinctions on the appropriateness of sponsors on the basis of subject matter of a potential sponsorship recognition message.
Department reserves the right to:

- Limit number of sponsor boards in any park so as to not visually clutter an area,
- Determine where free-standing boards are placed so as to not interfere with park maintenance operations or park signage,
- Instruct leagues to remove any sponsor board at any time for any reason but particularly when treat of bad weather makes board a hazard, as determined by County staff.

A. No sponsor board may be placed in any park without written approval by the County Parks and Recreation department director.
B. League must submit **Park Improvement Request *(Addendum C)*** form every time a sponsor board or content of existing board is changed.
C. All sponsor boards must be consistent with other signage and appropriate to the location as determined by department director.
D. No display of obscene or offensive matter is allowed.
E. Message content must not involve companies whose business if primarily derived from the sale of alcohol, tobacco products or firearms or include logos of such companies.
F. Board may include the name of the sponsor and sponsor's logo but no message is allowed.
G. No electronic sponsor boards are allowed.
H. All boards must be constructed of damage resistant material; no acrylics or glass permitted.
I. League may be required to remove sponsor board at end of season.
J. League is responsible for maintaining board in good condition and for storage when/if removed.
K. Free-standing sponsor boards are limited to one per league per park.
L. Sponsor boards erected after October 18, 2010, will be restricted to a maximum of 2 feet high by 4 feet wide.
M. Sponsor boards in place before October 18, 2010, will be restricted to a maximum of 2 feet high by 4 feet wide when replaced by league.

XI. POLITICAL/PARTISAN ADVERTISING

As formally adopted by the Carteret County Board of Commissioners on March 6, 2006, the policies below apply to any activities taking place on property owned or leased by Carteret County Parks and Recreation:

A. No political advertising shall normally be permitted at any county facilities or on any county property. This restriction includes any political advertisements attached to County vehicles. It includes all paid forms of advertising, as well as any similar forms of political advertising placed on County property at no charge to the County. The same restrictions apply for affiliated and unaffiliated candidates for public office, any partisan form of advertising concerning any candidates for public office, all advertising by political parties, and any political advertising for public issues by various formal or informal public advocacy groups.
B. This policy provides for normal exemptions for political "advertising" by candidates and their advocate supporters and public advocacy groups during scheduled political rallies or media events which are approved by the County Manager to be conducted on County property. Such approval should normally be given, subject to resolving reasonable scheduling conflicts. However, for such permitted instances, political advertising shall not be permitted to remain on County premises after permitted activities are concluded. County employees are authorized to remove political advertising from County property when it does not coincide with permitted activities.

C. Restrictions on political advertising do not include bumper stickers or signage on private vehicles legally parked on County property. No restrictions are intended for the private vehicles of County employees.

XII. SIGNS

A. No person shall attach or place a sign in a park without prior written permission from the CCPR Director. Permission can be requested on "***Park/Facility Improvement Request" (Addendum C)*** form.

XIII. HUNTING/FISHING/WILDLIFE

A. It shall be unlawful for any person in a park area to:

1. Hunt, trap, shoot, kill, wound, molest, capture, chase, willfully frighten or attempt to harm any wildlife or wildlife habitat within the park, except as undertaken by authorized park personnel in their exercise of a bona fide wildlife management practice.

2. Disobey posted notice prohibiting feeding mammals, birds, reptiles, amphibians or fish.

3. Place, dump, abandon or leave any fish, mammal, reptile or bird, either wild or domestic, on park property.

4. Bring, use, or ride a horse, pony, mule, cow or any other animal in any part of the park except for commercially-licensed horse-drawn carriages, which will be treated as commercial vehicles for the purpose of this section or unless the animal is part of a park-sponsored program.

XIV. PRESERVATION OF PARK AND PLANT LIFE

A. The term "Park" for the purpose of this section shall mean all property and premises owned, leased or used for public parks and recreation purposes or functions. No person shall:

1. Remove, destroy, cut down, scar, mutilate, injure, take or gather in any manner any tree, flower, fern, shrub, rock or other plant or mineral in any park.

2. Take into, carry through or put into any park, any rubbish, refuse, garbage or other material. Such refuse and rubbish shall be deposited in receptacles so provided. Where receptacles are not provided, all such rubbish or waste shall be carried away from the park by the person responsible for its presence and property disposed of elsewhere.

XV. ALCOHOLIC BEVERAGES

A. It is unlawful for any person in any park facility to possess alcoholic beverages and/or be under the influence of alcoholic beverages or be disruptive by virtue of such use. County Parks and Recreation cites Carteret County Code of Ordinances, Article I., In General, Section 11-1, Possession, consumption of alcoholic beverages in public, " It shall be unlawful for any person to possess, display or consume alcoholic beverages of any kind, including but not limited to, whiskey, liquor, beer, wine, or other alcoholic beverages while on any county property used as a park or recreational area located within the county.

B. Any person found guilty of violating this section shall be punished as provided by section 1-6 of this Code., Sec. 1-6. General penalty.

1. Any person violating or failing, refusing or neglecting to comply with any provision or requirement of any section or subsection of this Code, or any ordinance of this county now in force or hereafter enacted, to which no specific penalty is affixed, shall be punished by a fine . . ., or shall be imprisoned for not more than 30 days, for each offense . . .

2. Any ordinance in this Code may be enforced by an appropriate legal remedy issuing from a court of competent jurisdiction. It shall not be a defense to the application of the county for equitable relief that there is an adequate remedy at law.

3. Each day that any breach or violation of or any failure to comply with any provision or requirement of any section or subsection of this Code or any ordinance of this county now in force or hereafter enacted continues, or is allowed to continue, shall constitute a separate and distinct offense; but nothing contained in this section or this Code shall be construed to relieve, or shall have the effect of relieving, any offender of any fine, imprisonment or penalty for repeated violations on any one day of any ordinance now in force or hereafter enacted, or any section or subsection of this Code. State law references: Violations of county ordinances deemed misdemeanors, G.S. 14-4; See also, G.S. 153A-123, prescribing alternate methods for enforcement of ordinances and authorizing the making of each day's continuing violation a separate offense; injunction, G.S. 1-485 et seq. (Ordinance. of 9-7-76(2)) Cross references: Restrictions on possession, consumption or transfer of alcoholic beverage, § 5-7. State law references: General ordinance making power, G.S. 153A-121; regulation of places of amusement, G.S. 153A-135.

4. Possession of alcohol, or being under the influence of alcohol, is not allowed at any CCPR sponsored or co-sponsored activity, event, or program regardless where held.

XVI. SMOKING

A. There will be “No Smoking” in or around the dugouts, in the bleachers, on fields, or in the bathrooms, and in or near playgrounds.

B. No person within the confines of any park shall throw away or discard any lighted match, cigarette, cigar or other burning object. Any lighted match, cigarette, cigar or other burning object must be entirely extinguished before being thrown away and/or discarded in receptacles provided for that purpose.

XVII. FIREWORKS AND/OR FIRES

A. All fireworks and explosives of any kind or nature are prohibited, except by special permission from the CCPR Director. Any organized Fireworks Show must submit a written request for use of such in the park (refer to “**Addendum G – Special Events/Tournaments”**).

B. No person shall kindle, build, maintain or use a fire other than in places provided or designated for such purposes, except by special permission from the CCPR Director. Any fire shall be continuously under the care and direction of a competent person over eighteen (18) years of age from the time it is kindled until it is extinguished.

XVIII. WEAPONS

A. No person shall carry, use or possess firearms – concealed or unconcealed - of any description including air rifles, pistols, spring guns, bows and arrows, sling shots, boomerangs, paintball guns, super soakers or any other form of weapon potentially dangerous to wildlife or human safety on or in park areas or property, except in accordance with the rules and regulations as a participant in a program sponsored by the CCPR Department, or as a law enforcement officer.

XIX. NOISE

A. Visitors to any Carteret County park will comply with Carteret County Code of Ordinance, Article I., In General, Section 10-1, Loud and disturbing noise, as stated below:

1. Prohibited noise sources. This section is enacted pursuant to the authority of G.S. 153A-133. Pursuant to this authority and subject to the conditions of subsection (b) below, the creation of noise from the following sources is prohibited:
   a. The use of any loud, boisterous or raucous language or shouting so as to annoy or disturb the quiet, comfort or repose of any person in the vicinity.
   b. The sounding of any horn or signal device on any automobile, motorcycle, bus or other vehicle while not in motion, except as a danger signal if another vehicle is approaching apparently out of control, or if in motion only as a danger signal.
   c. The playing of any radio, phonograph, musical instrument or any other machine or device for the production or reproduction of sound in such manner or with such volume, as to annoy or disturb the quiet, comfort or repose of any person in any dwelling, hotel or other type of residence.
   d. The use of any automobile, motorcycle or other vehicle so out of repair, or so loaded in such manner as to create loud grating, grinding, rattling or other noise.
   e. It shall be unlawful for any dog owner or other type animal owner to keep or have a dog or other type animal that habitually or repeatedly barks, whines, howls, crows, cackles, or any other noise that might interfere with the reasonable use and enjoyment of neighboring premises. This provision to the noise ordinance will not apply to an individual, firm or corporation who has moved or located a dwelling within 50 feet of a dog pen or animal compound on adjacent properties after May 8, 2006.

2. Restrictions on prohibition. Creation of the noise described in subsection (1) above is prohibited only under the following circumstances:
   a. The noise is of such character, intensity and duration as to be detrimental to health, safety or welfare of an individual with normal hearing and of normal sensibilities at a distance greater than 50 feet from the source of such noise, and
   b. The noise is created between the hours of 11:00 p.m. and 7:00 a.m.

3. Exemptions. The following uses and activities shall be exempt from the noise regulations set forth in this section:
   a. Noise of safety signals and warning devices.
   b. Noises resulting from any authorized emergency vehicle when responding to an emergency call or acting in time of an emergency.
   c. Sounds emitting from scheduled outdoor athletic events.

d. Sounds from church bells and church chimes when a part of a religious observance or service.
e. Any event held in recognition of any community celebration or national, state or county events, fairs, or public events.

4. Penalty for violation.
   a. No person shall be charged with violating this section without first being warned by a law enforcement officer that their actions constitute a violation of this section and given an opportunity to bring their conduct into compliance with this section.
   b. If any person or persons shall violate this section, he or she shall be guilty of a Class 3 misdemeanor and shall be punished by a fine . . . In addition, any person or persons who violate this section shall be subject to injunctive relief as provided in G.S. 153A-123(d) and (e). Each separate violation shall constitute a separate offense.
   c. In addition to the penalties set out in the preceding paragraph or in lieu thereof, a person who violates this section shall be subject to the collection of a civil penalty by the county as provided in G.S. 153A-123(c). (Ord. of 3-4-96(1); Ord. of 5-8-06)

XX. EQUIPMENT

A. Bleachers

1. To request the use of bleachers, a ***"Bleacher Request Form" (Addendum D)*** must be filled out and submitted. This form can be obtained by calling (252) 808-3301 or on www.ccparksrec.com. Effective July 1, 2003, a *"Bleacher Fee"* has been imposed for all users. FEE APPLIED

2. Bleachers should not be requested for more than three (3) days. If needing to maintain longer, a written request should be made to the CCPR Director for approval. Request for bleachers must be submitted at least two (2) weeks prior to usage. When requesting bleachers, keep in mind that bleachers should be placed in reasonable locations. They are extremely difficult for CCPR staff to place inside buildings, tents, and carry across ditches or fences.

3. Bleacher user must meet liability insurance requirements and agree to be responsible for repairs made necessary while in their care as outlined on ***Bleacher Request Form (Addendum D)*.**

4. Client Usage
   a. Individual Use: Individual use for his/her own personal reasons or by an individual in order to hold a function involving others, including groups, associations, clubs, leagues, organizations, etc. Unless the CCPR Department sponsors such use, the contracting individual will be treated as a *profit-making entity.* (This includes municipalities, townships, schools, etc.)
   b. Profit Use: Any function that *does* not qualify as a non-profit function as set forth in the below definition.
   c. Non-Profit Use: Any non-profit individuals, groups, associations, clubs, leagues, organizations, etc., must present a written copy of their Internal Revenue Service (IRS) designation as a 501(c)3 exemption or similar entity.

5. **Procedures**
   a. Obtain a "**Bleacher Request Form – Addendum D"** by calling 252-808-3301 or on: www.ccparksrec.com.
   b. Form must be filled out in its entirety, including the "Waiver and Release of Liability". Return it, along with the appropriate fee to the department, at least two (2) weeks prior to the scheduled event. Payment of the fee must be received before your request will be finalized. Each request is handled on a first-come, first-served basis, and every effort is made to fulfill the request.
   c. Bleachers will be delivered in the morning on the day of the event, unless the event is scheduled for a Saturday, Sunday or holiday. For Saturday and Sunday events, bleachers will be delivered on Friday. If a request is made for an event taking place on a holiday, and depending on what day the holiday falls on, bleachers will be delivered the day before, as the department staff does not work on some holidays. The bleachers should only be requested for a (48) hour period. In the case individuals/ groups wish to make their request for longer than the (48) hour period a letter should be submitted to the CCPR director explaining the request.