

# Rules & Procedures

## Reserving Sports Fields for Practices

### Ballfields and Turf Sports Practice Reservations

INITIAL (Spring/Summer) practice field requests **MUST** be made via email at [parkshop@fcgov.com](mailto:parkshop@fcgov.com) on the designated date (Diamond / Turf) determined each year, available at:

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

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.

### Dropping In

Teams are welcome 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. PLEASE be respectful of other teams.

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

**If Park Staff arrive to prep the field, teams that have dropped into the field will be asked to leave the field for safety purposes. PLEASE, be respectful and find another location to 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 or emailing the request to [parkshop@fcgov.com](mailto:parkshop@fcgov.com) – **PLEASE PROVIDE THE RESERVATION NUMBER**. Updates to the field, or adding a practice, should be made at least 2 days prior to the need.

**Do NOT email Park scheduling staff individually.**

### Fees

The fee total for schedule practice fields (including scrimmages and tryouts) are due at the time of the request. If the fee cannot 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](mailto: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.

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## Reserving Sports Fields for Practices

*(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](mailto:parkshop@fcgov.com) on the designated dates (determined yearly and posted online) **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.

### **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).**

# 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