



City of Lawrence

PARKS AND RECREATION

Lawrence Parks & Recreation Baseball/Softball/Kickball Practice Reservation Guidelines 2010

Rules and Regulations

1. Adult teams are prohibited from practicing on fields marked as "Youth Only." Adult teams that abuse this policy will lose practice privileges on LPRD fields.
2. Reservations can be taken no more than one week in advance.
3. Practice time slots are a maximum of one and a half hours per day.
4. Teams can reserve multiple practices if they are within a seven day period. Example: If you are making a reservation on a Monday for the following Monday, you can make additional reservations on the days prior if space is available.
5. No same day reservations.
6. Reservations will not be allowed during the day when games are scheduled on a field that evening.
7. No outside food is allowed in LPRD athletic complexes.
8. No Alcohol is permitted at any LPRD athletic complex or at any of our stand alone ball fields.
9. Vehicles are not allowed in LPRD athletic complexes.
10. Pets, excluding service dogs, are not allowed in LPRD athletic complexes.
11. Lights are not provided for practices excluding specific dates to be determined by league organizers. Contact your league administrator for more information.

Reservations may be made online at www.lprd.org. Refer to the following pages for instructions on how to navigate the reservation web site. To cancel a reservation you must email or call the Lawrence Parks & Recreation Department. Reservations cannot be canceled online.

Reservations may still be made over the phone by calling any of the follow locations after 8:00 a.m. Monday through Friday: Holcom Park Recreation Center – 832-7940, The Community Building – 832-7920, East Lawrence Recreation Center – 832-7950.

How to make a practice reservation using the LPRD website.

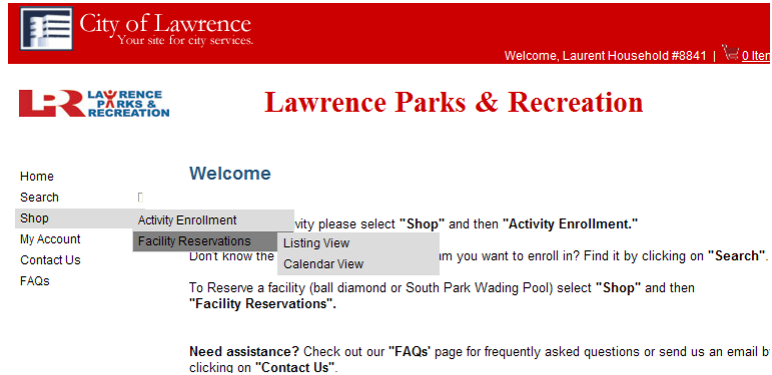
1. Access our web site at www.lprd.org and click on the "Online Practice Field Reservations" link.



2. If you have previously reserved a practice time online or enrolled in an activity log on using the User Name and Password you created.

If this is your **first time using our web site** log on using your home phone (10 digits, no spaces or dashes) as your User Name and your last name as your Password.

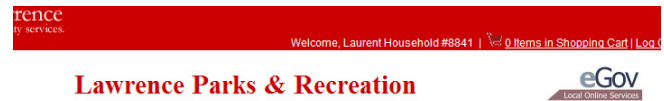
3. Click on "Shop" then "Facility Reservation" then "Listing" or "Calendar view" depending on your preference.



4. LISTING VIEW allows you to see all the fields that are available at a given practice time. **This option works best if the time you practice is more important than the location.**

To use Listing View, choose your facility preferences by entering at least one of the following criteria:

- Preferred Type
- Preferred Location
- Preferred Facility



Complete the headcount, preferred date, start time and reservation length.

Choose Your Facility Preferences

Preferred Type:

Preferred Location:

Preferred Facility:

Headcount*:

Preferred Date*: (mm/dd/yyyy)

Approximate Start Time*: : AM PM

Reservation Length*: Hours Minutes

Reservation Purpose:

* REQUIRED DATA

Note: Reservations are restricted to 90 minutes maximum. The system defaults to 1 hour. In order to reserve 90 minute time slots you must enter 1 hour and 30 minutes in "Reservation Length."

Practice Reservation Time Slots

8:30am to 10:00am	10:00am to 11:30am	11:30am to 1:00pm	1:00pm to 2:30pm
2:30pm to 4:00pm	4:00pm to 5:30pm	5:30pm to 7:00pm	7:00pm to 8:30pm

The allotted practice time slots are listed here.

Select your preferred field and time slot and complete the reservation process. (See step 6)

Facility Availability

Facility	Date	Time Range	Headcount	Notes
Broken Arrow FLD 2 @ Broken Arrow Park	03/07/2010	8:30A - 10:00A	25	\$? M M
Deerfield Field 1 @ Deerfield Park	03/07/2010	8:30A - 10:00A	25	\$? M M
Deerfield Field 2 @ Deerfield Park	03/07/2010	8:30A - 10:00A	25	\$? M M
Edgewd FLD YouthOnly @ Edgewood Park	03/07/2010	8:30A - 10:00A	25	\$? M M
Woody Field @ Woody Park	03/07/2010	8:30A - 10:00A	25	\$? M M
Broken Arrow FLD 2 @ Broken Arrow Park	03/07/2010	10:00A - 11:30A	25	\$? M M
Deerfield Field 1 @ Deerfield Park	03/07/2010	10:00A - 11:30A	25	\$? M M
Deerfield Field 2 @ Deerfield Park	03/07/2010	10:00A - 11:30A	25	\$? M M
Edgewd FLD YouthOnly @ Edgewood Park	03/07/2010	10:00A - 11:30A	25	\$? M M
Woody Field @ Woody Park	03/07/2010	10:00A - 11:30A	25	\$? M M

◀ ◀ 40 Total Results ▶ ▶
[Change Search Settings](#)

- CALENDAR VIEW shows what times are available on one field for an entire day. **This option is best for those coaches who have a desire to practice on a particular field regardless of the time.**

Edgewd FLD YouthOnly@Edgewood Park

03/18/2010

To use Calendar view select the facility and month you are wanted to reserve. Next select the day you are wanting to reserve. You will see a schedule for that day showing what times are available to reserve.

All time slots selected must be in sequential order.

Check the box next to the time slot that you want.

Include	Time Range	Status
<input type="checkbox"/>	8:30A - 10:00A	Activity Reservation
<input type="checkbox"/>	10:00A - 11:30A	Activity Reservation
<input type="checkbox"/>	11:30A - 1:00P	Activity Reservation
<input type="checkbox"/>	1:00P - 2:30P	Activity Reservation
<input type="checkbox"/>	2:30P - 4:00P	Activity Reservation
<input type="checkbox"/>	4:00P - 5:30P	Available
<input type="checkbox"/>	5:30P - 7:00P	Available
<input type="checkbox"/>	7:00P - 8:30P	Available

[Calendar](#) [Book Times](#)

- Once you have selected a practice time please take a moment to read the facility rules and regulations. After doing so, select “Yes, I agree” to proceed. If you do not agree to these rules and regulations you will not be able to complete the transaction.

FACILITY RULES & REGS
Please read carefully and answer below.

Lawrence Parks & Recreation Department - Ball Diamond Practice Guidelines

- Adult teams are prohibited from practicing on fields marked as "youth Only." Adult teams that abuse this policy will lose practice privileges on LPRD fields.
- Reservations can be taken no more than one week in advance.
- Practice time slots are a maximum of one and a half hours per day.
- Teams can reserve multiple practices if they are within a seven day period. Example: if you are making a reservation on a Monday for the following Monday, you can make additional reservations on the days prior if space is available.
- No same-day reservations.
- Reservations will not be allowed during the day when games are scheduled on a field that evening.
- No outside food is allowed in LPRD athletic complexes.
- No alcohol is permitted at any LPRD athletic complex or at any of our stand alone ball fields.
- Hitting into fences is strictly prohibited.
- Vehicles are not allowed in LPRD athletic complexes.
- Fees, excluding service dogs, are not allowed in LPRD athletic complexes.
- Lights are not provided for practices excluding specific dates to be determined by league organizers. Contact your league administrator for more information.

Release from Liability and Indemnification
In consideration for and as a condition of the use of the above stated facility, applicant hereby agrees to indemnify and hold harmless the City, its officers, employees, and agents, against any and all claims, demands, causes of action, damages (including damages to City's property), cost and liabilities, directly or approximately resulting from or not from any act or omission of applicant or any of its officers, agents, employees, guests, patrons, or invitees and the applicant shall at its sole risk and expense, defend any and all suits, actions, or legal proceedings which may be brought against the City, its officers and employees, and applicant shall pay for any agents, employees, guests, patrons and invitees.

- Answer the facility reservation questions. This is mandatory when reserving a practice field.

- Click “Go” to complete your transaction and generate a confirmation receipt. Please print and take your receipt with you to your practice.

- To cancel a reservation you must email or call the Lawrence Parks & Recreation Department. Reservations cannot be canceled online.