



Athletic Facility Reservation Process

Purpose

This document outlines the process of how athletic amenities owned by the Town of Indian Trail are allocated. The process outlined maximizes the use of athletic amenities in a manner that is fair, equitable and consistent with our mission. It is the practice of the Town to give priority to Indian Trail residents and organizations serving Indian Trail residents (Group A) who have complied with the reservation process.

General Guidelines

Users agree to abide by all ordinances, regulations, signs and permits issued by the Indian Trail Parks & Recreation department, and any other governmental laws and regulations applicable to use of the property. With limited field space, staff will work with all groups to facilitate maximum usage of the fields.

Procedure for Securing Athletic Facilities for Leagues or Multiple Uses

Those interested in reserving athletic facilities must complete an Athletic Reservation Request form on the Town's website during the Open Registration dates. Residents and resident serving organizations (Group A) will be prioritized with the Open Registration time opening two weeks prior to non-resident (Group B).

Once, the reservation period has closed, department staff will review all applications received and permits issued based on the following criteria:

Group A – Indian Trail Groups which include Indian Trail Parks & Recreation in-house events and programs, partnerships, sponsored or co-sponsored activities; residents and organizations serving residents in good standing with the Town. Group A reservations will be processed first.

In reviewing Group A applications, the Department will set priorities for reservations:

- Organizations serving a higher number and percent of Indian Trail residents will be given priority.
- Youth programs are given priority over adult programs.
- Programs which do not duplicate current offerings already in place receive priority.
- Requests from non-profit organizations receive priority over requests from for-profit organizations.
- Groups/organizations who have used Indian Trail Parks & Recreation fields in the past and met terms of field use agreement receive priority in scheduling over those who did not.

Group B – Non-Indian Trail Groups – Are those groups not meeting the criteria of an Indian Trail Group. Once all Group A reservations have been processed, staff will process Group B reservations with the same priorities as above.

Any Reservations received outside of the Reservation Open Period will be on a first come, first serve basis.

Procedure for Securing Athletic Facilities for One-Time Use

Those interested in reserving athletic facilities must complete an Athletic Reservation Request form on the Town's website during the Open Registration dates. Residents and resident serving organizations (Group A) will be prioritized with the Open Registration time opening two weeks prior to non-resident (Group B). One time use applications will be reviewed after leagues/multi-use requests are permitted. All requests must be received two business days prior to the requested rental time. Staff will work with applications to find available field time.

Fields are available on a first come, first served basis if applications are received outside of the application opening/closing time.

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