

Guidelines for Scheduling Practices

Ballfields and Turf Sports Practice Reservations

Individuals may start reserving *practice* fields beginning in March (specific dates will be announced at the beginning of each year via the Parks web site: <https://www.fcgov.com/parks/park-rentals#cb-43638-6448>).

Practices will **NOT** be booked prior to the first day of field rental.

The initial (spring/summer) reservation requests for practice fields beginning in March must follow the *Process for Reserving Practice Fields* as explained on page 11.

Practices can be scheduled for a maximum of 2 times per week (depending on field availability) for 1.5 hours. Scheduled practices Monday-Friday must take place within the time slots.

4:00pm - 5:30pm

5:30pm - 7:00pm

7:00pm - 8:30pm

Weekends (Saturday-Sunday) can be scheduled for any time of day.

Ballfields are NOT prepped, and lights are NOT scheduled for practices, scrimmage, or tryouts.

Confirmations of reserved fields for practices are provided to the requester after payment has been received: **PLEASE review this confirmation carefully.** If holidays have been requested/scheduled or dates need to be changed/cancelled, these changes should be addressed as soon as possible.

Individuals may start reserving space for fall practice beginning in August via phone call to 970-221-6660. Fields are not reserved after the first weekend in November.

Dropping In

Teams are welcome to try to drop into fields for practices on a first-come basis, but if another team shows up with a confirmation from Parks showing they have the field reserved, the drop-in team must leave the field.

For Diamond Sports - If the field being dropped into has been chalked/prepped for a game and/or Park Staff arrive to prep the field, teams are asked to kindly use the **outfield only** for their practice.

Changes/Additions to Existing Reservations throughout the year

Once the initial reservation for practice fields is in place, if any changes/additional field needs are required, **ONLY** the contact named on the reservation may make updates by calling the Parks scheduling staff at 970-221-6660. Updates to the field, or adding a practice, should be made at least 2 days prior to the need.

Please call into 970-221-6660 to make updates. **Do NOT email Park scheduling staff individually.**

Providing the reservation number when calling into 970-221-6660 is very helpful.

Fees

The fee total for schedule practice fields (including scrimmages and tryouts) are due at the time of the request. If the fee can not be paid at time of request, fields will not be reserved.

Field Cancellation

If practice is canceled due to weather related issues, a refund request must be received within 24 hours by calling (970) 221-6660 or emailing parkshop@fcgov.com

NO refund will be given to non-weather-related cancellations.

A \$5.00 fee will be assessed to each booking when a change is made to the location, time or date.

SPECIAL 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. A Goals Agreement must be completed and signed to leave goals on a city park field (see addendum below).

PROCESS FOR RESERVING PRACTICE FIELDS

INITIAL (Spring/Summer) practice field requests **MUST** be made via email at parkshop@fcgov.com on the designated date determined each year.

Field requests made after the initial date can be made by contacting the Parks Office via phone, in person or email.

TURF SPORTS – Dates for Reserving Fields: TBD each year

DIAMOND SPORTS – Dates for Reserving Fields: TBD each year

*(PLEASE remember – Flexibility is Key!
Front Office Staff will Contact Coach with any Questions)*

- 1) Practice Field Requests will only be accepted via email at parkshop@fcgov.com on the designated dates (determined yearly) **at 8:00am** with an attached **Practice Field Request Form**.

Any Practice Field Request submitted prior to 8:00am on the designated date will be time-stamped as 9:00am, meaning they will be processed after all requests received in the 8:00am hour.

Example: If a request is received at 7:59:59am it will be moved to the end of the list that exists at 9:00am whether that's 1 request or 50 requests.

If a request is submitted on Monday for a diamond sport, it will be sent back to the coach to resubmit on Thursday

- 2) Any email received without the **Practice Field Request Form** attached will be emailed back to the coach to include the form and resubmit.
- 3) An individual email must be sent for each Team's Practice. Multiple request forms attached in one email will not be accepted.

Example: If one coach has three teams, three emails should be sent – one per team.

If more than one request is attached to a single email – one request will be processed and the others will go to the end of the list.

- 4) Practice Times are 1.5 hours in length.
- 5) Once the request has been entered into the reservation system by Front Office Staff:
 - a. The Front Office Staff will contact the Coach via phone (as provided on the **Practice Field Request Form**) confirming the requested dates/times.
 - b. Front Office Staff will collect payment via credit card.
 - i. If an Organization Director is paying for multiple practices, the Coach will inform the Front Office Staff and the Org Dir will be contacted after all requests have been entered and provided a total to be paid via Credit Card over the phone.
 - ii. If a check is necessary for payment, coach or director can come by the Front Office the next business day with payment.
 - c. Coach will be sent the field confirmation via email after payment has been received.

Scheduling Priorities and Preferences for Games

When Scheduling the Use of City Outdoor Sports Facilities for a game(s).

1. City-sponsored programs are given the highest priority.
2. PSD programs
3. Recreational and club youth programs are given priority over all other non-City sponsored programs.
4. Recreational and club adult programs are given priority over any competitive programs.
5. Programs sponsored by non-commercial groups are given priority over programs sponsored by commercial or for-profit groups.

Note: New users will be placed in one of the existing priorities. Seniority will be used as a factor when determining priority when the users in conflict cannot resolve facility usage. If the priority for a new user is higher, seniority will not be a factor.

Priority/Request Submittal List

- **City Sponsored:**
Adult and Youth league programs
- **PSD School & Affiliated PSD School *(must show affiliations)* Programs**
- **Youth:**
Soccer leagues (recreation & club)
Baseball/Softball leagues (recreation & club)
Christian and Private school leagues
Tennis Association tournaments and leagues (reserved through Lewis Tennis)
- **Adult:**
Soccer leagues (recreation & club)
Baseball/Softball leagues (recreation & club)
Tennis Association tournaments (reserved through Lewis Tennis)
CSU – affiliated events
Other non-profit
- **Commercial: Camps, Clinics, Leagues, and Tournaments**
- **Practice - turf or ballfield:**
Any use for practice
Note: Games take priority over any practice