



Manchester Parks,
Recreation, & Arts

City of Manchester • Parks, Recreation, & Arts
359 Old Meramec Sta. Rd. • Manchester, MO 63021
636-391-6326, ext. 400

PAUL A. SCHROEDER PARK BALLFIELD PERMITS

For your convenience, we have enclosed a permit application. The fee assessed for field rentals is **\$50 for a resident team** and **\$100 for a non-resident team**. We will continue to use a point system (as described below) to determine who is eligible to receive a field.

Please complete and return along with a copy of your team roster and a letter of sponsorship (if applicable). The deadline for accepting applications is Monday, March 2nd.

Hours have been set aside to allow for practice times on the fields in Paul A. Schroeder Park. Each team is allowed two hours per week beginning the week of March 9th through June 12th.

The hours are as follows:

- * **Monday through Friday:** 4:30 p.m. - 6:30 p.m.
6:30 p.m. - 8:30 p.m.

- * **Saturday:** 8:00 a.m. - 10:00 a.m.
10:00 a.m. - 12:00 p.m.

***Please note:** Some hours have already been reserved for our park programs or special events and there will be exceptions noted on your permit for these dates. No field use will be available for the times marked in gray. See the enclosed calendar sheet for these exceptions.

ONLY TEAMS AGE 10 AND UNDER WILL BE ALLOCATED FIELD PERMITS!

The Parks Department has instituted a point system to determine who will be eligible to receive a field permit. The system is based on a total of 15 points using the criteria listed below.

- 1) A team may receive up to 10 points based on the number of Manchester residents listed on the team roster.
- 2) If your team is sponsored by a Manchester business, with a business license issued by City Hall, your team will receive 5 points. A letter on **original** company letterhead stating sponsorship must accompany the application. (Local churches and schools are NOT considered a business in Manchester.)

The team accumulating the highest number of points will have first consideration. All applicants will know by Tuesday, March 3rd if they will receive a permit. **Permits MUST be paid for in full March 13th to be valid.** After that, your practice slot will not be held.

If you have any questions regarding permits, please call the park office at 636-391-6326, ext. 400 (voice), or use Relay Missouri 1-800-735-2966 (TDD). If an accommodation is needed, please notify our park office of the program, activity, or event, and communicate your needs.

Office Use



DATE _____

**CITY OF MANCHESTER
PAUL A. SCHROEDER PARK
PRACTICE FIELD PERMIT APPLICATION**

Company Sponsoring Team	
Phone Number of Company	
Manager Name	
Home Address	
City and Zip	
Home Phone Number	
Work/Cell Phone Number	
E-Mail Address	

DAY & TIME PERIOD REQUESTED		
	DAY	TIME
First Choice		
Second Choice		
Third Choice		
Fourth Choice		

Team Information: Please attach a Team Roster with the pertinent information.
(Team member's name, age, address, phone number.)

**This application must be turned in no later than Monday, March 2, 2020,
to be considered in the initial field permit lottery.**