

ATHLETIC FIELD PERMIT APPLICATION

WHAT REQUIRES AN ATHLETIC FIELD PERMIT?

An Athletic Field Permit Application must be submitted and approved by the Milwaukee County Parks – Organized Sports Office in order to reserve any Milwaukee County Parks athletic field for any organized practice, game, league or tournament play.

APPLICATION PROCESS INSTRUCTIONS:

Submission: Complete the Athletic Field Permit Application and submit to the Milwaukee County Parks – Organized Sports Office for approval. The application can be submitted to Alyssa Krueger by email at alyssa.krueger@milwaukeecountywi.gov, by mail or in-person to the Milwaukee County Parks – Organized Sports Office at 9480 Watertown Plank Road, Wauwatosa, Wisconsin, 53226.

- All returning leagues (not including Adult Soccer Leagues) that used athletic fields in 2021 will have the first priority to reserve the same fields for 2022. Groups who fail to return their application and fee by January 21, 2022 (Spring/Summer session) or June 24, 2022 (Fall session) will forfeit their field use renewal rights.
- New leagues & single game users may submit applications starting January 24, 2022 / July 1, 2022 and will be accepted and processed on a first-come, first served basis.

Application must be submitted thirty (30) days prior to league/tournament dates. Submittal of an application does not automatically grant you a permit or confirmation of use. No games or practices will be scheduled prior to April 1, 2022. All fields will be closed for the season on or before November 1, 2022 (weather depending).

Review: After receipt of your application, you will be notified regarding the status of your request. It is the responsibility of the applicant to submit any amendments and/or revisions to the original application in writing. Revisions are subject to the review and approval of the Milwaukee County Parks.

Approval: If your request(s) is approved, payments will be charged IN FULL to your account upon verification of rental. Acceptable payments over the phone include: MasterCard, Visa and Discover. You may also make payments in person at the Public Services office during open hours. 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 the event date.

RULES AND REGULATIONS:

All athletic field events, participants and guests, vendors and exhibitors shall abide by all municipal codes, Milwaukee County ordinances and rules governing the parks and parkways. Permits 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.

Cancellation Policy:

- Cancellations must be made in writing to the Organized Sports Office by email.
- All cancellations will be charged a **\$35.00 processing fee**.
- If your cancellation is received **sixty (60)** days or more prior to the scheduled event date, you will receive a full refund minus the \$35.00 processing fee.
- If your cancellation is received between **sixty (60) to thirty (30)** days prior to the scheduled event date, you will receive a 50% refund after the \$35.00 processing fee is deducted.
- All cancellations received with less than **thirty (30)** days notice will not receive any refund.
- No refunds will be granted unless the cancellation of your event is a decision made by Milwaukee County Parks Department due to severe weather conditions or field playability.

Cancellation / Inclement Weather Policy:

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 for ball fields, please visit our website (<https://county.milwaukee.gov/EN/Parks/Experience/Get-Active>) and look under the Ball Field Weather Status Tab located at the top of the page. If computer access is not available, you may call the sports office (414) 257-8030 Monday-Friday after 4:00 pm. For weekend rentals, park operations 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 Time Policy:

All reservations cannot start prior to 9:00 am and conclude later than 10:00 pm at any field unless permission is given by the director. Teams are allowed to warm up in outfields prior to this time (on non-gated fields) but will not be permitted on the infield before 9:00 am under any circumstances. Any locked primary fields can be opened no earlier than 9:00 am. 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.

Field Preparation Policy:

All fields will be maintained by the Milwaukee County Parks 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 parks 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.

Cleanup & Damage Policy:

- Permit holder is responsible for the collection of all related waste and recycling. All garbage collection shall be to the satisfaction of the Milwaukee County Parks. Permit holder will be billed for any additional cleanup (*approximately \$55.00 per employee per hour*) and/or damage to park property.
- Permit holder shall be responsible for any actual documented physical damage to the premises caused by its event, employees, agents, representatives, and guests.

Permit:

The official permit must be on-site for inspection on all permitted event dates.

Parking & Vehicles:

Vehicles are prohibited from parking or driving on grass, athletic fields, beaches, park walkways and trails per Section 47.10, Use of Motor Vehicles in Parks, of Chapter 47 of the Milwaukee County Ordinances. Any turf damage caused by event is the responsibility of the permit holder to pay for all restoration costs to restore park.

Signage & Promotion:

- The Parks Operations Manager must approve the placement and fastening of all event signage.
- Signage in the park to promote any event is permitted within one (1) week of the event date and requires prior approval of Parks Regional Manager.
- Milwaukee County Parks Partner Logo is required on all promotional materials related to your athletic field event.

Alcohol:

Is not permitted in any park or parkway unless a valid permit is issued by the Department of Parks. Please contact the Organized Sports Office for additional information.

Indemnification:

The permit holder agrees at all times during the existence of this permit to indemnify Milwaukee County for, and hold it harmless from all liability, claims and demands on account of personal injuries, property damage and loss of any kind whatsoever, including workers' compensation claims, which arise out of or are in any manner connected to this permit, based on any injury, damage or loss being caused by any wrongful, intentional, or negligent acts or omissions of the permit holder, its agents or employees. Permit holder shall, at its own expense, investigate all claims and demands, attend to their settlement or disposition, defend all actions based thereon and pay all charges of attorneys and other costs and expenses arising from any such injury, damage or loss, claim, demand or action.

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.

Athletic Field Use Fee's:

- I. **League/Single Game Permits** are based on an hourly use per field with applied extra fee's if desired. All league/single game reservations have a minimum rental time of 2 hours. Any locked gates on primary ball fields will be opened at the start of your requested rental time. Permits are not issued to more than one customer per day on a specific field (exception of Aaron Field and soccer/multi-purpose fields). All leagues may qualify for a reduction in fees based on frequency of field use. For more information, please contact the Organized Sports Office.

Field Rental Fees:

Henry Aaron Baseball Field	\$90/hour (includes tax)
Baseball Fields (Primary: Kuenn, Zirkel, Simmons, Harden)	\$50/hour (includes tax)
Baseball Fields (Standard)	\$35/hour (includes tax)
Softball Fields (Primary: Wilson Stadium, Rec #1, WM #1 & #2, Zablocki)	\$40/hour (includes tax)
Softball Fields (Standard)	\$30/hour (includes tax)
Soccer / Multi-purpose Fields	\$25/hour (includes tax)

Extra Amenity Fees:

Pitching Circle / Batter's Box Lining Fee for Standard Softball Fields	\$5.00/each
Scoreboard Fee	\$15/game or \$50/day
Lighting Fee	\$25 (Summer) - \$35 (Spring/Fall)
New Field Creation	\$125

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- II. **Tournament / Event Permits** are defined as athletic/sports competition which meets the criteria listed below.

- Bracketed or pool play (or other typical tournament format) designed to determine a winner(s)
- Open to the public to participate/spectate
- Collection of fees prior to and/or day of event for participants and/or spectators
- Requires exclusive use of athletic fields/complexes
- Event infrastructure which includes tents, tables, chairs, goods/services vending, food/beverage sales, sponsors

Field Rental Fees:

Standard Softball/Baseball/Multi-purpose Fields	\$225.00/day (includes tax)
Primary Softball/Baseball/Multi-purpose Fields	\$250.00/day (includes tax)

Extra Amenity Fees:

Scoreboard Fee	Included in permit
Lighting Fee	\$25 (Summer) - \$35 (Spring/Fall)
New Field Creation	\$125
Touch-up Fee	\$25/field (softball/baseball only)
Vendor Permit	\$125/day - \$250/season

2022 ATHLETIC FIELD PERMIT 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 _____

Field Set-up Requirements: Please indicate your ball field set up along with any additional services requested.

Base Distance choices 60', 65', 70' or 90' - Mound Distance choices 35', 40', 43', 46', 50' or 60'6"

*Bases/Mound/Foul Lines incl'd in all game rentals - *Batter's Box incl'd with 90' baseball field rental ONLY**

Base Distance: _____ Mound Distance: _____ **Light's:** Yes No

Batter's Box: Yes No **Pitching Circle:** Yes No **Scoreboard:** Yes No

Vendor Permit: Yes No **Alcohol 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: _____

Credit Card Information: (Visa, MasterCard, Discover)

Cardholder Name: _____

Card #: _____

Expiration: _____ CVV: _____

Permit #: _____