



Dear Softball/Baseball Field User,

I am currently planning for use of fields for softball/baseball groups in the City of Kirkwood's park system. Last year's resident users are being offered the first opportunity to secure fields for the 2010 season, followed by new resident groups, then returning non-resident groups and new non-resident groups. As you submit your request, please keep in mind the following guidelines:

- 1) Individual teams are restricted to 1 ½ hours per week for practices or games. Organizations submitting requests for multiple teams will be limited to no more than 1 ½ hours per team in their organization per week.
- 2) Teams that qualify as resident teams will have first option on securing the same field assignments as they did in 2009. Requests for securing the same field time must be submitted by February 5. If you are unsure of last year's assignment, please contact me. Returning groups interested in securing new times will have their requests reviewed on a first come, first served basis after February 5. Resident teams that have not previously reserved fields will also have their requests reviewed on a first come, first served basis after February 6. Non-residents will have their requests reviewed after February 19. Non-resident groups that have previously had field time will have priority over any new non-resident groups.
- 3) Baseball and fast pitch softball in Kirkwood Park are restricted to Diamonds 5 & 6. Fast pitch softball for ages 12 and under is not included in this restriction. Use of pitching machines is also restricted to Diamonds 5 & 6.
- 4) Fields may be reserved for softball/baseball use from April 5 through Labor Day. Fields are available between 9 a.m. and 11 p.m. seven days a week. Groups should only request those dates and times that they are **sure they will use**. Resident users will be billed \$6.00 per hour for each hour used. Non-resident users will be charged a \$12.00 per hour for each hour used. Prices subject to change with out notice.
- 5) Fees for lighted fields will be \$15.00 per hour for resident groups, and \$25.00 per hour for nonresident users. Fees will be based on lights being turned on at 7:00 p.m. Example; a group scheduled from 6-7:30 p.m. will be charged for 1/2 hour of lights, even if they leave before 7:30 p.m. Prices subject to change with out notice.
- 6) If fields are requested for games, a one time \$20.00 charge will be added. Game setup will include a one time field drag & lines mark. Practices will not be charged this and will receive the field in a playable condition. Prices subject to change with out notice.
- 7) Any unused field time can be partially refunded with a week's notice and a refund check will be mailed the first of the month. Please call to verify any unused time, even if the fields are rained out, to make sure you receive the credit. **Cancellations of dates will be accessed a \$5 service fee for every date canceled.** Rainouts will not be charged this service fee.

Please use the accompanying form to make your request. Forms for resident groups should be submitted by February 5. Non-residents can send their forms in after February 19.

Please send them to:

Field Supervisor
111 S. Geyer Road
Kirkwood MO 63122

If you have any questions, please contact me at 314-984-6966.

Sincerely,

Don LaChance
Recreation Supervisor

KIRKWOOD PARKS & RECREATION FIELD USAGE REQUEST FORM

Office use only ___ Kwd Resident ___ Non-Resident <hr style="border: 0.5px solid black;"/> Reservation #
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APPLICANT NAME _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

HOME PHONE _____ WORK PHONE _____

EMAIL ADDRESS: _____

ORGANIZATION _____

_____ # OF TEAMS _____ AGE GROUP(S)

TYPE OF USE:

BASEBALL SOFTBALL OTHER (LIST) _____

REQUESTED FOR: PRACTICE (Goals/Bases may not be on all fields) GAMES

*BEGINNING DATE _____ **ENDING DATE _____

***Fields open 4/5/10**

****Fields close 9/6/10**

CHOICE OF DAY AND TIME SLOTS THAT WOULD BE ACCEPTABLE (the more options the better):

Please list 1st choice, 2nd choice, 3rd choice, 4th, 5th, 6th ... in the appropriate boxes below.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
9:00 AM – 10:30 AM							
10:30 AM – 12:00 PM							
12:00 PM – 1:30 PM							
1:30 PM – 3:00 PM							
3:00 PM – 4:30 PM							
4:30 PM - 6:00 PM							
6:00 PM -7:30 PM							
7:30 PM – 9:00 PM							
9:00 PM – 11:00 PM							

Dates not needed: _____

Cancellations of dates will be assessed a \$5 service fee for every date canceled.