



VILLAGE OF ALLOUEZ  
**2017 ATHLETIC FACILITY RESERVATION PERMIT**  
Parks and Recreation Department · 1900 Libal St. · Allouez, WI 54301

Complete the following information:

ORGANIZATION/LEAGUE NAME: \_\_\_\_\_ ☐ Youth ☐ Adult

Main Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Other Phone: \_\_\_\_\_

Secondary Contact:

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Other Phone: \_\_\_\_\_

**RESERVATION INFORMATION**

**Date (s) of Play:**

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Day (s) of Play:**

Monday\_\_ Tuesday\_\_ Wed. \_\_ Thursday \_\_ Friday\_\_ Sat\_\_ Sun\_\_

**Time of Play:**

Start Time: \_\_\_\_\_ am/pm End Time: \_\_\_\_\_ am/pm

Number of participants/spectators expected: \_\_\_\_\_

Will the fields need to be marked by the Village? ☐ YES ☐ NO

Do you intend to use the concession stand? ☐ YES ☐ NO

\*Availability must be confirmed with Village.

Do you plan to sell alcohol? ☐ YES ☐ NO

\*\*If yes a temporary liquor license is required through the village clerk.

Do you intend to use lights? ☐ YES ☐ NO

(Lighted facilities only)

Will you be selling any goods? ☐ YES ☐ NO

\*\*If yes a vendor permit is required and village board approval.

Please write the field(s) numbers you plan to use: \_\_\_\_\_

**Softball/Baseball**

Green Isle Softball (Lighted) # \_\_\_\_\_ # \_\_\_\_\_

Green Isle Baseball (Lighted) # \_\_\_\_\_ # \_\_\_\_\_

East Lawn Baseball # \_\_\_\_\_ # \_\_\_\_\_

Langlade Softball # \_\_\_\_\_ # \_\_\_\_\_

Riverview Softball Complex/5 # \_\_\_\_\_ # \_\_\_\_\_

Webster Baseball/5 # \_\_\_\_\_ # \_\_\_\_\_

**Soccer**

Green Isle/2 # \_\_\_\_\_ # \_\_\_\_\_

Broadview Complex/5 # \_\_\_\_\_ # \_\_\_\_\_

Kiwanis/2 # \_\_\_\_\_ # \_\_\_\_\_

**Football and Multi-purpose**

Green Isle Football Field # \_\_\_\_\_ # \_\_\_\_\_

Optimist Field # \_\_\_\_\_ # \_\_\_\_\_

**Tennis**

Green Isle # \_\_\_\_\_ # \_\_\_\_\_

East Lawn # \_\_\_\_\_ # \_\_\_\_\_

Langlade/2 # \_\_\_\_\_ # \_\_\_\_\_

\*\*If games and practices are planned, a formal game schedule must be submitted before the first reserved date.

**PLEASE READ:**

League Reservations will not be secured unless the above information is complete and accurate.

By signing below, I hereby acknowledge that I have completed the above information to the best of my knowledge, read the above information, received a copy of the Athletic Facility Rules, and will agree to all said rules and guidelines governing the use of the Village Athletic Facilities.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Date Reservation Made: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Staff Initials: \_\_\_\_\_ Director Approval: \_\_\_\_\_

Key Issued \_\_\_\_\_ Date Issued: \_\_\_\_\_ Keys Returned (Date): \_\_\_\_\_

Games Fees \_\_\_\_\_ dates x \$ \_\_\_\_\_ rate \$ \_\_\_\_\_

Practice Fees \_\_\_\_\_ dates x \$ \_\_\_\_\_ rate \$ \_\_\_\_\_

Light Fees \_\_\_\_\_ dates x \$ \_\_\_\_\_ rate \$ \_\_\_\_\_

Other Fees: \_\_\_\_\_ \$ \_\_\_\_\_

Total Due: \$ \_\_\_\_\_



# VILLAGE OF ALLOUEZ ATHLETIC FACILITY RESERVATION RULES AND GUIDELINES

1. All facilities will be clean and clear of garbage.
2. The permittee at its own cost shall obtain and maintain general liability insurance for the event in the minimum amount of \$2,000,000 for damages arising out of personal injuries to any one person and \$50,000 property damages. Product liability is required only if permittee dispenses food, confections, refreshments, and/or beverages.
3. The permittee (and in case of individuals, partnerships and associations, the named contact person and the person signing this agreement), shall indemnify and save harmless the Village and its employees and representatives, against any and all injuries and damages to persons and property, and shall defend, indemnify and save harmless the Village and its employees and representatives from any and all claims, demands, suits, actions, costs, expenses and proceedings of any kind and nature, including any claims for injuries and/or damages caused in whole or in part by the negligence of the Village, its employees and representatives, which in any way result from or arise out of such activity.
4. No bus parking allowed within facility parking lots.
5. Access to bathrooms will be provided upon advance request; bathrooms must be left in good, clean condition. Renter is responsible for supplying toilet paper & paper toweling. **PORTABLE TOILETS:** When crowd size exceeds the capacity of the permanent toilet facilities, additional toilet facilities must be provided by the renter. There shall be 1 toilet unit for every 100 people. Toilets must be removed following the end of the event. Portable toilets that are on site must also be pumped out by the renter during the event, if necessary, and after the event.
6. The Director of the Parks, Recreation & Forestry Department has the right to cancel an event due to inclement weather.
7. Renter is responsible for the removal of all garbage. Dumpster rental is required for tournaments.

## 2017 Fee Schedule

Softball/Baseball Diamonds	Category 1 & Category 2	Category 3
Ball Diamond (game)	\$35 /field/day	\$50 /field/day
Light Use	\$25 extra/field/night	\$25 extra/field/night
Season Practice	\$175 per season	\$200 per season
Hourly Practice	\$5 field/hour (*Max 4 Hours)	\$5 field/hour (*Max 4 Hours)
Sport Camp Fee	\$60 /field/day	\$75 /field/day
Tournament Fee	\$100 /field/day	\$100 /field/day
Tournament Deposit	\$250 /tournament	\$350 /tournament
Concession Stand	\$50 /day	\$50 /day
Soccer/Football Fields	Category 1 & Category 2	Category 3
Soccer/Football Fields (game)	\$20 field/day	\$35 field/day
Light Use	\$25 extra/field/night	\$25 extra/field/night
Season Practice	\$175 per season	\$200 per season
Hourly Practice	\$5 field/hour (*Max 4 Hours)	\$5 field/hour (*Max 4 Hours)
Sport Camp Fee	\$60 /field/day	\$75 /field/day
Tournament Fee	\$100 /field/day	\$100 /field/day
Tournament Deposit	\$250 /tournament	\$350 /tournament
Concession Stand	\$50 /day	\$50 /day
Tennis Courts	Category 1 & Category 2	Category 3
Tennis Courts (hour)	\$5 /hour/court	\$10 /hour/court
Tennis Courts (season)	\$150 /season/court	\$175 /season/court

**Category 1:** Government Agencies, Non-Profit Organizations, Rec Groups within the Village of Allouez

**Category 2:** Village of Allouez Residents, Charitable Groups within the Village of Allouez, Schools

**Category 3:** Non-Residents of Allouez, For-Profit Businesses

### **Examples:**

**Government Agencies:** Department of Transportation, Department of Natural Resources, Brown County Library

**Non-Profit Organizations:** (any group with 501 (c ) (3) status): Boy/Girl Scouts, Youth Association Groups, YMCA

**Charitable Groups within the Village of Allouez:** (any group without 501 (c ) (3) status): Special Interest Groups, Church Organizations, Sports Teams/Clubs

**Schools:** Langlade, Webster, Doty, St. Matthew's and Resurrection, Home School,

**Non-Residents of Allouez:** Any individual who lives outside of the Allouez Village limits

**For-Profit Businesses:** Any group or individual who operates for a profit