

# Athletic Field League or Group Reservation Guidelines

(Effective, February 1<sup>st</sup>, 2017)

Effective February 1, 2017 the Fort Wayne Parks and Recreation Department will be modifying the way it collects fees for athletic fields. These changes will help to ensure better accounting practices for the Department; while at the same time still provide flexibility when scheduling leagues or other large blocks of time. Please read the following guidelines closely and contact Daryn Schwartz (427-6003, [daryn.schwartz@cityoffortwayne.org](mailto:daryn.schwartz@cityoffortwayne.org)) with any questions.

## Reserving Athletic Fields

- Fill out request form and return to the athletic league scheduler, Daryn Schwartz via e-mail (Daryn.Schwartz@cityoffortwayne.org), mail or drop off to the Parks Main Office at 705 East State Blvd.
- Fields will be scheduled based on priority basis. Groups who have used fields the longest will have highest priority.
- Fields must be scheduled 1 week in advance to ensure time to prep and line fields as needed.

## Payment Guidelines for Athletic Fields

- Pay at the time of reservation.
  - Groups may submit a field request form, but it will not be entered into the system (or marked tentative, etc.) until payment is received.
  - Groups are confirmed on a first come first pay basis.
- Provide a guaranteed form of payment with a valid credit or debit card (typically for multiple dates over a season)
  - Groups or individuals scheduling several dates may break payments into monthly installments by providing a valid credit or debit card.
  - Fill out the credit card authorization form and submit with your field reservation request.
  - The credit or debit card must be a MasterCard, Visa, or Discover Card, and not expired
  - Credit card information will be kept in a secure location and shredded at the end of the athletic field season (usually by the end of October).
  - Any field request within the same month of the initial request must be paid at the time of reservation. If making the first group request after the 15<sup>th</sup> of the month, then all current and next month's field requests must be paid at the time of the reservation.
  - Prepayments will be made on the 15<sup>th</sup> of each month for the next month's field usage (July reservations will be processed on June 15<sup>th</sup>, etc.).
  - Customers may pay prior to the 15<sup>th</sup> of the month with a different form of payment. If no payment is received by the 15<sup>th</sup> of the month then the credit card on file will be charged.
- These payment guidelines do not apply to schools.

## Rainouts

- Rainouts will be made up through scheduled rain dates at the end of the season.
- If there are rainouts that will not be made up through scheduled rain dates, customers must contact the FWPRD athletic field scheduler no more than **two days** following the rainout.

## Poor Field Conditions

- If field is not setup to customer satisfaction, the FWPD athletic field scheduler, (**Daryn Schwartz: 260-427-6003; [Daryn.Schwartz@cityoffortwayne.org](mailto:Daryn.Schwartz@cityoffortwayne.org)**) must be contacted **immediately** (Phone or e-mail) to notify them of the problem. Please leave a message when calling if no one answers.

- **If you play on the field, then you have accepted the field conditions and you will not receive a refund/credit!**
- Credits or refunds will not be given for fields that have been deemed playable by the field scheduler.
- If the field has been deemed unplayable by the field scheduler, then you will receive a full credit or refund.

## **Cleanup of Fields**

- Groups are responsible for picking up trash, supplies, personal equipment, etc. If fields are left in an unsatisfactory condition, future field reservations could be in jeopardy. **The field area and park (parking lot, restrooms, etc.) should be left in the same condition as when you arrived.**

## **Reserving Athletic Fields for Tournament Use**

- Contact FWPRD athletic field scheduler at (260) 427-6003 or the Administrative Office at (260) 427-6000 to inquire about availability only.
- Fill out tournament request form and return to the athletic league scheduler (**Daryn Schwartz: 260-427-6003; Daryn.Schwartz@cityoffortwayne.org**) via email, mail, or drop off to the Parks Main Office at 705 E. State Blvd.
- Tournament reservations must be made at a minimum 1 week before tournament date.
- Full Payment must be made at a minimum of 1 week before first tournament date.

## Fort Wayne Parks and Recreation Athletic Field Credit Card Authorization Form

**By signing this form you agree to the following terms of scheduling, payment and account adjustments for Fort Wayne Parks and Recreation athletic fields.**

- Groups or individuals scheduling several dates may break payments into monthly installments by providing a valid credit or debit card.
- Fill out the credit card authorization form and submit with your field reservation request.
- The credit or debit card must be a MasterCard, Visa, or Discover Card, and not expired
- Credit card information will be kept in a secure location and shredded at the end of the athletic field season (usually by the end of October).
- Any field request within the same month of the initial request must be paid at the time of reservation. If making the first group request after the 15<sup>th</sup> of the month, then all current and next month's field requests must be paid at the time of the reservation.
- Prepayments will be made on the 15<sup>th</sup> of each month for the next month's field usage (July reservations will be processed on June 15<sup>th</sup>, etc.).
- Customers may pay prior to the 15<sup>th</sup> of the month with a different form of payment. If no payment is received by the 15<sup>th</sup> of the month then the credit card on file will be charged.

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- **Daryn Schwartz: 260-427-6003; Daryn.Schwartz@cityoffortwayne.org.**
- If you play on the field, then you have accepted the field conditions and you will not receive a refund/credit!
- Credits or refunds will not be given for fields that have been deemed playable by the field schedule.
- If the field has been deemed unplayable by the field scheduler, then you will receive a full credit or refund.

Name \_\_\_\_\_ League \_\_\_\_\_

Email Address \_\_\_\_\_

Cell Phone \_\_\_\_\_ Alt. Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Master Card       Visa       Discover

Card Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. Date \_\_\_\_\_ CVV code \_\_\_\_\_

I agree to have my credit card (credit or debit) card listed above, held on file with the Fort Wayne Parks and Recreation Field scheduler, and give permission to the Fort Wayne Parks and Recreation Department to charge this card with the above terms described above.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

E-mail completed form to [Daryn.Schwartz@cityoffortwayne.org](mailto:Daryn.Schwartz@cityoffortwayne.org), or mail:  
Fort Wayne Parks and Recreation; Attn: Daryn; 705 East State Blvd; Fort Wayne IN, 46805