



SOFTBALL DIAMOND RESERVATION PROCEDURE & RULES

(Reserving a field for practice)

DIAMONDS ARE OPEN AND READY FOR USE!

Only adult teams in Neenah Parks and Recreation Leagues or adult leagues, which lease NPRD fields, are eligible to reserve a ball diamond.

1. Call the Neenah Parks and Recreation Office (886-6060) or email parkrec@ci.neenah.wi.us for an available diamond and date. Diamonds are available Monday through Friday from 4:00 PM to dark (6:00 PM to dark on Memorial Fields due to high school softball practices/games) and Saturday and Sunday from 8:00 AM to dark. Reservations are for 1 hour on week nights and 2 hours on weekends. You are asked to pick up a diamond reservation permit, at our city hall office, to avoid problems at the site. **These permits can be faxed or emailed to you as well.**
2. A reservation and permit gives you exclusive use of a diamond for a specific time and date. If another team is using the facility, they must leave at your request. Notify our department if they refuse to leave. Teams or individuals who refuse to honor the reservation procedure will be denied access to practice fields.
3. You may only have one reservation on the books at a time. After you use your reserved time or on the day of your scheduled practice, you may call for another reservation.
4. The Superintendent of Parks may cancel reservations, due to weather conditions. You may be contacted and advised that diamonds cannot be used. Please cooperate and don't use the facilities when they are unplayable or in marginal condition.
5. Failure to follow these rules and procedures may result in a team being denied practice times. Repeated or flagrant violations may result in expulsion from the league. (Using a lighted ball diamond prepared for league play is flagrant violation.)



Creating Community Through People, Parks & Programs