



Field Rental and Trade Proposal Guidelines

Requests and Approvals:

- All field rental request must be initiated by submitting a completed field rental request form to fieldscheduler@atleelittleleague.org prior to field use. Seasonal rental request are due by Jan 15 for Spring, May 15 for Summer, and July 15th for Fall in order to collect, review, and approve.
- Field rental requests must be submitted no earlier than one (1) season in advance. All requests are subject to field availability and granted on a first come first served basis. No requests are guaranteed.
- Seasonal field rentals will not be granted earlier than one (1) month prior to season.
- A certificate of insurance will be required at the time of request before approval can be granted.
- All payments are due prior to field use, no exceptions. For season renters, payment will be due two weeks prior to the start of season.

Work Trade Proposals:

- Field rental work trade proposals are due no later than two (2) months prior to start of proposed trade rental season. This is to ensure adequate time for review, approval, and completion of work to be done.
- Work Trade Proposals will not be accepted if proposal exceeds two (2) years in duration.
- Work Trade Proposals must be presented by the person requesting approval at a regularly scheduled board meeting. After hearing the proposal the board may elect to approve, reject, or table to a future meeting if deemed necessary.
- All work must be completed before the start of season in which the rental period is being traded for. If work is not completed prior to start of the season, payment will be required at current rate in order for renter to use field. Once work is verified and complete, renter may request refund for payment.

Rescheduling:

- Field rental time and dates are subject to change and/or cancellation due, but not limited to field availability, field conditions, and Atlee Little League use priorities
- The field renter is responsible for requesting all reschedules regardless of reason. Reasons include but not limiting to cancellations due to field conditions, renter's convenience, and Little League's convenience.
- Reschedules should be requested for an equal time slot within the same season from which the cancellations occurred.
- Reschedule requests are to be made by completing the Field Rental Change Request Form. Request will not be accepted by email, phone, or text.
- Requests are approved based on availability
- Field sharing may be required due to field conditions and field availability.



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Refunds:

- Refund request must be submitted directly to fieldscheduler@atleelittleleague.org
- No refunds on partial or unused seasonal rental agreements or unused work trade rentals
- Unused portions of work trade rentals will not be carried over to future seasons outside of agreement.
- All work trade rentals are non-transferrable
- Refunds may be granted for per event rentals if event is cancelled by Atlee LL or renter provides sufficient notice that is mutually agreed between renter and Atlee LL.

Controls:

- All seasonal field rental requests both cash and work trade must be approved by the board. Field Scheduler will report out at each monthly board meeting new rental requests for consideration and voted on at the monthly board meeting.
- Non-seasonal events (i.e. one-time field rentals) can be approved by the Field Scheduler and the Treasure. This is to ensure a quick response. Field Scheduler will report out at each monthly board meeting.
- All multi-field event rental requests must be approved by the board.
- Field Scheduler is responsible for rental feasibility and advising board for approving requests.
- Seasonal rentals will be broken down in the following manner:
 - Spring: 3/1 – 6/1
 - Summer: 6/1 – 7/30
 - Fall: 8/1 – 11/1