Request Form for Additional Field Use

Parks Scheduling Office

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***Updated: 10/24/19***

After receiving a Field Agreement, this simplified form can be submitted to request more reservations. A Request Form for Additional Field Use is processed in the order received. Please submit requests with at least 8 days’ notice.

Today’s Date:

Group Name (if applicable):

Contact Name:       User Code:

Email Address:       Phone Number:

A spreadsheet sent in lieu of the form should include all the same information. Refer to the Add-Update Form for Field Reservations Spreadsheet Header file online.

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| Receipt # (if consistent, list just on 1st row) | Park & Field | Day(s) of the Week | Start Date | End Date | Start Time | End Time | Game?  (Yes or No) | Basepath Distance | For 60 Ft Fields, Pitching Distance? |
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COMMENTS:

NOTE: The Terms and Conditions acknowledged on the Request Form for Formal/Informal Field Use will also apply to this additional request.