

## CITY OF PLANO PARKS AND RECREATION DEPARTMENT

### **Athletic Operations and Services Practice Field Reservation Program**

#### **Who may reserve fields online for practices?**

Plano residents with an Athletic Field Rental Membership may reserve one field (or 1/2 a field) online for a single team to practice each week. You may set up your own account [online](#). After you have created your account, please contact our athletic staff at [fieldreservations@plano.gov](mailto:fieldreservations@plano.gov) to obtain a free Athletic Field Rental Membership. An athletics staff member will contact you to go over the basic reservation rules and will send an e-mail containing step-by-step instructions on how to reserve fields online.

#### **How online reservations work:**

After league schedules are received by our staff each week, we will begin releasing fields on Wednesday for the following Monday to Sunday time period. If the field you are looking for does not come up in your search that field is not available or has not been released yet. Please check again on Thursday and Friday, the release process can take a considerable amount of time and may not be fully completed on Wednesday. *Online bookings must be made at least 2 days in advance. Walk-in and phone reservations must be made at least 24 hours in advance. Same day reservations will NOT be scheduled by staff.*

#### **General reservation guidelines:**

- \*Each Plano resident is eligible for **one** 90 minute team practice per Monday-thru-Sunday reservation period. If an individual rents multiple fields in any Monday-thru-Sunday timeframe, the Parks Department may terminate the Athletic Field Rental Membership associated with that account.
- \*Please print your receipt and bring it to the field as proof that you have a scheduled reservation. **Drop-in use is not allowed on fields that are included in the reservation program.**
- \*Baseball/softball fields with grass infields are not eligible for this program, please e-mail us for availability and rates.
- \*Fields may be used only by teams the appropriate age for the size of the field and for the designated purpose of the field. A soccer field cannot be used for baseball practice, a 13 year old team can't practice on a field for 9 year olds.
- \*Fields are provided "as is". Bases, goals, nets, dragging, etc. cannot be guaranteed for this type of reservation.
- \*Facilities booked through this program are available for single team practice purposes only, not for games, scrimmages, camps or clinics. If you wish to make a reservation for a different use, please call the field reservation line at 972-941-5413, or send an e-mail to [fieldreservations@plano.gov](mailto:fieldreservations@plano.gov).
- \*Practice reservations for soccer, football and other turf sports are for one-half of the field.
- \*A field may not be used in the rain or if wet.
- \*PARD may cancel any reservation in the interest of safety or to prevent field damage in the event of rain or wet grounds. All applicable fees will be refunded upon request if PARD cancels the reservation, otherwise the fees will be retained as a credit in the reservation system for future use.
- \*Check for practice reservation rainout information by calling 972-210-2936 and choosing option 8.
- \*If a customer paid lighting fees and will not be using the field, a credit for field lighting charges can be obtained by sending an e-mail to [fieldreservations@plano.gov](mailto:fieldreservations@plano.gov) no later than 2pm on the day of the reservation (by 2pm Friday for Saturday reservations). **The \$15 administrative fee is non-refundable.**

*Reservations are accepted 2 to 10 days in advance of the desired reservation date.*

*Walk-in and telephone hours are 10:00am – 2:00pm Monday through Friday, excluding holidays.*

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**Failure to comply with reservation guidelines may result in being denied use of athletic facilities and punishment under terms of the City's Code of Ordinances.**

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**\*Reservation fee:** \$15 NON-REFUNDABLE administration assessment per 90 minute reservation

**\*Field lighting fees:** \$40 per hour (minimum of 1 hour will be charged for field lighting, then pro-rated each 15 minutes AFTER the first hour) Field lights will be programmed to turn on 30 minutes prior to dusk.

For additional information, you may contact Laura Sanders at [laurasa@plano.gov](mailto:laurasa@plano.gov)