

# CORVALLIS SPORTS PARK GAME RESCHEDULE PROCEDURES

If a team would like to reschedule a game the following steps need to occur:

- 1) The team requesting the change needs to obtain a form from either our website [www.corvallissportspark.com](http://www.corvallissportspark.com) or from the front desk at CSP. The manager will then need a current list of the open game times which can be found under schedules at [www.corvallissportspark.com](http://www.corvallissportspark.com) or at the front desk.
- 2) The completed form must be turned back in 7 days prior to the game that they are wishing to reschedule.
- 3) The form MUST be accompanied by a \$20 payment.
- 4) Along with the form we need written confirmation from the opposing team that they are okay with rescheduling the game and the time and date that has been selected. Written confirmation can be 1) a signed form 2) an email to [csp@corvallissportspark.com](mailto:csp@corvallissportspark.com) 3) a printed out email from the team manager.
- 5) If all of this accompanies the reschedule request form and it is 7 days prior to the game then we will reschedule the game if it is possible.

Once the two teams have agreed upon the rescheduled game the field is no longer available to either team during the old game time.

The form will not be accepted if the game is scheduled to occur in less than 7 days. The requesting team will have to forfeit but will not be charged the \$20 forfeit fee if the game is more than 72 hours away – NO EXCEPTIONS!!!