



February 9, 2011

To Our **Ball Diamond** Clientele:

The 2011 Season is fast approaching! Applications are now being accepted from our clients. The **deadline** for receipt of these **applications**, complete with your **\$15 non-refundable application fee**, is **March 9, 2011**. After this date, all requests will be accepted and reviewed on a first come first serve basis. **Due to the volume of requests received, field time cannot be held after this date. Please note that only those clients who have their account balances up to date with no outstanding balances will be eligible to receive priority booking status. Applications will not be accepted/processed if monies are owing from previous years.**

Enclosed you will find the following information:

- T Booking Procedures
- T Field Set Up/Requirements Diagram
- T Client Information Form (**must be submitted with application**)
- T Fee Schedule **Note Increase for 2011**/PSA

Please refer to the HRM website for the documents listed below:

<http://www.halifax.ca/rec/BookingsandRentals.html>

- T Application Forms
- T Field Classifications
- T Maintenance/Service Standards
- T Light Usage Procedures
- T Payment Procedures
- T Cancellation Procedures
- T Rain Out Procedures
- T Key Loan Procedures
- T Faxing Procedures
- T SOCAN (Society of Composers, Authors and Music Publishers of Canada)

It is the responsibility of the client to review all of the information provided and to familiarize themselves with the procedures set forth by the Facility Scheduling Office. We ask that you pay close attention to the **Procedures for Booking Outdoor Facilities** and to the **Payment Procedures** to avoid any confusion or surprises as we begin the scheduling process. **Regulations** dealing with the picking up and signing of contracts as well as payment of accounts **will be strictly enforced**.

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ALL Tournament and/or Special Event requests must be submitted in writing along with your regular season request and no later than March 9, 2011. Regular season **games will not be bumped more than three (3) times per season** so as to keep disruption of league play to a minimum. This will not affect the need to accommodate the scheduling of Minor Provincial/national level tournaments(s).

We have included a copy of a field diagram for you to provide us with **exact measurements, level of play, etc.** This information will be provided to Maintenance Supervisors in an effort to avoid any confusion. **Your application will not be processed without this information.**

Any applications that are returned with incomplete and/or incorrect information may be returned to you for clarification which could result in scheduling delays. If you are asking for a facility that you have not traditionally had, please provide an explanation as to what changes have occurred in your programming to warrant the request.

The Facility Scheduler for all Ball Diamonds in the Western Region is Tracy Murphy.
Tracy is still located in our Halifax Office (1606 Bell Road).

The Facility Scheduler for all Ball Diamonds in the Eastern Region is Wendy MacLean.
Wendy is located in the Dartmouth Office (81 Ilsley Ave - Suite 12).

You may reach either Scheduler by calling 490-7100 and following the appropriate prompts.

To those of you that we have dealt with in the past, we look forward to working with you again this year. To any of you who may be new to the process, we will do everything possible to help ease you into the system.

Here's to a successful 2011!

Yours In Sport,

Ann Wambolt
Coordinator of Sport and Community Events

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Enclosures