ATHLETIC FACILITY RESERVATION PERMIT

To be used when renting an athletic facility

2828 Allouez Avenue Bellevue, WI 54311 (920) 468-5225

Organization/League Name: _____ ☐ Youth ☐ Adult

Main Contact: _____

Email:_____ Village Resident? ☐ Yes ☐No

Address:_____ City/State/Zip:_____

Primary Phone:_____ Other Phone:_____

Secondary Contact: _____

Email:_____ Village Resident? ☐ Yes ☐No

Address:_____ City/State/Zip:_____

Primary Phone:_____ Other Phone:_____

RESERVATION INFORMATION:

Softball/Baseball**	**Game(s)**	**Practice(s)**
☐ Josten #1 (Upper Lighted)	# _____	# _____
☐ Josten #2 – Pony (Lower)	# _____	# _____
☐ DeBroux #1 (Lighted)	# _____	# _____
Soccer**		
☐ DeBroux (Medium)	# _____	# _____
☐ Josten South (Medium)	# _____	# _____
☒ Willow Creek #1 (Medium)	Rested for 2015	
☐ Willow Creek #2 (Medium)	# _____	# _____
☐ Willow Creek #3 (Large)	# _____	# _____
Football/Multi-Purpose**	**Game(s)**	**Practices**
☐ Josten #2 (Upper/Medium)	# _____	# _____

Date(s) of Play:

Start Date: _____ End Date: _____

Day(s) of Play:

☐ Monday ☐Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Time of Play:

Start Time: _____am/pm End Time: _____am/pm

*Leagues are prohibited from playing past 10:30pm

Is the concession stand intended for use? ☐Yes ☐ No

Is alcohol intended to be sold? (Josten Park ONLY) ☐Yes ☐ No

***Temporary Liquor license is required through Village Clerk**

Are lights intended to be used? (Lighted facilities ONLY) ☐Yes ☐ No

** If both games & 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. The Director of Parks & Leisure Services or designee approves all league reservations and determines any restrictions, additional fees or waiver of fees. 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, Village needs proof for 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.

Signature:_____ **Date:**_____

FOR OFFICE USE ONLY:

Date Reservation Made: _____

Staff Initials: _____ Director Approval: _____

Amount Paid: $ _____ Date Paid: _____

Receipt #: _____ Key Set Issued # _____

Keys Issued On: _____

Keys Returned On: _____

Game Fees # _____ x $ _____rate = $ _____

Practice Fees # _____ x $ _____rate = $ _____

Concession Fees # _____ x $ _____rate = $ _____

Light Fees # _____ x $ _____rate = $ _____

Other Fees _____ = $ _____

Total Due = $ _____

ATHLETIC FACILITY
RESERVATION 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 corporations 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 not later than March 1st of that 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 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 8:00 am – 10:00 pm. Premises must be cleaned and vacated by 10:00 pm for the ending time stated on the contract.

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 pm.

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 10:00 pm.

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 & Leisure Services.

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.

Fee Schedule:

Diamond Fees:
Youth: $15 / Rental Date
Adult: $20 / Rental Date
Practice Only: $5 per practice [max use of 4 hours]
Use of Lights: $25 / night
Concession Stand: $20 / Date
Excessive Cleaning Fee: $30/ Occurrence
*Charge will occur when trash from rental is not placed in trash receptacle.

Soccer/Football/Multi-purpose Fields:
League: $75 / two weeks of league play
Individual Rate $30 / Rental Date
Special Lining: $75 per lining

WAIVER OF FEES: The Department Director may waive all fees except for the deposit for any public or private non-profit group, or municipal entity, which is sponsoring a youth organization meeting or community special event or service provided that several criteria are met. Please consult the Director 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 Leisure Services 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 needs to be written only once. If times are varying, then each date must be listed for each facility requested.
- 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 poor field and/or weather conditions.

CANCELLATIONS: The full fee and any deposit amounts will be refunded if the reserving party cancels the reservation no 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 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 437-4550.

Please contact Hispanic Services at 465-9491 if assistance is needed in translating this letter.
Contacte por favor a Hispano Servicos en 465-9491 si ayuda es necitada a traducer 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.