



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

2017 Athletic Field Permit Policy & Procedures **Tournament / Clinic Use**

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.

SCHEDULING: 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.

No tournaments will be scheduled prior to April 1, 2017. All fields will be closed for the season on or before November 1, 2017 (weather depending). Games or tournaments will not be scheduled with less than ONE (1) week notice.

FEE INFORMATION: Payment 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 2 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
- 60 days or more prior to the scheduled rental, you will receive a full refund minus our processing fee (\$100 for each cancelled date)
- 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

No partial fees will be refunded for reservation times not used or changed with less than 1 week notice. There will be a \$30 adjustment fee **any time** changes are made to the initial submitted application. Any group that cancels more than 50% of booked events within one calendar year will be excluded from future tournament rentals for one calendar year.

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.

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.

TOURNAMENT/CLINIC HOURS: All tournament/clinic reservations cannot start prior to 10:00am and conclude later than 10:00pm at any field. Teams are allowed to warm up in outfield prior to this time but will not be permitted on the infield before 10:00am under any circumstances. Any locked primary fields will be opened no earlier than 9:00am. Upon determination of tournament/clinic date(s) and location(s), a deposit may be used to hold dates at the discretion of this department under special circumstances. Any event 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.

TOURNAMENT 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 one (1) week 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 prearranged schedule and no one other than their official staff will be permitted to perform work on fields unless authorized by staff. One extra touch-up of fields is included in tournament price. Times must be staggered for any touch ups on fields (35 minute intervals). A specific schedule of these times must be worked out before permits are issued. Any additional touch-ups must be noted on application and will be charged as an extra fee (See extra fee sheet). Games may be stopped for up to 1 hour during any extra touch-up period. 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. A tournament 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 tournament 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.

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.

2017 Tournament Permit Fees

Standard Field daytime- \$210.00
with lights- \$235.00

Primary Field daytime- \$235.00
with lights- \$250.00

Wilson Stadium daytime- \$210.00
with lights- \$255.00

Extra Fees: Scoreboard Fee- \$50.00/day
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)

Primary Fields include Zablocki (Harden Field), Rainbow (Kuenn Field), KK Sports (Simmons Field) & McCarty (Zirkel Field)
Standard Fields include the remainder of fields within the Milwaukee County Parks and any multi-purpose fields

****A Parks Operations on-site field attendant is mandatory for all scheduled tournaments.****
This charge is \$15.00/hour for the duration of the event in addition to the field rental.



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2017 TOURNAMENT APPLICATION

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

Organization: _____ **Tournament Director:** _____

Cell Phone: _____ **Primary Phone:** _____ **Address:** _____

City: _____ **Zip:** _____ **E-Mail:** _____

Rental Request Information:

Day of week: Sun Mon Tues Wed Thurs Fri Sat

Date(s): _____ **Sport:** _____

Park(s) Requested: _____ **Field #:** _____ **Time (s):** _____ to _____

Additional Info:

Base Distance: 60' 65' 70' Mound Distance: 35' 40' 43' 50' Batter's Box: YES NO

PA/Scoreboard: YES NO Lights: YES NO Power Source? YES NO Alcohol Permit? YES NO

Port-a-john? 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 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: _____