

FALL/WINTER FIELD RESERVATION PROCESS

NEGOTIATION MEETING

1. The meeting will be held on **Saturday, June 27, 2009.**
2. Applicant must attend meeting to negotiate park(s) of choice.
3. If a decision can not be made by user groups; the City staff will make a decision on their behalf.
4. Applicant will need to submit one application per park with application fee(s).
 - a) This process will be done at the end of the meeting.

CREATING DRAFT PERMITS

1. All draft permits will be created between **June 29, 2009 through July 31, 2009**
2. The reservation unit will contact the applicant once the draft permit is created.
3. Once created, draft permits will be available for review by request
 - a) Via e-mail
 - b) In person (by appointment only)
 - c) Via Fax
4. Final payment, proof of insurance and proof of non-profit status must be submitted no later than **5:00pm, August 14, 2009.**
5. If payment and/or all required documentation is not submitted by deadline; **NO PERMIT WILL BE ISSUED.**

ISSUING FINAL PERMITS

1. Final permit(s) will be issued:
 - a) Once permit is paid in full
 - b) All required documents have been submitted and reviewed by staff

PROCESSING LATE APPLICATIONS

1. All late applications (received after June 27, 2009) will not be processed until **August 17, 2009.**
2. All late applications will be processed on a first come first serve basis
3. Reservations unit will contact the applicant on the status of the application

KEY DATES:

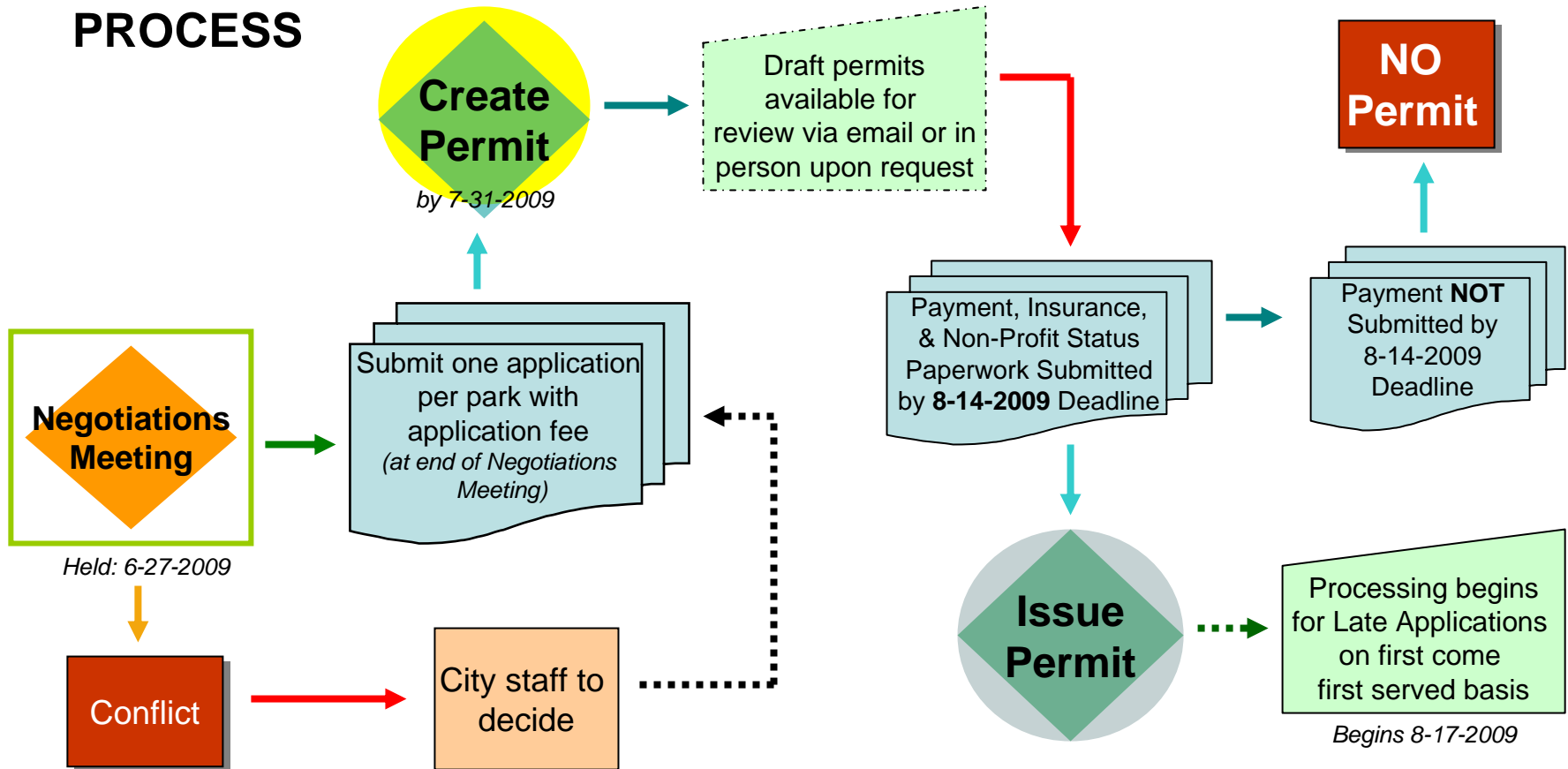
Negotiations Meeting: 6/27/2009

Permits Created by: 7/31/2009

Payment & Documents due by: 8/14/2009

Processing for Late Applications begin: 8/17/2009

FLOWCHART FOR FIELD RESERVATION PROCESS



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