

BALL DIAMOND RESERVATION PROCEDURE

RESERVATION PROCEDURE:

Reservations for practice fields begin the last full week in February for beginning the first full week of March.

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 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. You can also come in to make a reservation Tuesday –Friday 8:30am – 12:00 noon.

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 14 (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 later.) Both reservations must be paid for at the same time and within 48 hours of the first reservation, except those that are before the 48 hour period and those must be picked up and paid for within 12 hours of the first reservation.

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

COMMUNITY CENTERS will take reservations for practice at their centers in person or by phone at the following locations: Hartman Park, Madison Softball, McFerrin, South Inglewood, Watkins.

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 2 hour period.

DAYTIME PERMITS for Youth and Adults have a \$20.00 usage fee per 2 hour period for In-County Residents and a \$25.00 fee per 2 hour period for Out-Of-County Residents for Youth and Adult per diamond.

NIGHT TIME PERMITS for Youth and Adult have a \$40.00 usage fee **per diamond** 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 WILL 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.**

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 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 \$20.00 per 2 hour period.

- Cane Ridge Practice Field - Old Hickory Blvd. at Battle Road
- Cedar Hills Small Diamond - Dickerson Road and Old Hickory Blvd.
- Cleveland Park- Baseball, Softball North Sixth St. and Bayard
- Elmington Park – 3531 West End Ave.
- Green Hills Park - Lone Oak Road and Granny White Pike
- Hadley Park Baseball & Softball – 1037 28th Ave. North
- Madison Park Baseball – 510 N. Dupont Ave.
- Two Rivers Park - Briley Parkway at Two Rivers Parkway
- West Park (Four Diamond Fields) - Morrow Road at 61st Avenue North
- Whites Creek Park (Softball, Baseball) - Old Hickory Blvd. and Lickton Pike

The following diamonds are available for **NIGHT TIME** reservations at a cost of \$40.00 per 2 hour reservation.

PARK	IN-COUNTY RESIDENT	OUT-OF-COUNTY RESIDENT
Cedar Hills Small Diamond	\$40.00	\$45.00
Dudley Park	\$40.00	\$45.00
Hadley Park Baseball & Softball	\$40.00	\$45.00
Madison Park Baseball	\$40.00	\$45.00
Two Rivers Park	\$40.00	\$45.00
East Park	\$40.00	\$45.00
West Park	\$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.

Once leagues start, no reservations will be made on fields where leagues play except for daytime weekends.