



PLAINFIELD TOWNSHIP PARK DISTRICT YOUTH SPORTS GROUP/ORGANIZATION CHANGE FORM

**2012
CHANGE
FORM**

Date: _____

Group/Organization Name: _____ Activity: _____ Age(s)/Division(s): _____

Address: _____ Phone: () - _____ Website: _____

City: _____ Zip: _____

Contact Name: _____ Phone: () - _____ E-mail: _____

Additional Contact Name: _____ Phone: () - _____ E-mail: _____

HOW TO CHECK FOR AVAILABLE FIELD TIMES AND DATES

- Go to WWW.PLAINFIELDPARKDISTRICT.COM
- Go to Registration > Register Online > Login with the User Name and Password that was assigned to you
- Go to Search > Facilities > Calendar
 - Choose the Field/Location from the facility menu
 - Choose the Month
 - Choose the Current Year
- The Calendar will show: OPEN (BLUE), PARTIAL (YELLOW) OR FULLY BOOKED (RED).
- If Partial, click on the date to view the available times.

HOW TO CANCEL/RESCHEDULE YOUR GAME

- Complete the information below and submit this form via:
 - E-mail the 2012 Change Form to SCHEDULER@PLAINFIELDPARKDISTRICT.COM
 - OR
 - Drop off the 2012 Change Form to the Plainfield Park District, 23729 W. Ottawa St., Plainfield, IL 60544 Attn: Andy Dunfee
- ***Request must be received 7 days prior to the date reserved.**

CANCELLATION PER THE AGREEMENT: Cancellation of facility/athletic field use must be received in writing at least 10 days prior to the date reserved.
LIGHT FEES PER THE AGREEMENT: Light charges will automatically be assessed for all games starting on or after 6:15 pm from Oct. 1 through Apr. 30.
 Light charges will automatically be assessed for all beginning at 7:00 pm or later from May 1-15 and Sep. 1-30.

Groups/Organizations are strongly encouraged to indicate a 1st choice & 2nd choice when submitting an application.

FIELD CANCELLING					*FIELD REQUESTING					
Location	Field	Date	Start Time	End Time		Location	Field	Date	Start Time	End Time
Exp: RCP	Field #3	4/10/10	6:00 pm	8:00 pm	1 st	Exp: RCP	Field #3	4/24/10	6:00 pm	8:00 pm
					2 nd	Exp: FS	Field #7	4/24/10	6:00 pm	8:00 pm
					1 st					
					2 nd					
					1 st					
					2 nd					
					1 st					
					2 nd					
					1 st					
					2 nd					

For explanation of location abbreviation, press F1.

----- OFFICE USE ONLY -----

Number of Games Requested: _____ Lights: YES / NO Amount Due: _____

Staff Signature: _____ Date Received: ____/____/____ Date Processed: ____/____/____