

# Salina Parks & Recreation Field Reservation & Priority Policy

Revised 1-31-19

The following is priority & description for reserving practice fields on Salina Parks & Recreation facilities:

- 1) **Salina Parks & Recreation Event** – The Salina Parks & Recreation has the right to reserve facilities for any City of Salina special events or programs.
- 2) **Salina High Schools & Colleges** – These organizations pay a fee and have a strong working relationship the City strives to uphold.
- 3) **Salina Tournaments** – These organizations also pay a fee and have a strong working relationship the City strives to uphold.
- 4) **Salina Parks & Recreation Teams**
  - a) ***Practices Before Leagues Begin:*** These coaches attending the team organizational meetings will reserve one practice per week on the same day/time/field until league games begin. (Please Note: Some practices may have to be rescheduled to a different date/time/field due to high school/college games or tournaments).
  - b) ***2<sup>nd</sup> Additional Practice:*** These coaches are also allowed to call the Salina Fieldhouse front desk on WEDNESDAYS to reserve a 2<sup>nd</sup> additional practice for the next corresponding week (Monday – Sunday). Anymore than two practices per week must be approved through the Program Supervisors or Recreation Superintendent.
  - c) ***Practices After Leagues Begin:*** Once league games begin, all weekly practices cease. These coaches will be allowed to call the Salina Fieldhouse front desk on WEDNESDAYS to reserve a practice for the **next** corresponding week (Monday – Sunday).
- 5) **Church, Employee, Private Club/Organization & Traveling Teams** – These coaches are allowed to call the Recreation Office on WEDNESDAYS to reserve a practice for the next corresponding week (Monday – Sunday).
  - The Salina Parks & Recreation will make every attempt to update the computer reservation system with games and tournaments to know what dates/times/fields are available for practices.
  - Up until the 1st Monday of April, all practice fields will be on a first come, first serve basis providing the field is in proper playing condition and is not prepared for a game/tournament.
  - Maximum of 2 reserved practices per week per team.