

PROCESS FOR RESERVING PRACTICE FIELDS

INITIAL practice field requests **MUST** be made via email at parkshop@fcgov.com on the designated dates noted below.

Field requests made after the initial date can be made by contacting the Parks Office at 970-221-6660.

TURF SPORTS – Dates for Reserving Practice Fields: **Tuesday, March 3** (Mar 21 - Aug 1)

DIAMOND SPORTS – Dates for Reserving Practice Fields: **Thursday, March 5** (Mar 21 - Aug 1)

PLEASE remember – Flexibility is Key!
Front Office Staff will contact coach with any questions.

*For fairness to all teams, Parks only schedules a **MAXIMUM of 2 practices per week**. The max may be dropped to 1 practice per week; depending on field availability. Additional practices in the week are drop-in only; therefore, having the confirmation with you is important. Coaches can call Parks Front Office at 970-221-6660 to check on field availability.*

- 1) Practice Field Requests will only be accepted via email at parkshop@fcgov.com on dates noted above for the specific sport **at 8:00am** with an attached **Practice Field Request Form**.

Any Practice Field Requests 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.

- 2) All Practice Field Requests **MUST** be received via email at parkshop@fcgov.com attaching the **completed Practice Field Request Form**. 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 provide 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.