



# League Practice Request

Submit via email to [prathletics@snco.us](mailto:prathletics@snco.us)  
5 business days notice are required for practice requests

League: \_\_\_\_\_ Team Name: \_\_\_\_\_  
 Age Group: \_\_\_\_\_ Coach Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

*Day of week Requested (please check one)*

Start Date      End Date      **Mon**   **Tue**   **Wed**   **Thu**   **Fri**   **Sat**   **Sun**

Location: \_\_\_\_\_ Time *(please check one)*

1<sup>st</sup> Choice: \_\_\_\_\_ 5:45 – 7:15 PM      **Mon - Fri**

2<sup>nd</sup> Choice: \_\_\_\_\_ 7:15 – 8:45 PM      **Mon – Fri**

*Weekend time slots (availability may vary by location and season)*

8:00 – 9:30 AM	9:30 – 11:00 AM	11:00 AM – 12:30 PM	12:30 – 2:00 PM
2:00 – 3:30 PM	3:30 – 5:00 PM	5:00 – 6:30 PM	6:30 – 8:00 PM

Extra Facility Setup/comments: \_\_\_\_\_  
 (Lights, pitching mound, etc.)

By signing below, applicant understands and will advise all participants that Shawnee County is subject to the Kansas Tort Claims Act, which substantially limits any liability of the County or any subdivision thereof in the event of any injury or accident. This event is to be considered a recreational use of a public facility and any liability would be determined in keeping with Kansas law as it relates to such use. In the event any such liability was found, Applicant agrees to hold harmless, indemnify and otherwise repay County for any expenses arising out of such event and any legal action or settlement relating to the same.

Applicant has read and understood the field/facility rental information provided as well as the rights and responsibilities of Shawnee County and the applicant for the facility rental.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SCPR Sports Rentals and Reservations Policy

- Requests for reservations are not guaranteed, as availability is always limited.
- Games will always take priority over practices/rentals.
- **Teams/individuals seeking a reservation must be in good standing with SCPR Sports.**
  - Fees paid in full/current.
  - Sportsmanship Policy upheld.
- LEAGUE teams will be issued ***one*** free practice per week, *if available*.
  - This is applicable to *all* teams, including league representatives or other affiliated personnel.
  - All additional practices for LEAGUE teams will be treated as rentals.
  - To be considered a LEAGUE team, you must be registered during the current calendar year for SCPR, SCABA, SCFL or TBSA league play.
  - All additional requested practice time by LEAGUE team will be treated as a rental.
  - Fees for league/rental must be paid in full before receiving reservation confirmation.
- All payments by both LEAGUE and non-league teams will be taken up front.
  - **New in 2024.**
  - Refunds will be issued for practice time not utilized IF:
    - Notice is given before scheduled practice/reservation
    - SCPR Sports cancels the practice/reservation without a suitable replacement option.
- A 5-day notice is required for all practice/rental requests.
  - SCPR Sports Office will issue confirmation via email with a link to practice schedule.
  - Any desired practices on shorter than 5 days notice will not be confirmed.
    - Any open fields may be utilized via walk-on -- or a first-come, first-serve basis.
    - Walk-on situations will not have amenities, such as lights, made available.
    - Tutorial on how to view availability is listed below.

## How to View Field Usage Reports

- [www.quickscores.com/snco](http://www.quickscores.com/snco)
  - Reports / Games Report
  - Reset Filters
  - Sort by: specific location/date/location to view usage
  - Be sure to select "Games and practices" on Options
  - Select date, and/or location
  - "Generate Report"

## How to Submit Practice / Rental Request Forms

- Fill in the fillable portions of the request form
  - Save to your computer/desktop
  - Attach in email
  - Send to [prathletics@snco.us](mailto:prathletics@snco.us)
- Photos of the form will no longer be accepted
- Forms may be accepted in person
  - Responses should still be typed



**Shawnee County Parks + Recreation provides the following:**

- **Athletics staff will prioritize games, tournaments, and rentals above practices. Athletics staff reserves the right to reschedule or cancel practices if they conflict with games, tournaments, or rentals.**
- Athletics staff will be in contact within 72 hours to confirm details and approval of the request.
- Field preparation at the start of reservation (manicured diamonds, bases and pitcher’s plate at specified distances, marked infields, clean site, free parking, restroom or portable toilet access).
- In the event of inclement weather, we coordinate with Shawnee County Emergency Management to help make decisions. The hotline (785-251-6940) will be updated by 4:00 PM each day. After 4:00 PM site supervisors will make the play/no play decision at each location.
- Use of diamonds and/or facilities during park hours only.

**Reservation contact provides the following for the reservation:**

- Teams will continue to follow the sportsmanship policy while at practice.
- Litter control on fields, spectator areas, dugouts, parking lots and facilities; vehicles allowed only in parking lots.
- Do not place any substance(s) onto playing surfaces in order to alter the playing surface.
- Field and facility guidelines may or may not apply such as prohibiting steel spikes. No metal spikes on the artificial turf.
- Equipment and premises must be returned in the manner in which it was found.
- Additional facility and/or field preparation and cleaning are the responsibility of the rentee.
- Facilities are tobacco free. This includes all forms of vaping and e-cigarettes.
- Groups will be allowed usage only of the specific room(s)/field(s) reserved and the restrooms. Access to other areas of the rental facility is prohibited.
- No alcoholic beverages including beer are allowed on county parkland property as outlined in HR-84-10. The Shawnee County Park Police may ticket violators. Shawnee County Parks + Recreation reserves the right to cancel the reservation for violating this code.
- Damages incurred during reservation will result in additional fee assessed.
- Adequate adult supervision is required whenever members are under 18 years of age.

<b>Available Fields</b>		
Felker Park	Diamonds #1-4	2540 SW Gage Blvd
Dornwood Park	Diamonds #1-3,B,C,D	2815 SE 25 <sup>th</sup> St
Envista Softball Complex	Diamonds #1-4, A, B	3512 SE Leisure Ln
Shawnee North Park	Diamonds #1-4	300 NE 43rd St
Crestview Park	Diamond #1	4801 SW Shunga Dr
Santa Fe Park	Diamonds #1-2	1301 NE River Rd
Oakland-Billard Park	Pony, Colt, Mustang Fields	801 NE Poplar St
Shawnee South Park	Diamonds #1-2	6715 SW Westview Rd
Bettis Family Sports Complex	Jerry Robertson	3025 SE Croco Road
	Parrish Family Field	
	Pee Wee #1	
	Pee Wee #2	
	Harold North Field	
	Jim Parrish Field	

Updated: Jan 11, 2024