

Timeline for Field Applications 2016

Time Line	Action	Responsibility	Details
October/November 2015 to Mid-January 2016	Open application period for returning and new sports fields applicants Due January 15th	Applicants	Due January 15th Submit application for seasonal bookings, tournament, camps, events
January 2016	Sports field allocation begins	Outdoor Sports Coordinator	Direct inquiries to mailto:sportsfield.allocation@mississauga.ca
February 2016	Allocation plan submitted to customer service	Outdoor Sports Coordinator	Sent from Sport coordinator to Customer Service for permits and contract
February 2016	Permit development and contract preparation	Customer Service	Customer Service development of permits and contracts
March 2016	Permit/contract delivery to customer service (spring turf, tournaments, special events, camps, seasonal grass)	Customer Service	Delivery via email; Spring turf = April 1 through May 18 (Victoria Day); Applicant to review contract dates, sign & return to Customer Service.
April 1 st 2016	Individual Fields: Booking Period Open	Applicants	Customer Service takes control of field bookings for remainder of season, Dial 905-615-4100, option 2
Mid April 2016	Permit/Contract delivery to Customers (Summer Turf)	Customer Service	Via email; Summer turf = May 19 through Sep 7 (Labour Day); Applicant to review contract dates, sign & return to Customer Service.
June 2016	Permit/Contract delivery to Customers (Fall Turf)	Customer Service	Via email; Fall turf = Sep 8 through Nov 29 (Turf Closing Day); Applicant to review contract dates, sign & return to Customer Service.

***Please Note** Applicants should refer to documents at the following link

<http://www.mississauga.ca/portal/residents/sportparks> for opening and closing dates of field type, rates, and special events details for booking considerations.