



City Council Policy: CP526 - Reservation of Ballfields

Effective Date: January 18, 2011

Amends: April 7, 1997

Approved By: City Council

I. SCOPE

II. PURPOSE

A. To establish a schedule which provides maximum utilization of the City's playing fields.

III. RESPONSIBILITY

A. City Clerk

IV. DEFINITIONS

V. POLICY

A. It shall be the policy of the City of Prairie Village to reserve playing fields in City parks for one event or for a season.

1. Seasonal reservations shall be for practices only. Single reservations shall be as part of a pavilion reservation for informal play or for special practice.
2. Teams from Prairie Village schools and teams that have at least 50% members who are Prairie Village residents will be given preference on Prairie Village seasonal reservations.
3. Before March 1, ballfield requests shall be restricted to a period not to exceed one and one-half hours per field, per team and shall be limited to a maximum of two practices per week. In the event there are multiple requests for the same time and field, the City Clerk staff will conduct a lottery to resolve the conflicting requests. Beginning March 1, all remaining ballfield rentals will become unrestricted and awarded on a first-come, first-serve basis for Spring/Summer reservations.
4. Teams whose players are 5th grade and older shall have season reservation preference at Franklin and Windsor baseball/softball fields.
5. Teams whose players are younger, who are in 4th grade or lower, shall have season reservation preference at Meadowlake and Porter baseball/softball fields.

VI. PROCEDURES