



Parks and Leisure Services

Fall 2008 Field Allocation Procedures

1. All organizations must submit all requested forms as presented on the field use allocation checklist no later than **5 p.m. on Friday, May 30, 2008.**
2. The time period covered by this request is: Saturday, Aug. 2, 2008 until Saturday, Nov. 1.
3. Field use fees for 2008 are \$10 per hour per field.
4. Field use fees will be billed by the Town of Farragut on a monthly basis. Failure to pay by the end of the following month may result in forfeiture of field space allocation.
5. **Organizations must request both practice and game (league) schedules that utilize all allocated field time by the May 30 deadline.** Organizations that reserve fields but do not use them will be assessed the regular facility use fee for that missed time. This user history, of non-used reserved fields, will also be considered by the Parks and Athletic Council when field allocations are decided.
6. Organizations will be billed for their requested time unless other arrangements have been made with the Town of Farragut (i.e. ETYSL). Contact staff for specific information.
7. There is a work session scheduled for both rectangular and diamond sports on Thursday, June 5, 2008 beginning promptly at 6 p.m. at the Farragut Town Hall Community Room. This time can be utilized by organizations that have requested the same space and times. This is not mandatory and no Town staff will be in attendance.
8. Each organization requesting field use time for fall 2008 must have at least one representative at the Parks and Athletics Council meeting on **Tuesday, June 10, 2008 at 7 pm in the Farragut Town Hall Board Room.**
9. Contracts, stating each organization's field use time, as assigned by the Parks and Athletics Council, will be mailed to the organization's president. Contracts must be signed and returned to the Town of Farragut no later than **Friday, July 11, 2008 by 5 p.m.**
10. Beginning **Wed., July 16 at 8 a.m.**, all available fields will be released to the public for field reservation.
11. Organizations that do not attend the scheduled field allocation meeting or who fail to complete the entire field allocation packet by the May 30, 2008 deadline must wait until fields are released to the public for field reservation. These organizations will then be required to contact the Leisure Services staff for available fields and make such requests in writing (i.e. e-mail or fax).
12. User-groups that have completed the field allocation process can reserve other field times, on a first come, first serve basis. Only individuals listed as the board members, on the included form, can make such requests.

By signing below I acknowledge that I have read and understand the 2008 Field Allocation Procedures.

Name: _____ Organization: _____

Signature: _____ Date: _____