

GENERAL INFORMATION:

For the Summer of 2021 Village Clerk/Treasurer Brandon Bledsoe and/or Deputy Village Clerk/Treasurer Beth Gerbing will serve as the priority contact persons. All communication about reservations / cancellations / field concerns or needs must be submitted to Village staff through the following:

1. Email: clerk@townofwaukesha.us
2. Fax: (262) 542-7078
3. Clerk's Office during normal Village Hall operational hours, subject to requirements listed below

Permit reservation holder shall be responsible for the safety of their guest(s) and participants. This includes any spectator or non-participant located within the Village Hall or park area. Permit reservation holder shall be responsible for any damage to the property of the Village of Waukesha that occurs as a result of the activity that the permit holder is engaged in. This includes, but is not limited to damage caused by the operation of motor vehicles on the premises. Permit holder shall be responsible to remove all garbage from the field area at the conclusion of the permit reservation time. If the Village of Waukesha removes trash or is required to clean up the area used by the permit holder the permit holder shall be required to reimburse the Village of Waukesha for the expense at a rate of Fifty Dollars (\$50.00) per hour plus any third party expense.

RESERVATION PROCEDURES

Unless otherwise noted, residents may apply for park rentals one (1) year in advance and non-residents may apply six (6) months in advance of the event date and reservations are taken on a first-paid, first-reserved basis. Applicants must complete a Park/Ball Field Rental Application to reserve specific use of the park or field. This reservation allows exclusive use of the facility during the scheduled time on the permit. Otherwise the facilities are open to the public on a first-come, first-served basis. Applications are subject to approval and are accepted Monday through Friday from 8:00 a.m. to 4:30 p.m. All applicable fees are due at the time of application, UNLESS ALTERNATIVE PAYMENT ARRANGEMENTS HAVE BEEN APPROVED BY THE WAUKESHA VILLAGE BOARD.

Tournament applications will be accepted starting February 1 and will only receive a full refund if cancelled before April 1 (or next business day). League applications will be processed together for the season, although alterations can be made later; field requests must be submitted prior to March 15th.

RESERVATION FEE

The fees for 2021 shall be twenty dollars (\$20.00) per hour of requested time. The minimum requested time is two (2) hours. Weekday reservations that have start times after 5:00 pm have a minimum of three (3) hours. All reservations shall be assessed the minimum fee plus any ½ hour after the minimum of 2 hours at the rate of 50% the hourly rate.

FIELD TIME LIMITATIONS

No play can begin prior to 8:00 am and all activity must be completed prior to 8:30 pm. All persons shall have cleared the field and the parking area prior to 9:00 pm. Permit holder shall be responsible to enforce time limitations. If time limitations are not strictly enforced the permit holder will be assessed a Fifty Dollar (\$50.00) penalty.

BALL FIELD PRIORITY SYSTEM

When scheduling ball fields, the Village of Waukesha prioritizes users in the following order:

1. Village of Waukesha Sponsored Activities
2. League Games
3. Approved Practices
4. Rain Makeup permits
5. Historical use of the field will be used but does not guarantee use the following year, especially if demand and demographics change.

CANCELLATION POLICY

Cancellations must be made at least fourteen (14) days prior to the event in order to receive a full refund less \$10 processing fee. No refunds will be given for inclement weather. If the ball field is unplayable due to weather, users have twenty-four (24) hours after a scheduled event to notify the Village staff to obtain a rescheduled date. For tournaments, deposits will be forfeited if cancelled after April 1. Refunds will be given for rained-out tournaments only. All cancellations must be made in person.

ACKNOWLEDGEMENT

By submitting the application for the use permit I state that I have read and accept the conditions of the use permit as defined above and will strictly adhere to these policies.

VILLAGE OF WAUKESHA PARK / FIELD USE PERMIT APPLICATION

Name: _____ Group: _____

Address: _____

Phone: () _____ Email: _____

REQUESTED PERMIT DETAILS:

| Date of Use | Start Time | End Time | Total Hours | Name of on site responsible party | Phone # |
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If there are additional dates needed to be submitted please submit additional pages.

No application can be considered without complete information.

I HAVE READ AND ACCEPT THE TERMS OF THE REQUESTED PERMIT FOR THE USE OF THE BALL FIELD FROM THE VILLAGE OF WAUKESHA. BY SIGNING BELOW I ACCEPT THE FINANCIAL LIABILITY PERSONALLY AND AGREE TO MAKE PAYMENT FOR THE REQUESTED PERMIT(S). I FURTHER AGREE TO MAKE SUBSEQUENT AND TIMELY PAYMENTS FOR ANY DAMAGE OR FEES AS DESCRIBED WITHIN THE PERMIT POLICIES.

Signature: _____

Name: _____

Address: _____

Date: _____