



Bexley Recreation
& Parks

Field/Diamond Permit Policies & Procedures

Facility Use Permit Schedule 2019

Eligible Groups

All classes listed below are eligible to set up permits for fields/diamonds. Please be aware that fees may be incurred base on the class.

Class	Description
A2	Bexley City School Athletic Teams/Organizations
A3*	Bexley Community Groups, Bexley Scouting Groups or Similar Bexley Groups, Sports Teams (Must have 75% of participants as Bexley residents), Educational Institutions (e.g. Capital, St. Charles, CSG, etc.)
B1*	Bexley City School District Related Proprietary Groups with 75% or More Bexley Resident Participation
B2*	Bexley Community Organizations (Permitted by Resident for group made up of less then 75% residents)
C	Non-School/Non Community Organizations, and Non-Resident (Not for Profit)
D	Group/Individual Operating for Profit (e.g., private/group instructors, camps, etc.)

*As it relates to Wolfe Park and Clowson Park Class A3, B1, & B2 will include the wording "and/or Columbus" following the word Bexley. (i.e. Sports Teams - Must have 75% of participants as Bexley and/or Columbus residents).

Yearly Permit Schedule

Free permits are for class A3 (75% or more Bexley). Class B/C/D all have a fee associated with permits as well as a later permit process (as shown below).

Facility	Class	Fee/Hr.	Winter Season		Spring/Summer Season			Fall Season		
			Permits Begin	Permits Open Thru	Permits Begin	Permits Open Thru	Lottery Dates	Permits Begin	Permits Open Thru	Lottery Dates
Fields	A2/A3	\$0	Jan. 2	Mar. 24	Mar. 25	Aug. 11	Thurs., Mar. 14, 8a @ JM	Aug. 12	Dec. 31	Fri., Aug. 9, 8a @ JM
	B	\$10	Jan. 3	Mar. 24	Mar. 26	Aug. 11	N/A	Aug. 13	Dec. 31	N/A
	C/D	\$10	Jan. 4	Mar. 24	Mar. 27	Aug. 11		Aug. 14	Dec. 31	
Diamonds	A2/A3	\$0	Jan. 2	Apr. 7	April 15 (Wkly M, 8a)*	Jul. 31	Fri., April 12, 8a @ JM	No Availability	No Availability	N/A
	B	\$10	Jan. 3	Apr. 7	April 15 (Wkly M, 12p)*	Jul. 31	N/A	No Availability	No Availability	
	C/D	\$10	Jan. 4	Apr. 7	No Availability	No Availability		No Availability	No Availability	

*Weekly Diamond Permits (Tuesday - Monday)/July 13 - 31 may have conflicts with BHS Team Sports @ Wolfe

Lottery Days

Lottery days are for Class A3 ONLY. All coaches in attendance at Jeffrey Mansion by 8:00am on the given day will get their name put into the lottery (Mansion doors open at 7:45am). These coaches will get to permit fields/diamonds in the order their name was drawn. Any coaches who arrive after the lottery begins must take a number and will be called on in that order once all of the lottery coaches have been assisted.

In-Person Permits

All initial permits **MUST** be done in person at the Recreation Office (located in Jeffrey Mansion), which includes the lottery day. If you miss the lottery or do not fall under Class A3, then you will need to come in person to permit space no earlier than the beginning date listed above for your class. Once a field/diamond permit is completed in-person, the coach may then email Natalie Mullin at nmullin@bexley.org to check availability for any changes or additional dates to the current permit.

Fields: Availability & Permits (Soccer)

Permits are for the following fields only (availability will vary season to season based on maintenance and repairs):

1. Commonwealth West
2. Commonwealth East (East & West)
3. Pump House Park (East & West)
4. Jeffrey Summer Camp Back Field
5. Wolfe Park Field 3, 4 or 5 (depending on the season)
6. Jeffrey Park Front Field (North & South)

Permit Restrictions

Restrictions are subject to change based on field availability and number of teams.

1. Coach Entries: Coaches may only permit up to two days/times per entry whether you have one team or multiple. If you need more than two practice days due to multiple teams, then you must put your name in twice.
2. Practice Time Limits: 90 minutes (60 minutes on CW West)

Diamond Availability & Permits (Baseball/Softball)

Permits are for the following diamonds only:

1. Wolfe Park – West Diamond (60', 65', 80' 90')
2. Wolfe Park – East Diamond (60', 65')
3. Clowson Diamond (60')

Weekly Requests & Order: Diamond permits require weekly requests via email based on the BRPD Youth Baseball/Softball field space demands. The order used at the lottery day will rotate each week with all eligible lessees based on their class (i.e Week 1 – Lottery Day: Smith, Johnson, Barnes, Week 2: Johnson, Barnes, Smith). Any new permits created after the initial lottery day will be added to the end of the rotation.

Available Dates in Advance (DIA): There will be specific days/times designated prior to the start of BRPD Youth Baseball/Softball that will be available for permitting through July during the lottery. Please note that the BRPD reserves the right to bump any permitted DIA's in the event that that blocked time is needed for recreation use or BHS sports. We will do our best to give a 48 hour notice.

2019 DIA's:

1. Saturday Evenings (6-9p): May 11, 18, 25; June 1, 8, 15, 22, 29; July 6
2. Sunday Mornings (8-11:30a): May 5, 12, 26; June 2, 9, 16, 23, 30; July 7
3. Memorial Day Weekend (OPEN): May 25 - 27
4. Mid July (OPEN): July 15 – 31
 - a. BHS Soccer begins using the field space at Wolfe Park in July. DIA's permitted before the soccer schedule is set may be bumped if the space is needed by BHS.

Permit Restrictions

1. Coach Entries: One entry per coach on the lottery day. Coaches may permit days as needed for the first week (Monday – Monday).
2. Dates in Advance (DIA's): After the lottery, available DIA entries will use the initial lottery order for permitting dates through July. Only one date per coach until all dates are filled.
3. Time Limits: Practices – 2 hours; Games – 3 hours
4. Field Assignments: Any team needing 65' and under will be assigned to WE first unless there is no availability at WE.