

Ball Field "Session" Rental Process

Reservation requests accepted from January 16th – 31st 2017

Time
Options
Available

- **March 13th - April 14th**
 - (5pm - 6pm) or (6pm - 7:30pm) *(Refer to pricing sheet for this option)*
- **April 17th - July 28th**
 - (5pm - 6pm) - (6pm - 7pm) - (7pm - 8pm) *1 or 2 hour increments accepted*
 - M- F / Saturday: *(independent review of available dates required)*

Construct
email

- **Please include the below information in your email:**
 - Name
 - Team Name
 - Contact number
 - Contact email address
 - Have you rented the Windsor Heights field in the past?
 - Are you a Windsor Heights Resident?

Request
Rental
Times

- Please include your request for a 1st choice and a 2nd choice for reservations
- State specifically the dates you are choosing and the times associated with each date
 - IE., March 30: 6-7:30pm, April 6: 6-7:30pm, Thursdays: April 20th thru June 29th: 5-7pm
 - IE., May 2nd thru June 21st (Tuesdays) - 7pm - 8pm

Send Email

- Send email to: **Mdenkinger@windsorheights.org**
- **All Reservations made on a First Come Basis Only**
- All requests must be received via email by January 31, 2017 **NO EXCEPTIONS**

Field
Coordinator

- The Field Coordinator will compile all of the requests on a first come basis and generate a practice schedule to accommodate as many teams as possible.
- The teams will be contacted and presented with a scheduling option.
- If the schedule presented is acceptable to the team, rental agreement, damage deposit and full payment will be required to reserve designated times and dates.

- See Ball Field Rental Agreement and Pricing Schedule for details

Process Details:

1. Ball Field rental requests will be processed in the order they are received, beginning Jan. 16th-thru Jan. 31st. No requests will be considered after the end of business day on Jan. 31st.
 - a. No Exceptions, unless there are available rental options available.
2. Reservations must be received via email. No phone calls or drop in reservations will be accepted during the reservation request period.
3. Please include the below contact information in the email submitted
 - a. Name, Team Name, Contact Number, email address
 - b. Have you rented in the past?
 - c. Are you a Windsor Heights Resident? (*ID required*)
4. Please also include in your email, 1st and a 2nd choice for rental options;
 - a. 1st Choice request for practice dates and times
 - b. 2nd Choice request for practice dates and times
 - c. Initial requests will be limited to 1 evening a week with a 2 hour maximum rental period
 - Example Request: March 30th: 6pm-7:30pm, April 6th : 6pm-7:30pm and the following Thursdays 5pm – 7pm (2hr rental): April 20, 27, May 4, 11, 18, 25
 - d. If additional evenings are of interest to your team, please note that on your email. We will try to accommodate these requests, following the initial scheduling.
5. Pricing Schedule and Practice time options below:

FEES	NON RESIDENT	RESIDENT
1 HOUR RENTAL	\$25.00	\$20.00
2 HOUR RENTAL	\$40.00	\$36.00
3 HOUR RENTAL	\$60.00	\$54.00

MARCH 13 TH – APRIL 14 TH	APRIL 17 TH – JULY 28 TH
5PM – 6PM	5PM -6PM
6PM – 7:30PM	6PM -7PM
NON RES \$37.50/RES \$30	7PM – 8PM

6. All schedule requests will be reviewed and approved according to the email delivery date. The Windsor Heights Field Coordinator will notify you of the finalized approved schedule. After reviewing the designated rental schedule, your team manager can confirm the reservation by submitting:
 - a. A signed rental agreement
 - b. Full rental payment: Credit cards, cash or check
 - i. Payment made at Windsor Heights City Hall: 1145 66th street Windsor Heights IA
 - c. Damage deposit check for \$100.
 - i. This is a separate check that will not be cashed, but held until the completion of your rental period. If no damages have been incurred, the renter will be notified and the check will be shredded.
 - d. We typically have a very high demand for these practice slots and we are dedicated to creating an agreed upon schedule which allows all teams to have a practice slot. We will try to accommodate your first or second choice or coordinate an agreed upon adjusted time for scheduling.
7. After all scheduling has been coordinated, Windsor Heights will inform you of the date in which all payments and rental agreements will be required in order to secure the specified practice session. If the full payment, damage deposit and signed agreements are not provided to the Field Coordinator by the designated date (*to be determined and noted in future email*), the rental period will be released to an alternate party.

Thank you for your interest in the Colby Park Ball Field. I look forward to speaking with you in the near future. Please feel free to email me with any questions. Mdenkinger@windsorheights.org