Update Field Reservations Form

Parks Scheduling Office

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***Updated: 10/12/23***

Types of updates would include:

1. CHANGE the date, field, or timeslot – **For 2024**, the Admin Fee – Field Reschedule fee will apply for date changes submitted with less than 21 days’ (AKA 3 weeks’) notice.
2. CANCEL field time determined in advance that is not needed. **2024** **General Cancellation Policy:** For full credit, cancel within 2 weeks of receiving the INITIAL Field Confirmation. To just be charged theAdmin Fee – Field Cancellation fee, cancel with at least 21 days’ (AKA 3 weeks’) notice. To get 50% field credit, cancel with 10-20 days’ (1½ weeks’) notice. No field credit when cancelling with less than 10 days’ notice. 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 send an email with the details.

Today’s Date:

Group Name (if applicable):       Contact Name:

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 |
| Permit # | Date | Field | Timeslot |
| Sample  4444 | 3/5/24 | Robinswood Soccer 1 East | 9-11 am | Change to 3/12/24, Wilburton Soccer, 3-5 pm |
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