

## **Jerome Township Scheduling Lottery for Baseball Field Rules and Regulations**

In an effort to coordinate the scheduling and oversight of the baseball field operations, Jerome Township is amending the process in which the baseball field is scheduled. Due to the high demand of requests for usage of the baseball field, Jerome Township has implemented a lottery system for teams to schedule usage of the field. Township Residents will be assigned priority scheduling as part of the lottery. The months being scheduled are April 1, 2025 – October 15, 2025.

The lottery will proceed as follows:

1. Upon production of proof of residency, a Township representative will place the number in a container. One container will house the numbers for residents, and another will house numbers of non-residents.
2. The numbers in the containers correspond to the order in which each Team will be called to schedule the baseball field.
3. The Team representative will randomly pull a number out of the appropriate container. Township residents will pull the first numbers in each round of picks.
4. Upon each call the Team will be able to pick 4 dates in which to schedule the Jerome Township baseball field. (2-hour increments = 1 pick)
5. All Resident and non-resident numbers will be called in sequential order. The rounds will continue until the month has been scheduled.
6. The process will start again with each new month.
  - Saturdays from 8:00 a.m. – 12:00 p.m. are reserved for Township residents to schedule first. If after all rounds are called and times reserved for the residents are not utilized the Saturday times will be open to all Teams
  - **The deadline for all fees, roster and proof of liability insurance, naming Jerome Township and the Jerome Township Trustees as additional insured are due by 2:00 p.m. March 21, 2025.**

- A permit will be issued by the Township to each Team outlining the dates and times the Team is scheduled to be on the field.
- If a Team fails to produce the required documentation that Teams times will be removed from the master schedule.
- **Paperwork, fees, and documentation will not be accepted after 2:00 p.m. March 21, 2025.**
- Scheduling for any times that are open as a result of failure to meet the documentation requirements or missed deadline or payment failure will begin on March 24, 2025 on a first come first serve basis.

### **Cancellation Policy**

- Weather related cancellation- All cancellations must be received in our office at least 1 hour prior to the reservation time that you wish to cancel. If this time is not during business hours, you can leave a voice mail on the administration voicemail or send an email to the baseball contact at the Jerome Township office to be eligible for a make-up date at no charge.
- Other cancellations – all other cancellations are not subject to make-up date unless at the discretion of the Township Staff. All cancellations must be received in our office at least 1 hour prior to the reservation time that you wish to cancel. If this time is not during business hours, you can leave a voice mail on the administration voicemail or send an email to the baseball contact at the Jerome Township office
- Carry over dates – dates will not be carried over between calendar years. All make up dates must be used by the end of the present year. No unused dates will be carried over the following year.
- No cash refunds – all weather-related cancellations will be eligible for a makeup date at an available time and cannot be refunded in cash.