



City of Manchester Parks & Recreation Department
359 Old Meramec Sta. Rd. Manchester, MO 63021
(636) 391-6326 Fax (636) 391-0467

2019

Dear Soccer Field Applicant:

Special hours have been set aside to allow for team practice on the soccer fields in Paul A. Schroeder Park. Each permitted team is allowed two hours per week to practice on a half of a field from August 5th – October 11th, 2019.

Monday through Friday 3:30 - 5:30 p.m. OR 5:30 - 7:30 p.m.

Due to our Homecoming Festival, Paul A. Schroeder Park will be closed September 3-10, 2019. There will be no permit use during this time.

We will continue to use a point system (as described below) to determine who is eligible to receive a field permit. There is a fee assessed for field rentals of **\$50 for resident teams** and **\$100 for non-resident teams**.

For your convenience, we have enclosed a permit application. Please complete and return, along with a copy of your team roster and a letter of sponsorship (if applicable). The deadline for accepting applications is Friday, July 26, 2019.

The Parks Department uses a point system to determine who will be eligible to receive a soccer field permit for team practices. The system is based on a total of 15 points using the criteria listed below.

1. A team can receive up to 10 points based on the number of Manchester residents listed on the team roster. For example, if you have 10 people on your roster, and 9 are residents, your team will receive 9 points.
2. If your team is sponsored by a Manchester business with a *current business license issued by City Hall*, your team will receive 5 points. A letter on **original** company letterhead stating sponsorship must accompany this application.

The team accumulating the highest number of points will have first consideration as to the time and field they request. In the event of a tie in points, preference will be given to the application received first. All applicants will know by Friday, August 2nd if they will receive a permit.

If you have any questions regarding permits, please call Stephanie at 636-391-6326 x 401 (voice), or shardesty@manchestermo.gov or use Relay Missouri 1-800-735-2966 (TDD). If an accommodation is needed, please notify our park office of the program, activity, or event and communicate your needs.

DATE _____

**CITY OF MANCHESTER
PAUL A. SCHROEDER PARK
PRACTICE FIELD PERMIT APPLICATION**

Company Sponsoring Team	
Phone Number of Company	
Team Manager's Name	
Home Address	
City and Zip	
E-mail address	
Home/Cell Phone Number	
Work Phone Number	

DAY & TIME PERIOD REQUESTED		
	DAY	TIME
First Choice		
Second Choice		
Third Choice		
Fourth Choice		

Team Information: Attach a Team Roster with the pertinent information.
(Team member's name, age, address, phone number.)

**This application must be turned in no later
than July 26, 2019 to be considered.
Please note that reservations are for 1/2 of a field.**