

Scoreboard Controller Checkout **Procedure**

Glasshagal Fields (Controllers stored at Park District Desk)

- **Ask for:**
 - a. Name
 - b. Address
 - c. Cell Phone #
 - d. Signature

- **Must provide the information above on the sign out sheet**

- **The Controller must be returned immediately after the game.**

Wynwood Fields (Controllers stored at Wynwood Concession Stand)

- **Ask for:**
 - e. Name
 - f. Address
 - g. Cell Phone #
 - h. Signature

- **Must provide the information above on the sign out sheet**

- **The Controller must be returned immediately after the game.**

- **At the end of the night the controllers are to be locked in the box inside the concession stand**