

## BALL DIAMOND RESERVATION PROCEDURE

### RESERVATION PROCEDURE:

Reservations for practice fields begin on Monday, Feb. 26, 2007.

There are two steps to reserving a practice field: (1) Making the reservation and (2) picking up the permit.

Reservations are made **IN PERSON ONLY** on **MONDAYS** between the hours of **8:30am and 12:00 noon** at the Park Office. **No phone reservations will be accepted on Mondays.**

For phone reservations, call 862-8405 between the hours of **8:30am and 12:00 noon TUESDAY through FRIDAY**. (Because of the many calls that come through the office at the beginning of the season, you will be put on hold until the reservationist is available. Calls are taken on a first come, first served basis. It is to your best advantage to continue to hold until the reservationist comes on the line. **DO NOT CALL 862-8400 or 862-8424.** No one at either number can make a reservation for practice fields.

When the reservationist comes on the line, give the following information:

Park preference  
Day of reservation  
Time of reservation  
Your name and daytime phone number

Reservations can be made up to seven days in advance with the day that you make your reservation counting as the first day. (For example, if you call on Tuesday, you can reserve a ball diamond up through the following Monday.)

**Only one reservation per person, per call or visit is allowed.**

COMMUNITY CENTERS will take reservations for practice at their centers from 1:30pm to 5:00pm in person or by phone.

### **PERMITS:**

After you make a reservation, you will be issued a permit for the use of a ball diamond. You will be permitted to use a practice field for a 1 ½ hour period.

**DAYTIME PERMITS** have a \$5.00 usage fee per 1 ½ hour period for In-County Residents and a \$10.00 fee per 1 ½ hour period for Out-Of-County Residents.

**NIGHT TIME PERMITS for Youth** - \$10.00 per diamond per 1 ½ hour period.

**NIGHT TIME PERMITS** have a \$25.00 usage fee **per diamond** per 1 ½ hour period for In-County Residents and a \$30.00 fee per 1 ½ hour period for Out-Of-County Residents. In addition, there is a \$25.00 **CASH ONLY** deposit required for the light key.

**FAILURE TO PICK UP YOUR PERMIT MAY RESULT IN YOUR NOT BEING ALLOWED A FUTURE RESERVATION.**

The light key deposit will be **REFUNDED** (1) when the key or keys have been returned to the Sports Office the **by 12:00 NOON the next working day** following the expiration of the permit and (2) when the individual's team or league has complied with Park Board rules concerning the use of the field and lights.

The light key deposit will be **FORFEITED** (1) if the key or keys have been lost or duplicated, (2) if the key or keys are not returned by **12:00 noon the next working day** following the expiration of the permit,

(3) if the individual's team or league fails to turn off the lights more than two (2) times during their permitted time, or (4) if you or your team damage the lock or light box.

It is the responsibility of the individual making the reservation to inspect the light box and lock immediately on arrival at the field. If the box is damaged or the lock is missing, a report must be made to the Parks Division (862-8411) or Sports Division (862-8424) by 12:00 noon the next day.

Permits may be picked up **IN PERSON** Monday through Friday from 8:30am until 4:00pm. **NO PERMITS WILL BE MAILED.**

**DIAMOND LOCATIONS:**

The following diamonds are available for **DAYTIME** reservations. The cost is \$5.00 per 1-1/2 hour period.

- Cane Ridge Practice Field & 2 Youth Diamonds - Old Hickory Blvd. at Battle Road
- Cedar Hills Small Diamond - Dickerson Road and Old Hickory Blvd.
- Douglas Park - North Seventh and Howerton
- Dudley Park - 3rd Avenue South and Chestnut Street
- Green Hills Park - Lone Oak Road and Granny White Pike
- Hadley Park Baseball & Softball – 1037 28<sup>th</sup> Ave. North
- Madison Park Baseball – 510 N. Dupont Ave.
- Paragon Mills Park - Bonita Drive at Scotwood Drive
- Two Rivers Park - Briley Parkway at Two Rivers Parkway
- Warner Park (Baseball) - Vaughn Road and Old Hickory Blvd.
- Warner Park (Softball) - Vaughn Road and Old Hickory Blvd.
- West Park (Four Diamond Fields) - Morrow Road at 61st Avenue North
- Whites Creek Park (Softball) - Old Hickory Blvd. and Lickton Pike

The following diamonds are available for **NIGHT TIME** reservations. The cost depends on the number of fields lighted by the same light box and is for a 1 ½ hour period.

<b>PARK</b>	<b>IN-COUNTY RESIDENT</b>	<b>OUT-OF-COUNTY RESIDENT</b>
Cedar Hills Small Diamond	\$25.00	\$30.00
Douglas Park	\$25.00	\$30.00
Dudley Park	\$25.00	\$30.00
Hadley Park Baseball & Softball	\$25.00	\$30.00
Madison Park Baseball	\$25.00	\$30.00
Two Rivers Park	\$50.00	\$60.00
Warner Park Baseball	\$25.00	\$30.00
Warner Park Softball	\$25.00	\$30.00
West Park	\$25.00	\$30.00

**NO NIGHT TIME** reservations will be taken for **Friday, Saturday or Sunday nights**. This applies to **ALL** fields.

**Once leagues start, no reservations will be made on fields where leagues play.** Leagues start in April 2007.

**No reservations will be accepted after October 22.**