



**Marion City Parks
Department**
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Ball Field Reservation Procedure

We will begin taking reservations for practice times on City ballfields starting on Monday, April 3rd, so please do not submit any requests until then. When making reservations, we now have an online system for reservations. You will need to visit <https://lpac.recdesk.com/Community/Home> to set up your account to begin making reservations. This system will allow you to see what fields are available at what times and instantly make your own reservations, instead of having to wait for me to get back to you through email.

While this will be the preferred method for making reservations, if you prefer, you can still contact us via email, at thartman@marionohio.org where reservation requests will be handled in the order they are received or by phone at 740-387-5370 between (M-F) 9:00am-3:00pm. Please keep in mind however that availability can change rapidly with the new option of the online system.

If contacting us directly, please include the following information when making your request: **Your Name, Phone Number, and Team**, as well as the **Time Slot and Field** you are wanting (if you are open to other fields or times, please list them in your preferred order). Once your reservation has been approved, a reservation card will be emailed to you from "RecDesk" and will only need to be printed and brought to the field if you are unable to pull it up on a mobile device at the Park, if needed.

As with prior seasons, there are limits as to how many practices each team can schedule on our fields. This does not mean you cannot hold additional practices at other fields, but in an effort to allow all teams an opportunity to use the Marion City Parks Ballfields, we will only allow for teams to schedule 2 practices per week and do not allow more than 2 future practices to be on the schedule at any time, meaning we will also not schedule automatically recurring practices. If you would want additional time slots, you will need to wait until you have used one of your scheduled practices before requesting another. New for this year, when you schedule your fields online, it will be required to be approved, and thus your practice will generally not be approved until the following business day.

Any teams caught violating these rules (or any Park rules) may be subject to having their practices canceled.

Please note that practices at **Garfield** will be limited to youth ball only at this time. Fields available for anyone to use include **both Sawyer Park fields** (A is the one the closer to the road, B is further from the road), **Bigford**, and the following fields at Lincoln: **Kelly, Morbitt, and Hogg**, plus additional youth fields of **Scott, Maynard, Lewis, and Eagles**. (Mack and Short are for T-Ball only)

Time slots are the same as last year: Monday thru Friday at **4:00-5:30, 5:30-7:00, & 7:00-8:30**, with additional time slots available on Saturday and Sunday at **11:30-1:00, 1:00-2:30, & 2:30-4:00**.

Please keep in mind that with so many teams wanting field time, availability may be very limited at all fields, especially throughout April.