Update Field Reservations Form

Parks Scheduling Office

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***Updated: 11/19/21***

Types of updates would include:

1. CHANGE the date, field, or timeslot - For example, a May 23, Robinswood, 1-3 pm reservation could be changed to May 20, Wilburton, 1:30-3 pm, 1-3:30 pm, or 5-7 pm. The **Admin Fee – Field Reschedule** will apply for date changes submitted with 3-14 days’ notice OR if changed to a different month.
2. CANCEL field time determined in advance that is not needed. **General Cancellation Policy:** Cancel within 2 weeks of receiving the INITIAL Field Agreement for full credit. Cancel with at least 15 days’ notice to be charged just the **Admin Fee – Field Cancellation**. Cancel with 8-14 days’ notice for 50% field credit. Cancel with less than 8 days’ notice for no field credit. Full credit still possible for light fees. (Credit for extra fees vary. Sports Camps & Tournaments follow a special cancellation policy.)
3. CREDIT request for reservation, after unable to use, due to weather, field concern, or light issue. Must be submitted no later than the first of the following month. For example, if March reservations are rained out, submit the form by April 1.

**NOTE:** To provide GAME updates or other miscellaneous changes (like pitching distance), please submit a Game Schedule with the details.

Today’s Date:

Group Name (if applicable):

Contact Name:       User Code:

Email Address:       Phone Number:

If making several changes or also adding file time, please submit an Add/Update Field Reservations Spreadsheet.

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| Information Needed Regarding **Current** Reservation | | | | Type of Update **and** Details, when needed:  Change, Cancel, Credit, Other |
| Receipt # | Date | Field | Timeslot |
| Sample  2345678 | 3/5/22 | Robinswood Soccer 1 East | 9-11 am | Change to 3/12/22, Wilburton Soccer, 3-5 pm |
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