



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

## 2018 Athletic Field Permit Policy & Procedures Single Game/Practice 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.

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.

**PRACTICE PERMITS:** Practice Permits can be obtained within a seven (7) day rolling schedule of desired date starting April 2, 2018 (weather depending). It is strongly recommended that practice permits be obtained to insure access and availability of fields.

**FEE 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



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**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 game/practice 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.***

**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.

**PARKING:** Park patrons must use parking lots or designated street parking. There is absolutely NO PARKING allowed at field sites or areas designated "NO PARKING." There is absolutely no vehicle allowed on park walkways or grass for any reason. Vehicles will be reported to the Milwaukee Sheriff's Department and/or the proper local authorities and are subject to be ticketed and towed at the owner's expense.

**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).

**PERMITS ISSUED MUST BE PRESENT ON-SITE AT ALL TIMES**



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## 2018 Athletic Field Rental Fees

**SINGLE GAME PLAY**- All single game reservations have a minimum time rental requirement of 2 hours per field (**warm-up time is NOT included**). Prices are based on a per hour rate which includes tax.

**Henry Aaron Baseball Field**- \$90.00/hr

(Artificial Turf infield/Natural Grass outfield)

**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)

**Basketball/Volleyball Court**-\$15.00/hr

**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 Standard Softball Fields ONLY)

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

(For new created soccer/multi-purpose fields)

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**PRACTICE PERMITS**- Practice Permits can be obtained within a seven (7) day rolling schedule. No practice permit will be issued prior to any games scheduled. Practices on lighted fields are subject to field availability and staffing. Practices secured are guaranteed bases and primary use of field during specified hours listed on permit.

**Baseball Field** Hourly (no lights): \$20.00 per hour

**Softball Field** Hourly (no lights): \$15.00 per hour

**Soccer/Multi-purpose Field** Hourly (no lights): \$15.00 per hour

**Lighting Fee:** \$10.00 per hour extra



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# 2018 ATHLETIC FIELD PERMIT

## SINGLE GAME 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 single game 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 Light's: YES NO

Pitching Circle: YES NO Scoreboard: 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: \_\_\_\_\_