TITLE: **PERMIT FOR FALL FIELD USE**

PURPOSE: Use this procedure to reserve soccer fields required for use by the Penfield Rangers during the Fall months (September, October, November). Primary importance is to reserve fields for tryouts. It shall be the responsibility of the Penfield Rangers Secretary to complete this task annually.

WHAT YOU NEED TO DO	HOW TO DO IT
Define the club's needs for soccer fields in the Fall months (e.g. for tryouts, practices).	The Penfield Rangers Board of Directors should define the dates needed at the June Board meeting.
For us of School Fields, Obtain an *"Application for Use of Penfield Central Schools"* form from the Town of Penfield Recreation Department Office.	Call the Penfield Recreation Department Director to request the form.
Complete the form.	Specify all field numbers that will be required, the dates needed, and any other requirements (e.g. fields lined, soccer goals, nets, etc.)
Send the completed form to the Penfield High School Athletic Director.	Mail or deliver the completed form by no later than July 15.
Follow up with the Penfield High School Athletic Director to confirm that the field requests have been granted and reserved.	Call the Athletic Director to confirm that our requests have been granted.
For use of Town Fields, obtain the *Town of Penfield Application for Parks and Properties Use.*	Call the Penfield Recreation Department Director to request the form.
Complete the form.	Specify all field numbers that will be required, the dates needed, and any other requirements (e.g. fields lined, soccer goals, nets, etc.)
Send the completed form to the Town Recreation Dept. Director.	Mail or deliver the completed form no later than July 15.
Follow up with the Town Recreation Dept. Director to confirm that the field requesgs have been granted.	Call the Town Recreation Director to confirm that our requests have been granted.

This table can be condensed or will expand as text is introduced. The cells have *text wrap* and will keep the information from column a / column b aligned together. In a table, one navigates from cell to cell by 1. *Tab*; 2. *Curso*r, 3. *Keyboard Directional Arrows*. One thing that can't be done is move text within a cell with the tab.