
TENNIS/PICKLEBALL COURT PERMIT APPLICATION

WHAT REQUIRES A TENNIS/PICKLEBALL COURT PERMIT?

To reserve a tennis or pickleball court for exclusive individual, league, or tournament play, one must submit a Permit Application for approval by the Organized Sports Office.

APPLICATION PROCESS INSTRUCTIONS:

Submission: To apply for a permit, complete the Permit Application and submit it to the Milwaukee County Parks – Organized Sports Office for approval. Send your application to Alyssa Krueger via email at alyssa.krueger@milwaukeecountywi.gov, or by mail or in person at 9480 Watertown Plank Road, Wauwatosa, Wisconsin, 53226. **Applications must be submitted at least thirty (30) days before the league or tournament dates.** Submitting an application does not guarantee a permit or confirm usage. Applications are processed on a first-come, first-served basis. Permits are not issued when facilities are closed.

Review: Upon receiving your application, you will be informed about the status of your request. Applicants are responsible for submitting any amendments or revisions to the original application in writing. These revisions will undergo a review process and must be approved by the Milwaukee County Parks.

Approval: Upon approval of your request(s), the total payment will be charged to your account once the rental is verified. Acceptable forms of payment are Credit Card, which can be processed over the phone or in person at the Public Services office during business hours. For check payments, they must be received at least three weeks before the rental date and made payable to the Milwaukee County Treasurer. All fees must be paid in full before the event date.

RULES AND REGULATIONS:

All authorized events, including participants, guests, vendors, and exhibitors, must comply with municipal codes, Milwaukee County ordinances, and regulations governing parks and parkways. Permits may be revoked immediately by local law enforcement or the Milwaukee County Parks Department if application terms are misrepresented, breached, or if public safety is at risk. Permit cancellation for these reasons will lead to the loss of all fees paid.

Cancellation Policy:

- Cancellations must be submitted in writing via email to the Organized Sports Office.
- A \$35.00 processing fee will be applied to all cancellations.
- Cancellations made sixty (60) days or more before the scheduled event date will result in a full refund, less the \$35.00 processing fee.
- Cancellations made between sixty (60) and thirty (30) days before the event will result in a 50% refund, with the \$35.00 processing fee deducted.
- No refunds will be issued for cancellations made with less than thirty (30) days' notice.
- Refunds will only be issued if the event is canceled by the Milwaukee County Parks Department due to severe weather conditions or field playability issues.

Cancellation / Inclement Weather Policy:

Milwaukee County Parks retains the authority to cancel or delay any activities due to weather, hazardous playing conditions, or any other factors that may compromise the safety of participants or the public. In cases of adverse weather, certain rental fees may be reimbursed, or events may be rescheduled for a future date. However, if the permit is revoked due to actions by the renters or participants, no refund of rental fees will be issued.

Cleanup & Damage Policy:

The permit holder is responsible for collecting all associated waste and recyclables. All refuse must be disposed of to the satisfaction of Milwaukee County Parks. The permit holder will incur charges for any additional cleaning (approximately \$55.00 per employee per hour) or for any damage to park property. Furthermore, the permit holder is liable for any actual, documented physical damage to the premises resulting from their event, employees, agents, representatives, and guests.

Permit:

The official permit is required to be present on-site for inspections during all the dates for which the event is permitted.

Parking & Vehicles:

According to Section 47.10 of the Milwaukee County Ordinances, Chapter 47, the use of motor vehicles is prohibited on grass, athletic fields, beaches, park walkways, and trails. Should any turf damage occur during an event, the permit holder is responsible for covering all restoration costs to repair the park.

Signage & Promotion:

The Parks Operations Manager must authorize the placement and securing of all event signage. Signage in the park to promote an event is allowed no earlier than one week before the event date and must be approved by the Parks Regional Manager in advance. Additionally, the Milwaukee County Parks Partner Logo must be included on all promotional materials for 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 necessary for all outdoor races, walkathons, public gatherings, events using amplified sound systems, and any activities in downtown park spaces or on park properties not classified as athletic fields or picnic areas. For additional details, please reach out to the Special Event Office at (414) 257-4503 or explore our website at www.countyparks.com.

Tennis/Pickleball Court Use Fee's:

Fees are based on a per hour/per court fee. Court reservations are available from April 1 through November 1 (weather permitting). Courts will remain open as long as weather allows before the onset of winter and will reopen contingent upon favorable weather conditions.

Court Rental Fees:

Adult Fees	\$15.75 (includes tax)
Youth Fees	\$7.75 (includes tax)



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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 acknowledge that I have read, understood, and agreed to adhere to the terms, conditions, rules, regulations, fees, and considerations set forth herein. Furthermore, I recognize that I am liable for any damages resulting from my own 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:

Cardholder Name: _____

Card #: _____

Expiration: _____ Zip Code: _____

Permit #: _____