



EQUIPMENT & SUPPLIES RESERVATION PERMIT

Your Name: _____ **Date of Use** (mm/dd/yy): _____ / _____ / _____

Your Address: _____ **Pick-Up Date** (mm/dd/yy): _____ / _____ / _____

City: _____ **Zip:** _____ **Return Date** (mm/dd/yy): _____ / _____ / _____

Home Ph: _____ **Cell Ph:** _____

Email: _____

Business/Organization/Group (if applicable): _____

Type of Event (i.e.: private, tournament, school, etc.): _____

Equipment	Weight/Dimensions	Resident	Non-Resident	Quantity	Total Fee
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BALL DIAMOND SUPPLIES

<input type="checkbox"/> Diamond Chalk	50# bag	\$ 9 per bag	\$ 14 per bag	_____	\$ _____
<input type="checkbox"/> Diamond Dry	50# bag	14 per bag	21 per bag	_____	\$ _____

TABLE & BENCH RENTALS

<input type="checkbox"/> Bench– 4'	4' L	\$ 3 per bench	\$ 5 per bench	_____	\$ _____
<input type="checkbox"/> Bench– 8'	8' L	3 per bench	5 per bench	_____	\$ _____
<input type="checkbox"/> Picnic Table w/attached seating	7' L x 5 1/2' W	4 per table	6 per table	_____	\$ _____

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

I have fully read this permit and I understand and agree to all stipulations. Failure to comply with reservation policies may result in the revocation of this permit and future permits.

Signature: _____

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

EQUIPMENT & SUPPLIES RESERVATION POLICIES

1. RESERVATIONS:

- a. Reservations are issued to ages 18 & over only.
 - b. Reservations are accepted on a first-come, first-served basis and must be made a minimum of 7 days in advance.
 - c. Equipment & supplies may be reserved up to 1 year in advance from today's date.
2. **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.**
3. **RESERVATION CHANGES:** You may change the equipment & supplies requested or the date reserved prior to your event, depending upon availability, by contacting the BDCAS office. There will be a \$5 service fee assessed each time a change is performed.
4. **DRIVING/PARKING IN CITY PARKS:** No driving/parking of a vehicle within any park area is allowed, per City Ordinance #7.08(13). However, a special parking permit can be obtained from the BDCAS office to drive into the park to unload/load your vehicle. This free permit must be placed on the dash of the vehicle so it can be seen by the Police Department. Absolutely no vehicles are allowed on the bridges at Swan Park. Use your best judgment when driving on the grass, as damage may occur if wet conditions exist. All damages will be assessed to the permit signer.
5. **LATE FEES:** If equipment is not returned on the "return" date specified on this permit, a \$25 late fee may be assessed to the permit signer unless prior arrangements are made with either the Parks Supervisor or the BDCAS office. If a Parks Shop employee has to pick-up the equipment, the permit signer will be invoiced the \$25 late fee plus employee labor and vehicle charges.
6. **LOST OR DAMAGED ITEMS:** All fees associated with the replacement of lost or damaged items, shall be assessed to the permit signer.
7. **LOADING & UNLOADING ASSISTANCE:** Please make sure to bring someone with you to help you load and unload the tables and benches.
8. **PICNIC TABLES:** To avoid scratching the tops of the tables, do not stack them on top of one another without a blanket or another type of soft material between them.

EQUIPMENT PICK-UP/RETURN INFORMATION

LOCATION OF EQUIPMENT

Parks Maintenance Shop
205 W South St, Beaver Dam, WI 53916

For ball diamond supplies, go inside the Parks Shop and a Parks employee will assist you.

For picnic tables and benches, drive through the gate off W South St and go behind the Parks Shop to the white pole shed on your right and a Parks employee will assist you.

DATE & TIME TO PICK-UP/RETURN EQUIPMENT

The pick-up and return times are **7:00am or 12:30pm**. You must arrive PROMPTLY at one of these times. If you are unable to pick-up the item(s) at one of the times listed, contact the Parks Supervisor at (920) 210-7631 or at (920) 887-4623 to arrange a different time.