



## Session Ball Field Rental Process

1. Session Ball Field rental requests will be processed in the order they are received, beginning **July 8<sup>th</sup> -thru July 12<sup>th</sup>**. All requests will be compiled and reviewed by the end of the business day on July 12<sup>th</sup>.
  - a. Any additional requests received after the initial pooling will be considered, however not included in the initial collection of requests.
2. **Reservations must be received via email.** No phone calls or drop in reservations will be accepted during the reservation request period.
3. Send rental request to [Mdenkinger@windsorheights.org](mailto:Mdenkinger@windsorheights.org)
4. Please include the following information in the session rental request email:
  - a. Name | Team Name | Contact Number | Email Address
  - b. Have you rented in the past?
  - c. Are you a Windsor Heights Resident? (*ID required*)
5. Please also include in your email, a 1<sup>st</sup> and 2<sup>nd</sup> choice for rental options;
  - a. 1<sup>st</sup> Choice request for practice dates and times
  - b. 2<sup>nd</sup> Choice request for practice dates and times
  - c. Initial requests will be limited to 1 evening a week, with a 2 hour (*consecutive*) maximum rental period.
    - Example Request: Thursday: March 30<sup>th</sup>: 6pm-7:30pm  
Thursday: April 6<sup>th</sup>: 6pm-7:30pm and the following  
Thursdays 5pm – 7pm (2hr rental): April 20, 27, May 4, 11, 18, 25  
OR
    - Example Requests: Sundays: 3pm-4pm - May 5, 12,19,26
  - d. Each individual team/coach will be allowed one individual request for session rental space. A coach cannot request a rental reservation for more than one team.
  - e. 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.
6. Pricing Schedule and Practice time options below:

### Rental Practice Periods

AUGUST 12 <sup>TH</sup> – OCTOBER 11 <sup>TH</sup>
4PM -5PM
5PM – 6PM
6PM – 7:30PM
<i>NON RES \$37.50/RES \$30</i>

### Hourly Rental Fees

FEES	NON RESIDENT	RESIDENT
<b>1 HOUR RENTAL</b>	<u>\$25.00</u>	<u>\$20.00</u>
<b>2 HOUR RENTAL</b>	<u>\$40.00</u>	<u>\$36.00</u>
<b>3 HOUR RENTAL</b>	<u>\$60.00</u>	<u>\$54.00</u>

7. All schedule requests will be reviewed and approved according to the email delivery date. The Windsor Heights Field Coordinator will notify you of the approved finalized schedule. After reviewing the designated rental schedule, your team manager may confirm the reservation by submitting:
  - a. A signed rental agreement
  - b. Full rental payment:
    - Cash or check: Payment made at Windsor Heights City Hall: 1145 66<sup>th</sup> st, WH, IA 503234
    - Credit card payments: Call 515-645-6821
  - c. Damage deposit check for \$100.
    - 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 practice sessions. We are dedicated to creating a fair and an agreed upon schedule, allowing as many teams as possible to gain a practice session. We will try to accommodate your first or second choice or coordinate an agreed upon adjusted time for scheduling.
8. After all scheduling has been coordinated, the Field Coordinator 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 Fall Field. I look forward to working with your team to secure a session practice schedule.*

Michele Denkinger  
Parks & Rec Coordinator  
1145 66<sup>th</sup> street  
Windsor Heights, IA 50324  
515-645-6821