



# LAKELAND ATHLETIC FIELD

a division of New Star Charitable Resource Group

## **CONTRACTS**

Teams booking more than two sessions in advance must sign a contract with New Star making them a Contracted Team.

Contracted Teams must submit payment for their first two sessions with their completed contract. The initial payment covers your first two sessions and acts as a deposit to secure your field reservation. This deposit is non-refundable should you choose to amend or cancel your contract.

You are asked to return your signed contract with in two weeks of receiving it, or with in 48 hours if your first session is less than two weeks away. If two weeks has passed and a signed contract is not returned with payment, your reservation will be canceled. We reserve the right to cancel reservations for teams who have not returned payment with a completed contract according to the above timetable. [All other scheduling/contract timelines [last minute, same day, etc.] are at the discretion of the Facility Director.]

Contracts/Payments may also be dropped off in the New Star Athletic Field drop box/slot located in the Blue Lobby at Lakeland Community Church.

## **PAYMENT**

Payments may be made in person through the New Star Athletic Field drop box/slot located on the wall in the Blue Lobby of Lakeland Community Church. Please pay the night of your event/session and write your team name and New Star account number on your check. You may also request an invoice through our website at [www.newstaronline.org](http://www.newstaronline.org) [click on PAY/REQUEST INVOICE]

## **CANCELLATION**

Contracted field time may be canceled by Coaches or Managers the same day in cases of inclement weather. Contracted field time may be rescheduled with 48 hrs. prior notice to your scheduled session. Non-contracted field time may be canceled or rescheduled with 48 hrs. prior notice.

**Cancellation and rescheduling requests should be completed online [www.newstaronline.org](http://www.newstaronline.org) [click on RESERVATIONS]** Please use the notes section of the online reservation form to communicate whether you are canceling or rescheduling and the applicable dates and times. [EXAMPLE: "canceling 11/6"; or "rescheduling 11/6 to be on 12/8 at 7PM] Please be sure to note the desired date and time for rescheduling.

## **WAIVERS AND TEAM ROSTERS**

Every player must complete and sign a waiver. It is the manager's responsibility to make sure the team roster is up-to-date as well as obtaining a signed waiver for every player added during the season. Waivers may be printed from the web site, completed, and turned in through the drop box; or completed on-line by the player and returned via email. The team roster can be completed and updated in the same way.

## **CONTACT INFORMATION**

Signed contracts and first payments may be mailed to:

Lakeland Community Church

Attn: Matt Turnboough, Facility Director

913 N.E. Colbern Rd. Lee's Summit MO 64086

Phone 816.554.0929 ext 111

Email [schedule.lakeland@gmail.com](mailto:schedule.lakeland@gmail.com)

[www.newstaronline.org](http://www.newstaronline.org)