

## FIELD RESERVATION PROCEDURE

### RESERVATION PROCEDURE:

Reservations for practice fields begin the last Monday in February each year.

There are two steps to reserving a practice field: (1) Making the reservation and (2) picking up the permit. We accept cash, checks, money orders and debit/credit cards. **Please note we charge a 2.3% transaction fee on all credit/debit cards.** This fee does not go to Metro but to a Third party processor.

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 reservationists is available.) Calls are taken on a first come, first served basis. It is to your best advantage to continue to hold until the reservationists 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 fourteen 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 Monday 14 days away.)

**Only two reservations per person, per call or visit are allowed.**

### **PERMITS:**

After you make a reservation, you will be issued a permit for the use of a practice or game field. You will be permitted to use a practice field for a 2 hour period.

**DAYTIME AND NIGHT TIME PERMITS for Youth and Adult** have a \$40.00 usage fee **per field** per 2 hour period for In-County Residents and a \$45.00 fee per 2 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 **by 12:00 NOON the next working day** 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**, (3) if the individual's team or league fails to turn off the lights more than two (2) times during the year, 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 12 noon or 1pm – 3pm. **NO PERMITS WILL BE MAILED.**

**FIELD LOCATIONS:**

- Cane Ridge Football Field - Old Hickory Blvd. at Battle Road
- Centennial Outdoor Sand Volleyball Courts- Centennial Park
- Dudley Park-305 Chestnut Street
- Elmington Park – 3531 West End Ave.
- Green Hills Park - Lone Oak Road and Granny White Pike
- Hartman (Multipurpose) -2801 Tucker Rd.
- Morgan Park-411 Hume Street
- Rhodes Soccer Complex-720 Mainstream Drive
- Warner Park (Soccer) - Vaughn Road and Old Hickory Blvd. (On a limited basis)
- Warner Park (Football) - Vaughn Road and Old Hickory Blvd. (On a limited basis)
- Whites Creek (Cricket)- 7277 Old Hickory Blvd.

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

| <b>PARK</b>                       | <b>IN-COUNTY RESIDENT</b> | <b>OUT-OF-COUNTY RESIDENT</b> |
|-----------------------------------|---------------------------|-------------------------------|
| Dudley Park                       | \$40.00                   | \$45.00                       |
| Morgan Park                       | \$40.00                   | \$45.00                       |
| Centennial Outdoor Volleyball Cts | \$40.00                   | \$45.00                       |
| Cane Ridge Football Field         | \$40.00                   | \$45.00                       |

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

**INCLEMENT WEATHER CONDITIONS:**

**The Sports Department will determine if rain or inclement weather has made the field(s) unplayable. Monday through Friday please call 880-2233 or 862-8424 to check on fields. After 4:30pm if field conditions become unplayable it is the responsibility of the user to cancel play if fields are not playable. Failure to do so will result in the user being responsible financially to the Parks Department for costs necessary to repair the fields that are damaged.**

**All Soccer, Frisbee, Cricket, Lacrosse, Softball and other leagues not specified must be finished by October 31 of each year.**

**All Football leagues must be finished by November 30<sup>th</sup> of each year.**