

BASES WINTER WORKOUT RESERVATION PROCEDURE

APPLICABILITY/SCOPE:

The BASES Winter Workout Reservation Procedure applies to our “Peak Time” period encompassing January through March team reservations. Renewal reservations are based on the TEAM, not the coach. Although we appreciate the relationships we develop with each of our coaches it is the TEAM that pays the bills and it is the TEAM that is given priority. If a coach transfers to a team that DID NOT use BASES during the previous winter, then his/her new team is treated as a new team per our Winter Workout Reservation Procedure.

PROCESS:

Our winter booking process typically begins in August. We will contact, via e-mail, all coaches of teams that used our facility the previous winter season plus those new teams that have contacted us in regard to scheduling.

Our booking process is done in 4 Stages:

Stage 1 - We determine which teams plan to return to their previous slot.

Stage 2 - We place teams that plan to return but require a different day/time/size slot.

Stage 3 - We place all new teams.

Stage 4 – Late reservation period (all teams contacting us after December 1st).

STAGE 1

We ask each team to let us know, within two weeks of the initial communication e-mail, of their intention to return. Typically, if we do not hear from a team within that two week period, we should attempt a follow-up by another communication method.

Once a team lets us know they plan to return to their previous slot, establish with them the start date and end date for their upcoming winter workout period and create a schedule/invoice. That schedule/invoice will have a DEPOSIT DUE DATE that is normally two weeks from the schedule/invoice date. An “early bird” discount, a percentage that is described in the schedule/invoice, is offered for teams that pay their entire reservation in full prior to the DEPOSIT DUE DATE. These “early bird” discounts will be offered ONLY up until November 30th.

Upon receipt of the deposit or full payment the team’s reservation is “locked-in” and guaranteed. Stage 1 typically lasts until mid- to late-September.

STAGE 2

Any team that requests a change to their previous day/time/size reservation are handled once the Stage 1 activities progresses. Stage 2 may occur concurrently with Stage 1 if a requested day/time/size need can be fulfilled due to a vacancy in the schedule.

Once an acceptable change is available, establish with the team a start date and end date for their upcoming winter workout period and create a schedule/invoice. That schedule/invoice will have a DEPOSIT DUE DATE that is normally two weeks from the schedule/invoice date. An “early bird” discount, a percentage that is described in the schedule/invoice, is offered for teams that pay their entire reservation in full prior to the DEPOSIT DUE DATE. These “early bird” discounts will be offered ONLY up until November 30th.

Upon receipt of the deposit or full payment the team’s reservation is “locked-in” and guaranteed. Stage 2 typically lasts until late-September.

STAGE 3

Any new team requests are handled once the Stage 1 and 2 activities are completed. Stage 3 should not occur concurrently with Stage 1 or 2 so that returning teams can secure their previous or revised slots.

Once an acceptable slot is determined, establish with them the start date and end date for their upcoming winter workout period and create a schedule/invoice. That schedule/invoice will have a DEPOSIT DUE DATE that is normally two weeks from the schedule/invoice date. An “early bird” discount, a percentage that is described in the schedule/invoice, is offered for teams that pay their entire reservation in full prior to the DEPOSIT DUE DATE. These “early bird” discounts will be offered ONLY up until November 30th.

Upon receipt of the deposit or full payment the team’s reservation is “locked-in” and guaranteed. Stage 3 typically lasts until mid-November allowing deposits to be received by the November 30th deadline.

STAGE 4

Any new team requests that come in after November 30th are handled in the Late Reservation Period.

Once an acceptable slot is determined, establish with them the start date and end date for their upcoming winter workout period and create a schedule/invoice. That schedule/invoice will have a DEPOSIT DUE DATE that is normally two weeks from the schedule/invoice date. However, the two-week time may be significantly shorter based on the

actual start date of the reservation. Upon receipt of the deposit or full payment the team's reservation is "locked-in" and guaranteed. Stage 3 typically lasts until mid-November allowing deposits to be received by the November 30th deadline.

RESERVATION PRIORITY:

1st PRIORITY

Returning teams get "first dibs" on their day/time/size reservation. For example, if a team had 4 cages on Friday night from 6PM-7:30PM that team has first choice to keep their slot as long as they make their deposit by the deposit date specified on their schedule/invoice.

2nd PRIORITY

Returning teams get "first dibs" on changing their day/time/size reservation assuming that an acceptable slot is available. For example, if a team had 4 cages on Friday night from 6PM-7:30PM that team has first choice to move their slot to any available open slot as long as they make their deposit by the deposit date specified on their schedule/invoice.

3rd PRIORITY

New teams requests are taken once returning teams are placed assuming that an acceptable slot is available. New team requests are also prioritized in time order of their request. First come, first served. New teams are asked to provide all acceptable day/time/size slots to give the most flexibility in filling their needs.

DISCOUNTS:

Discounts are offered in order to maximize the efficiency of team scheduling and minimize empty cage space during peak demand. There are several ways that discounts are offered.

Early Bird Discounts: A % discount offered to teams to pay their balance in full up-front.

Package Discounts: Variable discounts designed to fill space for a longer period of time.

Manager Discounts: Variable discounts offered to entice teams to fill schedule vacancies that may consist of inconsistent days, times, and sizes. These discounts are typically offered as "last minute" multi-week reservations. Teams lose scheduling flexibility but get financial benefits. Teams that schedule on varying days/times are not offered their varying slot as a Returning Team. They will, however, be given priority over New Teams as long as their request is received before Stage 3 activities begin.