



Athletic Facility Reservation Permit

To be used when renting an Athletic Facility.

2828 Allouez Ave., Bellevue, WI 54311 | p. (920) 468-5225

ORGANIZATION/LEAGUE INFORMATION

Organization/League Name: _____ ☐ Youth ☐ Adult

Main Contact: _____

Secondary Contact: _____

Phone: _____

Phone: _____

Address: _____

Address: _____

Email: _____

Village Resident: ☐ YES ☐ NO

Email: _____

Village Resident: ☐ YES ☐ NO

RESERVATION INFORMATION

Softball/Baseball**

	Game(s)	Practice(s)
<input type="checkbox"/> Josten #1 (Upper Lighted)	# _____	# _____
<input type="checkbox"/> Josten #2 (Lower)	# _____	# _____
<input type="checkbox"/> DeBroux #1 (Lighted)	# _____	# _____

Date(s) of Play

Start Date: _____ End Date: _____

Day(s) of Play

☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri

Time of Play

Start: _____ am/pm End: _____ am/pm*

*Leagues are prohibited from playing past 10:30 pm

Soccer/Football/Multi-Purpose**

	Game(s)	Practice(s)
<input type="checkbox"/> DeBroux (Medium)	# _____	# _____
<input type="checkbox"/> Josten South (Medium)	# _____	# _____
<input type="checkbox"/> Josten North (Medium)	# _____	# _____
<input type="checkbox"/> Willow Creek #1 (Medium)	# _____	# _____
<input type="checkbox"/> Willow Creek #2 (Medium)	# _____	# _____
<input type="checkbox"/> Willow Creek #3 (Large)	# _____	# _____

Concession Stand? ☐ YES ☐ NO **\$20/date**

Selling Alcohol? ☐ YES ☐ NO
(Josten Park Only; Requires Permit)

Diamond Lights? ☐ YES ☐ NO **\$25/date**

****Note:** If both games & practices are planned, a complete 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. The Director of Parks, Recreation & Forestry or designee approves all league reservations and determines any restrictions or additional fees. Any league that wishes to have fees modified/waived must submit a formal request to the Village of Bellevue Park Commission. Prior year leagues have first priority in reserving facilities for the current year up to March 1st. Requests after March 1st will be accepted on a first-come, first served basis. **CANCELLATION** — The full fee and deposit amounts will be refunded if the reserving party cancels the reservation not later than fourteen (14) days prior to the reservation date. Cancellations after fourteen (14) days prior to the reservation date will receive a refund of the full deposit and half the rental fee. ***Note: If organization is tax exempt, the Village needs proof of tax exemption status at time of reservation.** 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.

Applicant Signature _____

Date _____

**Drop off completed
application & deposit at:**

2828 Allouez Ave.
Bellevue, WI 54311

OFFICE USE

Date Reservation Made: _____

Game Fees # _____ x \$ _____ rate = \$ _____

Staff Initials: _____ Director Approval: _____

Practice Fees # _____ x \$ _____ rate = \$ _____

Payment Type: ☐ Cash ☐ Check ☐ Credit Card

Concession Fees # _____ x \$ _____ rate = \$ _____

Amount Paid: _____ Date Paid: _____

Lighting Fees # _____ x \$ _____ rate = \$ _____

Receipt #: _____ # Key Issued: _____

Other Fees # _____ rate = \$ _____

Keys Issued (date): _____ Key Returned (date): _____

TOTAL DUE = \$ _____

ATHLETIC FACILITY RESERVATIONS RULES & GUIDELINES

USE OF ATHLETIC FACILITIES: Any private citizen (resident or non-resident), public non-profit group, private non-profit group, private business or corporation, or governmental agency may request to reserve use of the Village athletic facilities. No Village facilities will be used by private businesses or corporation for money-making activities.

USE OF ATHLETIC FACILITIES FOR LEAGUE PLAY: Village owned athletic facilities may be reserved for regular league play. Leagues must be non-profit, and open to membership by the general public. Requests to reserve facilities for league play must be received no later than March 1st of the season's calendar year. Leagues operating in the previous year shall have first option to maintain the same dates, days, and times by notifying the Village Offices no later than the March 1st deadline. Requests for new leagues or date/day/time changes for existing leagues will be approved on a first-come, first-served basis.

USE OF ATHLETIC FACILITIES FOR TOURNAMENTS: Village athletic facilities may only be used for tournaments if approved by the Village of Bellevue Park Commission. Money-making tournaments will only be allowed if sponsored by a non-profit or municipal organization as it is recognized that tournaments are one way for such organizations to raise money. Requests to use Village athletic facilities, if approved by the Park Commission, will be granted on a first-come, first-served basis.

HOURS: Village of Bellevue parks are available for rental between the hours of 8:00am – 10:00pm. Premises must be cleaned and vacated by 10:00pm for the ending time stated on the contact.

Evening League play must follow these guidelines:

Josten Park –

All league play must be completed with all equipment removed from the playing field and diamond lights off by 10:30 pm.

Concessions may not be sold after 10:00pm.

DeBroux & Willow Creek Parks –

All league play must be completed with all equipment removed from the playing field.

DeBroux Diamond lights must be off by 9:45 pm. The parks are closed at 10:00pm.

It is important to allow for set-up and clean-up time when deciding your hours of usage. Another rental may be scheduled after your rental period. Renters may not access the facility prior to their reservation period without consent from the Director of Parks, Recreation & Forestry.

FEES: All associated fees for league play are payable in full **before the first scheduled reservation date**. Individual rentals require payment in full at the time of reservation.

Softball/Baseball Diamond Fees	Resident	Non-Resident
Diamond Rental - YOUTH Game	\$25	\$35
Diamond Rental - ADULT Game	\$35	\$45
Diamond Rental - Practice (max 4 hrs.)	\$10	\$15
Diamond Lights	\$25	Game
Excessive Cleaning*	\$30	Occurrence
*Charges will be pulled from deposit when unscheduled cleaning must take place.		
DEPOSIT	\$150	Season

Soccer/Football/Multi-Purpose Field Fees	Resident	Non-Resident
Field Rental - YOUTH Game	\$25	\$35
Field Rental - ADULT Game	\$35	\$45
Field Rental - Practice (no lines)	\$10	\$15
Field Rental - Practice (lined)	\$15	\$20
Field Rental - LEAGUE**	\$125	\$160
**per field, every two-weeks for youth competitive & adult leagues.		
Soccer Field - Set-Up & Lining Fee	\$220	\$275
Football Field - Set-Up & Lining Fee	\$275	\$345
Soccer/Football - Relining Fee	\$45	\$60
DEPOSIT	\$150	Season

Fee Schedule Last Updated 10/2022

WAIVER OF FEES: The Village of Bellevue Park Commission has the ability to waive/modify all rental fees (except for deposits) for any non-profit group or municipal entity that is sponsoring a youth organization, community special event or providing a public service. Please consult the Director of Parks, Recreation & Forestry to determine if your group is eligible for a waiver of fees.

SCHEDULES: All facility requests should be submitted in writing along with a completed permit form to the Parks, Recreation & Forestry Department. Requests should include the following:

- Facility use dates. All dates should be clearly written out.
- All dates MUST be in **chronological** order.
- List the beginning and ending times of each date requested. If all times are the same, then it need be written only once. If times are varying, then each date must have a specific beginning and ending time.
- The previous information must be listed for **each facility requested**.
- If you are requesting a field which requires specific maintenance (i.e....field paint, or a diamond being dragged) by the Village of Bellevue, then it must be differentiated on your permit whether each date is a **practice** or a **game**. The Village of Bellevue will make every effort to have the facility prepared for game situations. Facilities will not be prepared for game play if the reservation is for a practice only.
- The Village reserves the right to cancel play in the event of poor field and/or weather conditions.

CANCELLATIONS: The full fee and any deposit amounts will be refunded if the reserving party cancels the reservation not later than fourteen (14) days prior to the reservation date. Cancellations after fourteen (14) days prior to the reservation date will receive a refund of the full deposit amount and half the rental fee.

KEYS: The individual responsible for the reservation will be issued a key to the appropriate storage facilities. The keys may be picked up during normal office hours. Keys must be returned within two (2) business days after the rental or league play ends. Keys must be returned to the Village Office at 2828 Allouez Ave.

ALCOHOLIC BEVERAGES: Private consumption of alcohol is permitted by persons of legal drinking age during normal park hours. Sale of beer is only permitted at Josten Park if the seller obtains a temporary license from the Village Clerk. The seller must comply with all state statutes regarding the sale of alcoholic beverages.

INSURANCE: Rentals open to the general public must provide a Certificate of Liability Insurance, in the amount of \$2 million naming the Village of Bellevue as an additional insured, prior to the scheduled event.

TRANSLATION OF RULES:

"Please contact the United Hmong/Asian American Community Center at (920) 437-4550 if assistance is needed in translating this letter."

Yog haistias koj tsis totaub daim ntawv no thiab xav tau kev pab txhais, thov hu rau Koomhaum Hmoob ntawm (920) 437-4550.

"Please contact Hispanic Services at (920) 465-9491 if assistance is needed in translating this letter."

Contacte por favor a Hispano Servicios en (920) 465-9491 si ayuda es necesitada a traducir esta carta.

ANY DEVIATION FROM THE ABOVE RULES MAY RESULT IN THE RENTER FORFEITING A PORTION OR ALL OF THEIR SECURITY DEPOSIT, PAYING FOR DAMAGES, AND/OR LOSS OF FUTURE RENTING PRIVILEGES.

