

## **BALL DIAMOND RESERVATION PROCEDURE**

### **KEY DEPOSITS FOR USE OF LIGHTS, RESTROOMS, AND GATES ARE \$50.00 CASH PER KEY.**

Reservations for ball diamonds begin the third Monday in March and close the last day of October each year.

There are three steps to reserving a ball diamond:

1. Making/paying for the reservation
2. Receiving the permit
3. Checking out keys if needed

We accept cash, checks, money orders and debit/credit cards.

**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 taken Monday-Friday between **8:00 am to 12:00 noon** in person at the Park Office or call (615) 862-8405 during these hours. Due to the large number of calls we receive at the beginning of the season, please wait on hold for our first available assistant. We take calls on a first come, first served basis.

Have the following information ready when calling:

1. Park Preference
2. Day of Reservation
3. Time of Reservation
4. Contact Information
5. Method of Payment

You may reserve up to fourteen days in advance. The day you make your reservation counts as the first day. For example, if you call on Tuesday, you may reserve a ball diamond up through Monday, 14 days away.

**We allow only two reservations per person, per call or visit.**

### **PERMITS**

Reserve and pay to receive a permit. Once payment is received permits will be EMAILED unless requested to be mailed. Or, you may pick up in person Monday through Friday, 8:00 a.m. until 12:00 noon.

### **DAYTIME PERMITS**

Residents: \$20.00 **per diamond** per 2-hour period  
Non-Residents: \$25.00 **per diamond** per 2-hour period

### **NIGHT TIME PERMITS**

Residents: \$40.00 **per diamond** per 2-hour period  
Non-Residents: \$45.00 **per diamond** per 2-hour period

Light Key - **\$50.00 deposit** (CASH ONLY).

## Deposits

### We refund your key deposit if

- you return the keys to the Sports Office by 12:00 noon the next business day following the permit expiration
- your team or league complies with Park Board field and light rules

### We do not refund your key deposit if

- you lose or duplicate keys
- you do not return the keys by 12:00 noon the next business day
- your team or league fails to turn off the lights more than twice during the year
- your team or league damages the lock or light box

### Ball Diamond Locations:

- **Cane Ridge Park Practice Field 5** - 419 Battle Road
- **Cedar Hill Park Small Diamond** - 860 W. Old Hickory Blvd
- **Cleveland Park Baseball & Softball** – 925 North 6<sup>th</sup> Street
- **East Park Softball** – 700 Woodland Street
- **Elmington Park Baseball** - 3531 West End Ave.
- **Green Hills Park Softball**- 1200 Lone Oak Road
- **Hadley Park Youth Baseball & Adult Softball** – 1037 28<sup>th</sup> Ave. North
- **Hartman Park Youth Baseball/Softball** - 2801 Tucker Road
- **Z. A. Looby Youth Baseball & Softball** - 2301 Rosa Park Blvd.
- **Madison Park Baseball** – 510 N. Dupont Ave.
- **McFerrin Park Softball** - 301 Berry Street
- **Shelby Park Boguskie Softball** - 401 South 20th Street
- **South Inglewood Park Youth Baseball/Softball** – 1624 Rebecca Avenue
- **Watkins Park Youth Softball** – 616 17<sup>th</sup> Avenue North

### Night Time Ball Diamond Locations:

- **Cleveland Park Softball** - \$40 for In-County & \$45 for Out-Of-County
- **East Park Softball Field 1(close to Center)** - \$40 for In-County & \$45 for Out-Of-County
- **Hadley Park Youth Baseball & Adult Softball** - \$40 for In-County & \$45 for Out-Of-County
- **Hartman Park Youth Baseball/Softball** - \$40 for In-County & \$45 for Out-Of-County
- **Madison Park Baseball** - \$40 for In-County & \$45 for Out-Of-County
- **McFerrin Softball** - \$40 for In-County & \$45 for Out-Of-County
- **Shelby Park Boguskie Softball** - \$40 for In-County & \$45 for Out-Of-County
- **South Inglewood Youth Baseball/Softball** - \$40 for In-County & \$45 for Out-Of-County
- **Watkins Park Youth Softball** - \$40 for In-County & \$45 for Out-Of-County
- **Watkins Park Youth Softball** - \$40 for In-County & \$45 for Out-Of-County
- **Z. A. Looby Youth Baseball & Softball** - \$40 for In-County & \$45 for Out-Of-County

The cost depends on the number of fields lit by the same light box for a two-hour period. You are responsible for inspecting the light box and lock immediately upon your arrival at the field. If the box is damaged or the lock is missing, you must file a report to the Parks Division (615-862-8411) or Sports Division (615-862-8424) by 12:00 noon the next day.

### Inclement Weather Conditions:

The Sports Department will determine if rain or inclement weather has made the field(s) unplayable. Monday through Friday please call 615-862-8405 before 12:00 noon or 615-880-2233 after 12:00 noon to check on fields. If you cannot reach our office and 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.

**Ball Diamonds close October 31<sup>st</sup> each year**