



**VILLAGE OF ALLOUEZ**  
**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: \_\_\_\_\_

**RERSERVATION 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:** \_\_\_\_\_

<b>Softball/Baseball</b>	<b>Game (s)</b>	<b>Practice(s)</b>
Green Isle Softball (Lighted)	# _____	# _____
Green Isle Baseball (Lighted)	# _____	# _____
East Lawn Baseball	# _____	# _____
Langlade Softball	# _____	# _____
Riverview Softball Complex/5	# _____	# _____
Webster Basbeball/5	# _____	# _____
<b>Soccer</b>		
Green Isle/2	# _____	# _____
Broadview Complex/5	# _____	# _____
Kiwanis/2	# _____	# _____
<b>Football and Multi-purpose</b>		
Green Isle Football Field	# _____	# _____
Optimist Field	# _____	# _____
<b>Tennis</b>		
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: \_\_\_\_\_

<b>FOR OFFICE USE ONLY:</b>		<b>Games Fees</b>	_____ dates x \$ _____ rate	\$ _____
Date Reservation Made:	_____	<b>Practice Fees</b>	_____ dates x \$ _____ rate	\$ _____
Amount Paid:	_____	<b>Light Fees</b>	_____ dates x \$ _____ rate	\$ _____
Staff Initials:	_____	<b>Other Fees:</b>	_____	\$ _____
Director Approval:	_____			
Key Issued	_____	Date Issued:	_____	Keys Returned (Date): _____
				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.

### 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