

Practice Scheduling:

Please create an account at <https://auburnreccomplex.ezfacility.com>. Once your account is created, download the MemberMe app to your mobile device. To schedule a practice at the Auburn City Rec Complex fields, select Schedule, then the requested practice date and time. To confirm your request was successful, click the menu, then Bookings. You will not receive an email confirming your request. Field reservations requested using other methods will not be honored.

Practices may be scheduled up to 14 days in advance. To ensure field availability for all teams, please do not schedule more than 2-3 practices a week.

Weekday Field Availability:

8:00 a.m. – 3:30 p.m.

Fields may be booked in 30-minute intervals. You may select multiple intervals to cover your practice time.

Evening Reservations:

You may book one 90-minute interval from the times listed below.

4:00 p.m. – 5:30 p.m.

5:45 p.m. – 7:15 p.m.

7:30 p.m. – 9:00 p.m.

Weekend Field Availability:

8:00 a.m. – 9:00 p.m.

Fields may be booked in 30-minute intervals. You may select multiple intervals to cover your practice time.

Additional Information:

- Please do not practice on infields that have already been game prepped!
- Hitting screens must be put away after each practice. Please roll to the side of the field and lay flat to prevent wind damage.
- After practice, please level and rake any heavily worn areas, paying special attention to the pitcher's mound, bases, and home plate. To keep field integrity, dirt should be raked toward the middle of the field, not toward the outfield grass. Any divots or holes should be filled.
- Please dispose of all trash and debris in the dugouts.

Game Scheduling:

To reserve fields for games, please send an email to auburncityrecreations@gmail.com.

Additional Information:

- For weekday games, the requested field will be blocked starting at noon to allow the City of Auburn to prep the field that afternoon.
- For weekend games, coaches/teams will be responsible for field prep. Fields will be blocked starting 2 hours prior to game time to allow for field prep and warmups.

- After games, please level and rake any heavily worn areas, paying special attention to the pitcher's mound, bases, and home plate. To keep field integrity, dirt should be raked toward the middle of the field, not toward the outfield grass. Any divots or holes should be filled.
- Please dispose of all trash and debris in the dugouts.

Scheduling Precedent:

Tournaments supersede all scheduled or make-up games.
All games supersede scheduled practices.

Cancellations/Rain Outs:

Practices:	Cancel practice reservations using the MemberMe app.
Games:	Email auburncityrecreations@gmail.com .
No-Shows:	Repeated no-shows without cancellation may result in restricted scheduling ability.

Batting Cage Reservations:

Batting Cages are identified in the MemberMe app as East Cage and West Cage; and may be booked in one-hour intervals.

Reserving Cage with Field Reservation: You may reserve ONE cage to coincide with your field reservation for up to 60 minutes.

Reserving Cage without Field Reservation: You may reserve ONE or BOTH cages for up to 60 minutes if you are not reserving a field.

Batting Cage Rules:

- Group cage use is limited to 1 cage for 60 minutes unless you have reserved both cages for team practice.
- Individual cage use is limited to 1 cage for 30 minutes with or without a reservation. Users with reserved times will take precedence over walk-up users.
- If your cage time has expired and no new reservations or walk-ups are waiting, you may continue cage use until another party arrives.
- At the conclusion of your cage reservation, please prepare the cage for the next user, even if those before you weren't as considerate!
 - Pick up balls
 - Put covers on top of pitching machines
 - Place batting tees at the south end outside the East Cage
 - Lay pitching screens on the ground
 - Dispose of all trash and debris
 - Close gates in each cage
 - Secure exterior lock