

HOW TO RESERVE A PRACTICE FIELD AT TOWN & COUNTRY (Revised 3/12/2008)

Coaches can hold practices at Town & Country or at offsite locations such as city parks, schools, or neighborhood parks. **If you desire to hold a practice at Town and Country during the Spring 2008 season, please follow the procedures below:**

1. **Each practice session costs \$20 ***. Weekday practice sessions are 1.5 hrs; weekend practices are 2 hrs long. Only one team will be assigned per field during a session.
2. **Fields can only be reserved through Paul Mollenhauer.** To reserve a field for a practice session, e-mail me at (pcm84jlm@mindspring.com). **Lisa Young** (lisagreg777@sbcglobal.net) will assist me and will be collecting checks. When reserving the field, **please provide the following:**
 - a. League name (e.g. Shetland)
 - b. Team name
 - c. Coach's name
 - d. Contact info (phone number and/or email)
 - e. Payment option (check or PayPal, see PAYMENT section)
 - f. Field name (Pinto, Mustang or Pony)
 - g. Time and date (also include 1 or 2 alternate days/times)
3. You may reserve up to 4 practices at a time (\$20 * per practice). I will only handle one request per team at a time (i.e., wait until within a day or two of your last scheduled practice before submitting another request).
4. I will do my best to respond to your e-mail in a prompt manner (please remember that I work, so it may be up to 24 hours before I can respond). I will take field requests on a first come first serve basis, but will try to be fair to all teams.
5. **RESERVATION:** This is the e-mail response you will receive from me stating the field, date, and time of your practice session. This does NOT guarantee the field, it only reserves the field.
6. **CONFIRMATION:** Upon receiving your e-mail reservation, you or your representative will have 24 hours to make payment for the field. Upon receipt of your payment, I will provide you with a written confirmation for use of the field. If I do not receive the payment within 24 hours, you may lose that time slot. **YOU WILL NOT BE ALLOWED TO PRACTICE ON THE FIELD UNTIL PAYMENT IS RECEIVED.**

7. **PAYMENT:** There are 2 payment options. Payment can be in the form of a check made out to the **TOWN & COUNTRY OPTIMISTS**. To pay by check, please contact Lisa Young to coordinate check drop offs. You may also pay with a credit card through PayPal. A \$1 fee will be assessed for payment through this option so the total cost per practice will be \$21. Additional PayPal instructions can be found below.

8. **PLEASE READ THE FIELD AVAILABILITY DESCRIPTION THAT FOLLOWS.** This will make my job easier and give you a better chance of getting the practice sessions you desire. The most up-to-date practice schedule and availability are posted here:
 - a. calendar.yahoo.com/tcs_pinto
 - b. calendar.yahoo.com/tcs_mustang
 - c. calendar.yahoo.com/tcs_pony

Contact Information

Please get checks to **Lisa Young**. Please call her or e-mail her to coordinate check drop off.

Name: Lisa Young
Home Phone: 238-0308
Work Phone:
Cell Phone: 297-9846
Email Address: lisagreg777@sbcglobal.net

Name: Paul Mollenhauer
Home Phone: 257-9041
Work Phone: 697-3057
Email Address: pcm84jlm@mindspring.com

Additional PayPal Instructions

You must have a PayPal account first in order to use this payment option. Personal accounts are free and can be obtained at www.paypal.com. When I receive your reservation, I will send you an electronic invoice via PayPal, which is nothing more than an email request for payment. You can follow the link in that email or log onto your account directly on paypal.com, where you will have the option to pay by credit card. As stated above, if payment is not made within 24 hours, you will lose your time slot. If you need further assistance on getting started with PayPal, please send me an email.

* Additional fee assessed for PayPal payment option, see PAYMENT section

FIELD AVAILABILITY DESCRIPTION

Scheduled games, including make up games due to rain, WILL take priority. Your practice will have to be rescheduled in case of a conflict. After the season starts, Tuesdays, Thursdays, and Saturday mornings will be had to come by. **Below is a list of “available” days and time for the 3 fields:**

PINTO FIELD (field #9)

Monday/Wednesday/Friday

5:30 – 7:00 7:00 – 8:30

Saturday

10:00-12:00 12:00-2:00 2:00-4:00 4:00-6:00 6:00-8:00

Sunday

12:00-2:00 2:00-4:00 4:00-6:00 6:00-8:00

MUSTANG FIELD (field #8)

Monday/Wednesday/Friday

5:30 – 7:00 7:00 – 8:30

Saturday

10:00-12:00 12:00-2:00 2:00-4:00 4:00-6:00 6:00-8:00

Sunday

12:00-2:00 2:00-4:00 4:00-6:00 6:00-8:00

PONY FIELD (field #7) – shared w/ baseball

Thursday (except March 6)

5:30 – 7:00 7:00 – 8:30

Saturday (except March 1)

8:00 – 10:00 10:00 – 12:00

Sunday (Note: baseball make-up games will have priority)

12:00-2:00 2:00-4:00 4:00-6:00 6:00-8:00