

## **BALL DIAMOND RESERVATION PROCEDURE**

### **RESERVATION PROCEDURE:**

Reservations for practice fields begin on February 23 for the week of March 2, 2009.

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 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 for Youth and Adults** have a \$20.00 usage fee per 1 ½ hour period for In-County Residents and a \$25.00 fee per 1 ½ hour period for Out-Of-County Residents for Youth and Adult per diamond.

**NIGHT TIME PERMITS for Youth and Adults** have a \$40.00 usage fee **per diamond** per 1 ½ hour period for In-County Residents and a \$45.00 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 WILL RESULT IN YOUR NOT BEING ALLOWED A FUTURE RESERVATION.**