



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)

## **2017 Tennis Court Permit Policy & Procedures** **Leagues & Single Game 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.

**COURT PLAY:** Tennis court reservations are available from **April 1st through November 1st**. Courts are available after November 1st during daylight hours **ONLY**. Courts will be kept open as long as possible before the winter season starts (weather permitting) and will re-open March, weather permitting.

**GROUP RESERVATIONS:** All courts in most parks may be reserved for approved tournament play sanctioned by the U.S. Tennis Association, for special events approved by the Parks Department, or for reserved group play. Group tennis reservations are sponsored and conducted by organizations and private individuals that contract to use County Park facilities. No special services are provided other than the assigning and maintenance of such facilities.

**RESERVATIONS:** All group reservations are administered through the Organized Sports Office, Monday through Friday, 8:30 A.M. to 4:30 P.M. **Due to renewal rights, we will begin accepting new group reservations on Monday, February 27th. Completely filled out applications will be processed in the order they are received.** Enclosed you will find a group tennis application for the coming season.

**RENEWAL APPLICATIONS** will be accepted beginning **January 3, 2017**. Groups that had reservations in 2016 will be given first opportunity to renew the same courts and times held in 2016, **ONLY if we receive a completely filled out application by Fri, February 24<sup>th</sup>**. Starting Monday, February 27th all applications (new/renewals) will be processed in the order they are received.

**ADULT FEE REQUIREMENTS:** Group fees are **\$10.00 (includes tax)** per hour, per court. The total **fee is due by May 1st** for reservation requests submitted prior to May 1st. Reservations **WILL BE CANCELED** if arrangements for late payment have not been made with this office by May 1st. For reservation requests made after May 1st, payment in full is to be submitted with the application.

**YOUTH FEE REQUIREMENTS:** Youth fees are **\$5.00 (includes tax)** per hour, per court. The total **fee is due by May 1st** for reservation requests submitted prior to May 1st. Reservations **WILL BE CANCELED** if arrangements for late payment have not been made with this office by May 1st. For reservation requests made after May 1st, payment in full is to be submitted with the application.

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

- 24 hours of making your initial reservation, you will receive a full refund
- 60 days or more prior to the scheduled rental, you will receive a full refund minus our processing fee
- 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 BY PARKS:** 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.

**INCLEMENT WEATHER:** Milwaukee County Parks reserves the right to cancel or postpone any activities due to weather, unsafe playing conditions or any other reasons that might endanger the safety of the players or public. In the event of inclement weather, some rental fees can be refunded or activities can be rescheduled to a later date. If parks operations must cancel the event due to reasons caused by renters or participants, no rental fees will be refunded.

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 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.***

**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).

**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.

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



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# 2017 TENNIS COURT APPLICATION

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

**Organization:** \_\_\_\_\_ **Person Responsible:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Primary Phone:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**RENTAL REQUEST INFORMATION:** **Are you a returning league?** Y / N  
**Are you requesting single match use?** Y / N  
**Are you requesting practice use?** Y / N

<u>PARK</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u># HRS</u>	<u># WKS</u>	<u># COURTS</u>
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____	_____

**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: \_\_\_\_\_

CLASS # \_\_\_\_\_  
INVOICE # \_\_\_\_\_  
FACILITY \_\_\_\_\_  
# OF GAMES \_\_\_\_\_  
PAID \_\_\_\_\_

**Payment Type:** CREDIT  CHECK  CASH

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

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