



## Ball Field Reservation Policy

**Policy:** It is the intent of the Leisure Services Department to have as many teams utilize the fields as frequently as possible and to accommodate as many teams as possible on the Redford Township ball diamonds.

In order to best achieve this policy the following steps will take place:

1. No organization or team has exclusive use of any field. Decisions about schedules will be made after the March 1 deadline.
2. Interested teams and organizations can file an *Intent to Use* form with the Leisure Services Department by December 31<sup>st</sup>. The form is an indication of an organization or team's desire to use a particular field(s) for the upcoming year. This will provide the department with the ability to begin planning so that the maximum number teams can be accommodated.
3. January 1<sup>st</sup> through March 1<sup>st</sup> organizations and teams can file with the Leisure Services Department a *Request for Use* form. This form includes the field, days and times that the organization or team would like to use the field(s), and includes contact information for the person most responsible. Those submitting schedules after the deadline will need to work around the already established schedule.
4. The Central Maintenance Director will complete the schedule and communicate to organizations or teams by the end of March.
5. Organizations or teams who have concerns about the scheduling of the ball diamonds are encouraged to communication with the Central Maintenance Director in order to resolve any issues.
6. If an organization or team cannot satisfactorily resolve their concerns, they may come before the Parks and Recreation Commission with these concerns.
7. Forms are available in the Leisure Services Department office or can be downloaded from the department website.

# Intent to Use Ball Diamond

Date submitted: \_\_\_\_\_

Organization/Team: \_\_\_\_\_

Contact person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Field(s): \_\_\_\_\_

\_\_\_\_\_

Other comments/information) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Request to Use Ball Diamond(s)

Date submitted: \_\_\_\_\_

Organization/Team: \_\_\_\_\_

Contact person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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Field 1: \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_

Times: \_\_\_\_\_ Days: \_\_\_\_\_

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Field 2: \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_

Times: \_\_\_\_\_ Days: \_\_\_\_\_

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Field 3: \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_

Times: \_\_\_\_\_ Days: \_\_\_\_\_

(For additional fields - copy and add another form)

Other comments/information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_