

# TENNIS COURT PERMIT APPLICATION

## WHAT REQUIRES A TENNIS COURT PERMIT?

A Tennis Court Permit Application must be submitted and approved by the Milwaukee County Parks – Organized Sports Office in order to reserve any Milwaukee County Parks tennis court for an individual, organized league or tournament play.

## APPLICATION PROCESS INSTRUCTIONS:

**Submission:** Complete the Tennis Court 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](mailto: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.

**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. All applications will be accepted and processed on a first come first serve basis. Permits will not be issued on courses when they are closed.

**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 permitted 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 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 permit due to reasons caused by renters or participants, no rental fees will be refunded.

**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.

**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](http://www.countyparks.com).

**Tennis Court Use Fee’s:**

- I. **League/Group/Individual Permits:** Fees are based on a per hour/per court fee. Court reservations are available from April 1st through November 1st. Courts will be kept open as long as possible before the winter season starts (weather permitting) and will re-open March, weather permitting.

**Court Rental Fees:**

|            |                        |
|------------|------------------------|
| Adult Fees | \$10.00 (includes tax) |
| Youth Fees | \$5.00 (includes tax)  |



## 2022 TENNIS COURT 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

Park: \_\_\_\_\_ Date(s): \_\_\_\_\_

# of Courts: \_\_\_\_\_ Time(s): \_\_\_\_\_ to \_\_\_\_\_ # of hours: \_\_\_\_\_ # of Weeks: \_\_\_\_\_

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 #: \_\_\_\_\_