

## REQUEST SUBMISSION DEADLINES – Revised 10/6/2026

Groups may now submit request forms for all 2027 field use.

### SEPARATE REQUEST FORMS NEEDED FOR:

- 1) **Each Tournament** – Tournaments should be on a separate request form from regular seasonal requests. If requesting multiple tournaments, submit a separate request form for each tournament.
- 2) **Multiple Basepath Distances** – Request 60, 65, 70, 80, & 90 ft fields on separate request forms. Remember to adjust the participant count listed accordingly.
- 3) **Changes in Participant Count** – Some groups request fields for multiple months, but have participant counts that vary during the year. Please submit separate request forms **or add notes** to document the change in participant count. For example, if the participant count for March and April is lower than for May-July, please let us know.

### SUBMISSION DEADLINES FOR 2027 & 2028 FIELD USE

| DUE DATE (by 2 pm) | MONTHS AND TYPE OF USE                                                                                                                                                                                  |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| September 15, 2026 | January-February 2027 - All Use                                                                                                                                                                         |
| November 15, 2026  | March-July 2027 - All Use<br><u>And Separate Requests for:</u><br>Weekday Daytime Use March-August 2027<br>Tournament Use May-September 2027<br>North Robinswood Cricket Field Use March-November 2027  |
| April 15, 2027     | August – Rest of Use<br>September-December 2027 – All Use                                                                                                                                               |
| September 15, 2027 | January-February 2028 – All Use                                                                                                                                                                         |
| November 15, 2027  | March-July 2028 – All Use<br><u>And Separate Requests for:</u><br>Weekday Daytime Use March- August 2028<br>Tournament Use May-September 2028<br>North Robinswood Cricket Field Use March-November 2028 |
| April 15, 2028     | August – Rest of Use<br>September-December 2027 – All Use                                                                                                                                               |

### NOTES

- 1) All Field Requests submitted by the submission deadline will be considered during the allocation process. The Parks Scheduling Office will acknowledge receipt of the request form, so that groups know it was received. Reminders are NOT sent out.
- 2) Requests received after the deadline will be processed in the order received, based on availability following the allocation.
- 3) Requests submitted early will not be processed early or receive a different allocation based on when the form was submitted. If changes are needed on forms already submitted, please submit the changes prior to the deadline.

Please let us know if you have any questions.

Parks Scheduling Office

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