



MILWAUKEE COUNTY PARKS – ORGANIZED SPORTS - 9480 WATERTOWN PLANK ROAD, WAUWATOSA, WI 53226  
PHONE (414) 257-8030 - FAX (414) 257-8044 - www.countyparks.com

## 2018 Athletic Field Permit Policy & Procedures League/Tournament Athletic Field Users

Before you make your athletic field reservation, please review the Policy and Procedures document for rentals within Milwaukee County Parks. Permits are subject to all local municipal and county ordinances, in addition to all rules and regulations governing parks and parkways, and can be terminated immediately at the discretion of local law enforcement authorities and/or the Milwaukee County Parks Department, if the terms of the application are misrepresented, violated or when public safety is threatened. Cancellation of the permit for cause will result in forfeiture of all fees.

**GAME PERMITS:** Many of our sports fields are available for reservation on a first come first serve basis. Please refer to our website for a complete listing of locations and field information. Please note, some specified fields might have agreements in place with groups and may not be available during peak season.

All returning leagues (*not including Adult Soccer Leagues*) that used athletic fields in 2017 will have the first priority to reserve the same fields for 2018. Please complete the application and return it with full payment by January 26, 2018 (Spring/Summer session) or July 31, 2018 (Fall session) for renewal rights. Groups who fail to return their application and fee by these dates forfeit their field use renewal rights. Beginning January 29, 2018, field rental requests from new groups & single game users will be accepted and processed on a first-come, first served basis.

No games or practices will be scheduled prior to April 2, 2018. All fields will be closed for the season on or before November 1, 2018 (weather depending). Tournaments will not be scheduled with less than one (1) week notice. Game requests scheduled with less than 48 hours notice will be charged a Short Notice Permit Fee of \$35.00. Telephone reservations for athletic fields (games & practices) are accepted.

**PAYMENT INFORMATION:** Payments will be charged **IN FULL** to your account upon verification of rental. Acceptable payments over the phone include: MasterCard, American Express, Discover and Visa. You may also make payments in person at the Public Services office during open hours Monday – Friday, 8 am - 4:30 pm. If paying by check, payment must be submitted at least 3 weeks prior to the rental date and it should be written to the order of the Milwaukee County Treasurer. **100% of all fees must be received prior to use date.**

**CANCELLATION / REFUND POLICY:** If your cancellation is received in writing within:

- 24 hours of making your initial reservation, you will receive a full refund
- More than 60 days prior to the rental, you will receive a full refund minus our processing fee of \$35.00
- Between 60 to 30 days prior to the scheduled rental date, you will receive a 50% refund
- Less than 30 days prior to the scheduled rental date, you will receive no refund

**CANCELLATION/INCLEMENT WEATHER:** Milwaukee County Parks reserves the right to cancel, reschedule, or relocate any rental if rental facility is not in playable condition. Every attempt possible will be made to avoid any and all inconveniences to customers. Groups who fail to follow field condition decisions could be charged for damages regardless if permits are taken out. In the event of a cancellation during the week, please visit our website under the Field Conditions tabs. If computer access is not available, you may call the sports office (414) 257-8030 Monday-Friday after 4:00pm. For weekend rentals, park personnel will be in direct contact with the permit holder at least two (2) hours prior to start of rental. At any time, please refer to your permit for specific Operations contact information.

If any permitted activity is rained out during the season, it is the responsibility of the permit holder to notify the sports office of the rain make-up date **no later than 48 hours after** cancellation. If no notification is made, groups will be charged an additional fee of \$35.00 for rescheduling. If rescheduling is not possible, a credit will be issued to the permit holder for any future rentals within the Milwaukee County Parks.

***No refunds will be given to any group after the season is completed that were not re-scheduled.***

***Please note, no more than 4 bags of diamond dry product will be applied to any field at any time to alleviate standing water or other weather related issues. Any more than this can risk permanent damage to fields and will not be used under any circumstances.***

**FIELD RENTAL HOURS:** All reservations cannot start prior to 9:00am and conclude later than 10:00pm at any field. Teams are allowed to warm up in outfield prior to this time (on non-gated fields) but will not be permitted on the infield before 9:00am under any circumstances. Any locked primary fields can be opened no earlier than 9:00am. Upon determination of date(s) and location(s), a deposit may be used to hold dates at the discretion of this department under special circumstances. Any reservation that goes past this time for any reason will be charged a non-refundable penalty of \$100 that will be due before any other scheduled events will be held.

**FEES:** See below application for all fees associated with reserving fields. This form must be filled out completely and turned into this office no less than two (2) weeks before scheduled event. Anything that is not properly disclosed to this office or noted on the application will incur additional fees and possible loss of future events with Milwaukee County Parks.

**FIELD PREP:** All fields will be maintained by the MCP operations department in accordance with a pre-arranged schedule and no one other than their official staff will be permitted to perform work on fields unless authorized by staff. Games may be stopped for up to 1 hour during any extra touch-up period request. Schedules must be adjusted for allowance of this time. Banners, signage or other promotional material will be allowed with approval from this office first and may only be placed in designated areas on site. An on site director must be assigned and noted on the application if different from the person reserving fields. This person must be on site at all times during the reservation and carry a printed copy of the permit. They must also be accessible by phone if parks operations needs to make contact for field issues or other situations that may arise.

**CLEAN-UP:** All groups using the Milwaukee County Parks facilities are expected to leave the area(s) in the same condition in which it was found. Groups who fail to clean area could be charged for excessive clean up. It is the responsibility of the permit holder to make sure these areas are cleaned up. All responsibility will fall on the named permit holder.

**ALCOHOL:** Is not permitted in any park or parkway unless a valid permit is issued by the Department of Parks.

**SPECIAL EVENT PERMITS:** A Special Event Permit is required for ALL outdoor races, walk/runs, public meetings/ events, events with amplified sound/speaker system, downtown park space or similar events on parks property that are not designated as athletic fields or picnic areas. For more information, please contact the Special Event Office at (414) 257-4503 or visit our website at [www.countyparks.com](http://www.countyparks.com).



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## 2018 Athletic Field Rental Fees

**LEAGUE PERMITS**- This option is for organizations looking to coordinate a baseball, softball, youth soccer or other multi-sport league utilizing county fields with at least six (6) or more teams on a consistent basis. A minimum of two (2) hours is required per softball/baseball field to qualify for a league fee reduction. All leagues may qualify for up to a 30% reduction in fee's based on field use. 6YWta Y'Ub' 5XcdHUI: JY`X`a Ya VYf for extra discounts. Please gYY ]bZcfa Uhcb ]b`h\Y`Zc`ck ]b[ `dU[ Yg'

**Baseball Standard Field**- \$35.00/hr  
(Bases/Foul Lines/Batters Box included)

**Softball Standard Field**- \$30.00/hr  
(Mound/Bases/Foul Lines included)

**Baseball Primary Field**- \$50.00/hr  
(Fields include: Harden, Kuenn, Simmons, Zirkel Bases/Foul Lines/Batters Box included)

**Softball Primary Field**- \$40.00/hr  
(Fields include: Wilson Rec #1 & Stadium, WM #1 & #2, Zablocki Mound/Bases/Foul Lines/Batters Box/Pitcher's Circle included)

**Soccer/Multi-purpose Field**- \$25.00/hr  
(New Field creation lining is an extra charge)

### Extra Fee Charges:

**Lighting Fee:**

Spring/Fall Session- \$17.50/hour

(April 1 - May 15 lights on at 6:45pm)

(Sept 16 - Oct 31 lights on at 5:30pm)

Summer/Late Summer Session- \$12.50/hour

(May 16 - July 31 lights on at 8:00pm)

(Aug 1 - Sept 15 lights on at 6:45pm)

**Scoreboard Fee:** \$15.00/game

**Pitchers Circle/Batters Box:** \$5.00/each

(For softball fields only)

**Soccer/Multi-purpose Initial Field Lining Fee:** \$125.00/field

(For new created soccer/multi-purpose fields)

**HCI FB5A 9BH PERMITS**- All tournament requests must be made at least two (2) weeks prior to scheduled date. Permits will not be issued with less than one (1) week's notice. Ball field touch-ups are subject to staffing availability and must be determined prior to tournament date.

**Standard/Multi-purpose Field** daytime- \$28.00  
with lights- \$250.00

**Primary Ball Field** daytime- \$250.00  
with lights- \$275.00

**Extra Fees:**

Scoreboard Fee: Included in permit

Touch-up Fee: \$25.00 per field (for any softball/baseball fields *only*)

Initial Field Lining Fee: \$125.00 (for soccer, football, rugby) if field is not already painted

Power Source: \$25.00/day (if available at locations)

Alcohol Permit: \$85.00 per 50 people (allows alcohol consumption on parks property)

Vendor Permit: \$125.00/day or \$250/season (Must contact the Special Events Office)



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# 2018 ATHLETIC FIELD PERMIT

## League/Tournament Application

Please fill in the following w/your information by clicking on the lines below:

Organization: \_\_\_\_\_ Permit Holder: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_

Zip: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Tax Exempt #: \_\_\_\_\_

**Rental Request Information:** Are you a returning league? YES / NO  
Are you requesting tournament use? YES / NO

Day of week: Sun  Mon  Tues  Wed  Thurs  Fri  Sat

Date(s): \_\_\_\_\_ Sport: \_\_\_\_\_

Park(s): \_\_\_\_\_ Field #: \_\_\_\_\_ # of Games: \_\_\_\_\_ Time(s): \_\_\_\_\_ to \_\_\_\_\_

**Additional Information:**

(Bases/Mound/Foul Lines incl'd in all game rentals)

Base Distance: 60' 65' 70' 90' Mound Distance: 35' 40' 43' 46' 50' 60'6"

**Additional Service Fee's:**

(See Fee Breakdown for specific charges for these services)

\*Batter's Box is incl'd with 90' Baseball Field Rentals only\*

Batter's Box? YES NO Pitching Circle? YES NO Light's? YES NO  
Scoreboard? YES NO Power Source? YES NO Alcohol Permit? YES NO  
Vendor Permit? YES NO Amplified Sound? YES NO

Other Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby acknowledge that I have read, understand and agree to follow the terms, conditions, rules, regulations, fee's and considerations contained herein. In addition, I acknowledge and understand that I am responsible for any damage that may result from my actions or those of my guests or invitees.

**I AGREE THAT THE ENTRY OF MY FULL NAME BELOW CONSTITUTES AN ELECTRONIC SIGNATURE.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Payment Type:** CREDIT CHECK CASH

**Credit Card Information:** (Visa, MasterCard, Discover, American Express)

Cardholder: \_\_\_\_\_  
Card #: \_\_\_\_\_ Expiration: \_\_\_\_\_



# Adopt-a-Field Program Guidelines

Many athletic organizations have found that assuming adoption responsibilities fosters a sense of pride, not only in the park facilities and fields, but also within their organization. A better understanding of park and athletic field care is gained and the involved groups raise their level of consciousness regarding their use of these facilities.

The Athletic Field Adoption program is a cooperative effort between the Milwaukee County Parks Department and athletic organizations whereby assume the maintenance responsibility for the athletic fields that they use. Assistance on maintenance requirements and proper maintenance methods can be provided before and after the adoption occurs.

If your group is interested in participating in this program, please fill out the attached application form and submit to the Organized Sports Office.

## Full Field Adoption Options – 50% Discount

### **A. Ball Field Option – *Receives first priority of use of fields***

- Daily Field Prep
  1. Field set-up (Placing bases, lining/marketing fields)
  2. Daily/Weekly mowing/trimming as required
  3. Pitching/Batter's Box maintenance

### **B. Multi-purpose Field Option – *Receives first priority of use of fields***

- Maintenance/Field Prep
  1. Field set-up (Marking corners, lining fields)
  2. In-season turf restoration as required (over seed/watering/sod replacement, filling holes/ground leveling)
  3. Goal maintenance (anchoring/painting)

## Partial Adoption Options – 25% Discount

### **A. Ball Field Option – Beginning/End of Season Maintenance**

- Edging and lip removal
- Topdressing of specified infield mix/clay
- Aerate & Overseed end of season with specified material
- Fertilize and application of pre-emergent in early Spring season
- Weed Control

### **B. Multi-purpose Field Option – Beginning/End of Season Maintenance**

- Identify/Mark corners of fields so measurements are not lost in off-season
- Aerate & Overseed end of season with specified material
- Fertilize and application of pre-emergent in early Spring season
- Level/Fill in holes with topdressing
- Weed Control



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# 2018 Adopt-a-Field Program Application

**Please fill in the following w/your information by clicking on the lines below:**

**Organization:** \_\_\_\_\_ **Permit Holder:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**Zip:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_ **Tax Exempt #:** \_\_\_\_\_

**Rental Request Information:**

**Day of week:** Sun          Mon          Tues          Wed          Thurs          Fri          Sat

**Date(s):** \_\_\_\_\_ **Sport:** \_\_\_\_\_

**Park(s):** \_\_\_\_\_ **Field #:** \_\_\_\_\_ **# of Games:** \_\_\_\_\_ **Time(s):** \_\_\_\_\_ to \_\_\_\_\_

**-Full Adoption of Fields - 50% Discount**

Option – Full Adoption

**-Partial Adoption of Fields - 25% Discount**

Option A – Ball field Adoption      Option B– Multi-purpose Field Adoption

\*Program applications are subject to review and approval from the Director of Parks and specified staff. Be advised that as part of the approval/selection process, you will be asked to fully outline how you intend to comply with minimum maintenance requirements set forth by Parks Operations. All required documentation must be pre-approved before application is granted (contracted vendor information, proposed maintenance material, schedule of maintenance, etc.).

**Other Information:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby acknowledge that I have read, understand and agree to follow the terms and conditions, rules, regulations and considerations contained herein. In addition, I acknowledge and understand that I am responsible for any damage that may result from my actions or those of my guests or invitees.

**I AGREE THAT THE ENTRY OF MY FULL NAME BELOW CONSTITUTES AN ELECTRONIC SIGNATURE.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_