

# Kent Stein Park Scheduling Guidelines

## **Scheduling Goal:**

- To manage the Kent Stein Park Athletic Facility in an efficient cost-effective manner that maximizes the community resource to benefit the recreational and business interests where opportunity and accessibility are realized for all.

## **Event Priority:**

- Events will be scheduled based on their affiliation in the order of National, State, Muscatine Parks and Recreation Department, Muscatine Community School District, Muscatine Recreational Based Group, Muscatine Based Club, Other Clubs.

## **Activity Priority:**

- Activities will be scheduled in the following priority: Tournaments, Games, Camps/Clinics, Practices, Other.

## **Tournaments:**

- Tournament priority will be based on scheduled past successful events first and then new requests will be considered.
- A deposit may be charged if the group does not use the fields they have requested.

## **Seasons:**

- There are two recognized scheduling seasons:
  - Spring/Summer – April 1<sup>st</sup> through July 31<sup>st</sup>
  - Summer/Fall – August 1<sup>st</sup> through October 31<sup>st</sup>
- In season field reservations may be made by the organizations point of contact to the City the Friday before for the following Monday through Sunday.

## **Practices:**

- Each team will be scheduled for two 1 ½ hour practices per week. Every attempt will be made to get teams what they requested by day, time, then diamond choice. Drop in usage is allowed on unscheduled diamonds.

## **Posted Schedules:**

- Ball diamond daily schedules will be posted in the kiosks located on the restroom/concession buildings.

## **Cancellations:**

- Please notify the City if you need to cancel your activity so that the diamond may be made available to other teams.

## **Approved Schedules:**

- The groups season schedule request should be submitted 30 days prior to the season starting.
- Schedules will be made available to the requesting organization once the City has received the following from each team: Kent Stein Request Form, Certificate of Insurance, Roster (coaches and players) and fees paid.
- Please coordinate multiple games on each diamond to avoid scheduling issues. Single games on each diamond of like size and scheduling time will not be accepted without prior approval.

The City reserves the right to modify and/or change the fees and guidelines as deemed in the best interest of the community.