



**NEW BERN**  
PARKS & RECREATION

*Family, fitness and fun come together here.*

**Foster Hughes, CPRE**  
Director of Parks & Recreation



**Dana E. Outlaw**  
Mayor

**Mark A. Stephens**  
City Manager

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Robert V. Aster  
Johnnie Ray Kinsey  
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Jeffrey T. Odham

## MEMORANDUM OF UNDERSTANDING

For the use of Sports Fields

The purpose of this memorandum of understanding is to establish a working partnership with New Bern Parks and Recreation and Grover C. Fields Middle School for the use of sports fields for the 2020 calendar year. This agreement takes effect February 25, 2020 and shall expire on February 24, 2021.

### CONDITIONS OF AGREEMENT

New Bern Parks and Recreation agrees to allow the use of the following facilities at Seth West Parrott Park (*located at 1225 Pinetree Drive in New Bern*): Cutler Field, Field #1, and restrooms for practices and/or home games. Grover C. Fields agrees to allow the use of the Football field, track, ballfields and restrooms for Parks and Recreation activities from time to time, as requested.

#### Grover C. Fields agrees to:

1. Provide a valid Certificate of Insurance (COI) listing the City of New Bern as additional insured. The Certificate should be valid for the duration of this agreement.
2. Provide a practice and game schedule at least 14 days in advance. Schedule should include field set up instructions (base, pitching rubber distance, etc...).
3. Provide marking chalk and paint for game prep in lieu of paying the field preparation fees.
4. Adhere to all Park rules and regulations.
5. All vehicles must be parked in authorized parking spaces. No parking on the grass.
6. Pick up and properly dispose of any trash/debris generated as a result of the activity.
7. Pay for replacement cost of any damages that occur to the facility as a result of damage incurred while using the facility.
8. Report any problems or concerns with the facility to Parks and Recreation staff immediately.
9. Inform City of any schedule cancellations or make up games as soon as possible.
10. Provide their own equipment, goals, uniforms, balls, water containers, etc. and remove equipment after each practice/game.

1307 Country Club Rd  
New Bern, NC 28562  
Office 252 639-2901  
Fax 252 636-4138

**Parks and Recreation agrees to:**

1. Provide any necessary information needed by Grover C. Fields for the use of school facilities, as well as provide a Certificate of Insurance for the use of those school facilities.
2. Provide a clean Parks and Recreation facility for League activities.
3. Provide reasonable grooming and maintenance of the park, including playing surface.
4. Provide field Prep for game day. Waive field preparation fees as long as Grover C. Fields provides required marking chalk and paint.
5. Perform a weekly safety inspection.
6. Insure restrooms are unlocked and clean prior to each scheduled game.
7. Prepare field on game day by grooming and painting field.
8. Allow the school to charge a nominal admission fee to the games. Clear and legible signage listing the admission fees must be posted in a conspicuous location.

**Points of Contact:**

**City of New Bern**

- Foster Hughes – Director of Parks & Recreation - Contract Administration  
252-626-1430 [hughesf@Newbernnc.gov](mailto:hughesf@Newbernnc.gov)
- Taurance Williams – Supervisor of Athletics – Field Scheduler/Maintenance Issues  
252-675-7300 [williamst@Newbernnc.gov](mailto:williamst@Newbernnc.gov)

**Grover C. Fields Middle School**

- Brian Saunders – Athletic Director  
252-626-6006 [brian.saunders@cravenk12.org](mailto:brian.saunders@cravenk12.org)
- Christa Blakelock – Assistant Athletic Director  
252-671-0987 [christa.Blakelock@cravenk12.org](mailto:christa.Blakelock@cravenk12.org)

**It is further understood that:**

1. Any Activities outside the scope of this MOU must be requested in writing.
2. Parks and Recreation staff reserve the right to enter and inspect at any time while Grover C. Fields is using City of New Bern facilities.
3. This Memorandum of Understanding may be cancelled with at least a fifteen day notice by either party in writing.

**Indemnity:** I/We Agree To Be Fully Responsible For The Facilities Per Conditions As Outlined in this MOU. Applicant further agrees to save, defend, and hold harmless to the extent allowable by law, the City of New Bern, North Carolina, and its agents/employees from any and all claims for damages for injury (including death), theft and or loss and property damages arising from applicant's use of occupancy of any City of New Bern, North Carolina property or any activity conducted by applicant on that property.



Principal  
Grover C. Fields Middle School



Foster Hughes  
Director of Parks & Recreation

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