



# BALL DIAMOND RESERVATION PERMIT

Your Name: \_\_\_\_\_ Date of Reservation: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Your Address: \_\_\_\_\_ Date of Reservation: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Date of Reservation: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Home Ph: \_\_\_\_\_ Cell Ph: \_\_\_\_\_ Approx. Number of People Attending: \_\_\_\_\_

Email: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Name of Business/Organization/Group (if applicable): \_\_\_\_\_

Nature of Rental: \_\_\_\_\_

Diamond	Location	Daily Ball Diamond Fees		# of Days	Total Fee
		Resident	Non-Resident		
<b>ATHLETIC FIELD</b>					
<b>WITH LIGHTS</b>					
<input type="checkbox"/> Concession Building	off DeClark St – closest to East diamond	\$ 43	\$ 53	_____	\$ _____
<input type="checkbox"/> Little League Diamond - East	corner of DeClark St & Gilmore Ave	43	53	_____	\$ _____
<input type="checkbox"/> Little League Diamond - West	corner of Grove St & Gilmore Ave	43	53	_____	\$ _____
<input type="checkbox"/> Softball Diamond - East	corner of DeClark St & Liberty St	43	53	_____	\$ _____
<input type="checkbox"/> Softball Diamond - West	corner of Grove St & Liberty St	43	53	_____	\$ _____
<b>WITHOUT LIGHTS</b>					
<input type="checkbox"/> Little League Diamond - East	corner of DeClark St & Gilmore Ave	28	38	_____	\$ _____
<input type="checkbox"/> Little League Diamond - West	corner of Grove St & Gilmore Ave	28	38	_____	\$ _____
<input type="checkbox"/> Softball Diamond - East	corner of DeClark St & Liberty St	28	38	_____	\$ _____
<input type="checkbox"/> Softball Diamond - West	corner of Grove St & Liberty St	28	38	_____	\$ _____
<b>LAKEVIEW PARK</b>					
<input type="checkbox"/> Little League Diamond	off North St	28	38	_____	\$ _____
<input type="checkbox"/> Softball Diamond	corner of W Burnett St & May St	28	38	_____	\$ _____
<b>ROLLER AVENUE PARK</b>					
<input type="checkbox"/> Little League Diamond	off Karl St	28	38	_____	\$ _____
<b>SMYTHE PARK</b>					
<input type="checkbox"/> Softball Diamond	corner of Smythe Ct & Chatham St	28	38	_____	\$ _____
<b>VO-TECH PARK</b>					
<input type="checkbox"/> Softball Diamond - North	corner of Gould St & School St – by MPTC	28	38	_____	\$ _____
<input type="checkbox"/> Softball Diamond - South	corner of Prospect Ave & School St – by Shopko	28	38	_____	\$ _____

**TOTAL FEE** ..... (make checks payable to: BDCAS) .....\$ \_\_\_\_\_

**I have fully read this permit (front & back) and I understand and agree to all stipulations:**

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

OFFICE USE ONLY	
Date Pd: _____	Form of Pymt: _____
Permit # _____	Amt. Pd: _____

# BALL DIAMOND RESERVATION POLICIES

The following rules, regulations and fees must be adhered to and will be taken into consideration for future rental requests if not followed:

## COMMUNITY ACTIVITIES & SERVICES DEPARTMENT RESPONSIBILITIES

1. **SUPPLIES:** A Parks employee will place the drag, liner, string line, and bases under the Athletic Field score box. If requested, they will also place diamond chalk and diamond dry under the score box if these items are purchased prior to your event.
2. **KEYS:** The office will issue the proper keys for the score box, restrooms, utility room, and the concession building, if applicable, prior to your event.

## SPONSOR/PERMIT SIGNER RESPONSIBILITIES & GUIDELINES

1. **FEES:** All fees are payable in advance, with no refunds or credits applied. Beaver Dam youth school events, either licensed public or private, are free of charge. Residents are those who live within the city limits of Beaver Dam; non-residents are those who live outside the city limits. Make checks payable to: BDCAS
2. **FUTURE RESERVATIONS:** Facilities may be reserved up to one year in advance from today's date.
3. **PARKS EMPLOYEE ASSISTANCE:** If you need immediate assistance when the office is closed, contact the on-call Parks employee at (920) 210-7632. **The minimum 2-hour call-in charge will be \$65.00 for Parks employee assistance**, plus vehicle charges (if applicable). All charges will be assessed to the permit signer.
4. **KEYS:** If keys are required for your event, you may pick-up the keys as early as the Wednesday before your event and return them the business day following your event. Keys need to be picked up and returned in the office. If you forgot to pick-up the keys prior to your event and it is after normal office hours, see #3 above for Parks employee assistance. There is a \$50 replacement fee per key for all lost keys.
5. **FACILITY ADMITTANCE:** When you reserve a facility, you are reserving it for a specific date. This is the only date you are entitled to use the facility. You may not decorate, store items, or utilize the facility prior to the date you have it reserved. For those facilities requiring keys, the pick-up date for the keys can be as early as the Wednesday prior to the event. However, this doesn't mean that you are entitled to use the facility prior to 6:00am on your reservation date.
6. **ON THE DAY OF YOUR EVENT:** Take this permit with you to the diamond on the day of your event. The office reserves to one party per day per diamond. If someone is using the diamond when you arrive, politely tell them that you have it reserved, show them this permit, and ask them to leave. If they refuse to leave, notify the Police Department at (920) 887-4612 immediately.
7. **PARK HOURS:** City parks are open 7 days per week, 6:00am-10:00pm. You are not allowed in the park prior to or after these published hours.
8. **RESERVATION CHANGES:** You may change the diamond or the date reserved prior to your event, depending upon availability, by contacting the office. There will be a \$5 service fee assessed each time a change is performed. All diamond reservations are taken on a first-come, first-served basis.
9. **INCLEMENT WEATHER:** If your event was cancelled due to weather conditions, you may secure another permit by contacting the office the business day following your event for no additional charge. The rescheduled reservation date must fall within one calendar year from original reservation date.
10. **INSURANCE REQUIREMENT:** If your group is inviting the general public to be spectators or participants, or you will be selling concessions to the public, you are required to present a Certificate of Insurance in the amount of \$300,000 bodily injury and \$100,000 property damage; or \$300,000 single limit for bodily injury and property damage combined for liability requirements. Whenever possible, the City of Beaver Dam should be named as an added insured. The Certificate of Insurance is due in the office ten days prior to your event. This permit may be denied if proof of insurance is not provided.
11. **ALCOHOLIC BEVERAGES:** A permit is not needed to consume alcoholic beverages. However, if you will be selling alcoholic beverages to the public, you will be required to apply for and obtain a "Temporary Class B (picnic) Beer And Wine License" from the City Clerk's office and obtain the proper Certificate of Insurance (see #10 above). You will need to apply for the temporary license a minimum of four weeks prior to your event. Proof of the license and insurance is due in the office ten days prior to your event. This permit may be denied if proof of the license is not provided.
12. **DRIVING/PARKING IN CITY PARKS:** There will be no driving or parking of a vehicle within any park area (City Ordinance #7.08(13)-\$10/day to \$20/day fine) unless a special parking permit is obtained from the office. There is no charge for this permit. Please hang the permit from your rear view mirror so it can easily be seen by the Police Department. Use your best judgment when driving on the grass, as damage may occur due to wet conditions in the park. All damages will be assessed to the permit signer.
13. **TENTS/STAKES:** Because of underground electric throughout the parks, anything to be driven into the ground requires prior contact with Diggers Hotline at (800) 242-8511 for line location and with the Fire Department at (920) 887-4609 for a general permit, if applicable. This must be done five days prior to your event.
14. **CLEAN-UP:** The entire grounds shall be cleaned at the close of the event as well as each day, including several daily checks on the rest rooms and cleaning as needed. Any clean-up and/or repair costs will be assessed to the permit signer.
15. **GARBAGE:** If you have a large group event (ie: tournament) you are required to empty all waste receptacles into the dumpster provided at the site. If this is not done by your organization, all expenses to do so will be assessed to the permit signer.
16. **LAW ENFORCEMENT:** If necessary, your group should secure appropriate law enforcement officials during your event.
17. **DRAGGING THE FIELD:** Do not pull the drag FROM the infield ONTO the grass. Do not drag closer than the drag's width to the infield grass perimeter. Do not push water FROM the playing field ONTO the grass, push it towards the pitcher's plate.
18. **WEATHER CONDITIONS:** In case conditions do not allow for safe play, you will be responsible for canceling the games. In case of an evening rain, the diamonds must be prepared as early as possible the next morning.
19. **SCOREBOARD OPERATIONS:** A responsible person from your group will need to observe our regular department scorekeeper or meet with a Parks employee prior to your event to understand the operation of our scoreboard.
20. **EQUIPMENT:** Additional site equipment is at your discretion and damages to City property and/or grounds will be assessed to the permit signer.
21. **DIAMOND PREPARATION:** All diamond preparations on the weekends (Sat-Sun) will be your responsibility. All diamond preparations during the week (Mon-Fri) will be the responsibility of the Community Activities & Services Department.
22. **SUPPLIES:** Diamond chalk and diamond dry are available to purchase by filling out the "Equipment/Supplies Reservation Permit" prior to your event.