

## IMPORTANT INFORMATION FOR FIELD RESERVATIONS

The Parks Division staff will try to accommodate all sport field requests. To better serve you, the following are guidelines to help you understand our process.

Along with your first field choice, please have a second and third choice as well. If you need to make a phone call(s) to determine your second choice, you will be asked to return to the end of the line so that we may wait on those who can be processed quickly.

We will only accept **one reservation, per team, per person.**

Due to the shortage of fields during prime time, we only accept a **maximum** of 2 practice days per week with a **maximum** of 1.5 hours per day and a **minimum** of 1 hour. There will be no exceptions.

You will need to choose one of the following time slots for your practice:

3:30pm – 5:00pm -or- 5:00pm – 6:30pm -or- 6:30pm – 8:00pm

Please note that a field reservation does **NOT** include goals, bases, or field lining. Note that there are **no** guarantees by the Parks Division on goal placement. For information regarding soccer goal placement, you may contact the Fort Collins Soccer Club at 970-226-6842. *If you need information regarding fields maintained by Poudre School District please call 970-490-3333.*

**NOTE: Any party bringing privately owned items onto any City owned park facility, including but not limited to the equipment listed above, agrees that any items placed and/or left in any City park shall not be in or cause a dangerous condition; the party providing such items assumes all risk of injury to any persons using any privately provided equipment.**

You will receive a computer generated permit, **REMEMBER** to bring the permit with you to the field. This will determine who has reserved the field for that particular time and day.

### **Reservation Payment:**

Forms of Payment:

**Cash**

**Credit Card:** We only accept VISA, MC, or Discover.

**Check:** Please make checks payable to City of Fort Collins Parks Department

### **Cancellation Policy:**

**\*Call 970-221-6660 within 24 hours of a weather related cancellation to receive a credit.**

**\*No credits will be issued for non-weather related cancellations.**

**\*All changes will be assessed a \$5 fee per booking date.**

Thanks and have a great season!!