



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

\*Village will only line and drag fields for games. Tournaments requiring lining and dragging throughout will be charged a maintenance fee. Practices will be assigned use as is status.

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**

	Game (s)	Practice(s)
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 Approval: \_\_\_\_\_

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

Fee 1: \_\_\_\_\_ \$ \_\_\_\_\_

Fee 2: \_\_\_\_\_ \$ \_\_\_\_\_

Fee 3: \_\_\_\_\_ \$ \_\_\_\_\_

Fee 4: \_\_\_\_\_ \$ \_\_\_\_\_

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



# VILLAGE OF ALLOUEZ ATHLETIC FACILITY RESERVATION RULES AND GUIDELINES

1. All inside and outside facilities shall be cleaned 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.
  - a.) 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.
  - a.) **Renter is responsible** for supplying toilet paper & paper toweling.
  - b.) **PORTABLE TOILETS required** when crowd size exceeds the capacity of the permanent toilet facilities.
    - i.) There shall be 1 toilet unit for every 100 people.
    - ii.) Toilets must be removed following the end of the event.
    - ii.) Portable toilets must be pumped out by the renter during the event, if necessary, and after the event.
6. The Allouez 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.
  - a.) Dumpster rental is required for tournaments.
8. Softball/Baseball diamond maintenance
  - a.) Games: Diamonds will be lined and Dragged for all scheduled games.
  - b.) Practice: Diamonds will not be lined for practices, but are dragged weekly. Use of diamonds as is.
  - c.) Tournaments: Diamonds will be lined & dragged on the Thursday prior to the start of the tournament.
    - i.) All other lining and dragging will be responsibility of rental organization
    - ii.) Tournaments requiring Allouez staff for lining and dragging fields will be subject to a maintenance fee (see below).
9. Soccer/Football field maintenance
  - a.) Initial line setting for all soccer and football fields will be done once per year.
  - b.) Relining of fields will be done every 2 weeks or as needed.

## Fee Schedule

Softball/Baseball Diamonds		Category 1	Category 2
Concession Stand		\$50 /day	\$50 \$75 /day
Ball Diamond (game)- Fields lined & Dragged		\$35 /field/day	\$50 /field/day
Light Use		\$25 extra/field/night	\$25 extra/field/night
Season Practice		\$175 per season (Spring, Summer, Fall)	\$200 per season (Spring, Summer, Fall)
Hourly Practice		\$5 field/hour (*Max 4 Hours)	\$5 \$10 field/hour (*Max 4 Hours)
Tournament Fee- Fields not lined or dragged		\$100 /field/day	\$100 \$150/field/day
Tournament Deposit		\$250 /tournament	\$350 /tournament
Tournament Maintenance Fee		\$300/day	\$300/day
Sport Camp Fee		\$60 /field/day	\$75 /field/day
Soccer/Football Fields		Category 1	Category 2
Concession Stand		\$50 /day	\$50 \$75 /day
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 (Spring, Summer, Fall)	\$200 per season (Spring, Summer, Fall)
Hourly Practice		\$5 field/hour (*Max 4 Hours)	\$5 \$10 field/hour (*Max 4 Hours)
Tournament Fee		\$100 /field/day	\$100 \$150/field/day
Tournament Deposit		\$250 /tournament	\$350 /tournament
Sport Camp Fee		\$60 /field/day	\$75 /field/day
Tennis Courts		Category 1	Category 2
Tennis Courts (season)		\$150/season/court (Spring, Summer, Fall)	\$175 /season/court (Spring, Summer, Fall)

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

**Category 2:** 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.