



LAFAYETTE SPORTS CENTER

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FIELD RESERVATION POLICY AND PROCEDURE

Here at Lafayette Sports Center we would like to make the reservation process as simple and efficient as possible for our customers. To enable a better understanding of the process as well as our requirements, we have outlined some basic guidelines to assist you in your reservation needs:

- Reservations are subject to availability and are operated on a first come first serve basis
- Reservations are expected to be made prior to the date and/or time of intended use
- Because we operate on a first come first serve basis, no temporary or tentative scheduling will be accepted
- Full disclosure of the user as well as the nature of the reservation shall be made known to Lafayette Sports Center at the time of reservation
- All reservations are final, no refunds or cancellations will be given regardless of use
- Upon reservation, authorization is then given to both take and utilize pictures for Lafayette Sports Center promotional materials
- If the use of lights occurs during the reservation the user acknowledges that the lights will be shut off immediately following the end time stated within the reservation

Payment

Full payment is due at the time of reservation for any amount reserved that is less than \$1,000 which can be made using either a VISA or MasterCard. Absolutely no payment will be accepted at the fields. In order to process payment and finalize the reservation, we require the following contact information:

- Name
- Team or Organization Name
- Address
- Phone number
- E-mail address

For reservations of a \$1,000 or more, payment will be processed using one of the following methods:

- The amount due paid in full using either a VISA or MasterCard
- Establish monthly payment arrangements, where all payments will be due on the first of the month prior to utilization. For all monthly payment arrangements, a deposit of 25% of the first invoice will be required at the time of reservation

Rescheduling

All reservations are final; any amount invoiced is the responsibility of the individual making the reservation and will not be adjusted. A reschedule can occur without penalty if the request is made with two weeks advance notice otherwise a penalty fee of 25% of the amount in question will be added to the total amount due. If the reschedule is going to occur at a time unknown in the future the customer will be offered a credit to be applied towards future use but will not be applied to an existing invoice.