



BALL DIAMOND RESERVATION PERMIT

Your Name: _____
Your Address: _____
City: _____ **Zip:** _____
Home Ph: _____ **Cell Ph:** _____
Email: _____
Business/Organization/Group (if applicable): _____
Type of Event (i.e.: tournament, school, etc.): _____

Reservation Date (mm/dd/yy): _____ / _____ / _____
Reservation Date (mm/dd/yy): _____ / _____ / _____
Reservation Date (mm/dd/yy): _____ / _____ / _____
Approx. Number of People Attending: _____
Arrival Time: _____ **Departure Time:** _____

Diamond	Location	Daily Ball Diamond Fees		# of Days	Total Fee	
		Resident	Non-Resident			
ATHLETIC FIELD						
WITH LIGHTS						
<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	_____	\$ _____
WITHOUT LIGHTS						
<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	_____	\$ _____
LAKEVIEW PARK						
<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	_____	\$ _____
ROLLER AVENUE PARK						
<input type="checkbox"/>	Little League Diamond	off Karl St	28	38	_____	\$ _____
SMYTHE PARK						
<input type="checkbox"/>	Softball Diamond	corner of Smythe Ct & Chatham St	28	38	_____	\$ _____
VO-TECH PARK						
<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)\$ _____

- NO** **YES**
 Will the general public be invited to be spectators/participants at the event? If yes, see #10 and #12 on the back of this permit.
 Will a tent or air supported structure (bounce house) be put up or any stakes pounded into the ground? If yes, see #13 on the back of this permit.
 Will alcohol be sold at the event? If yes, see #11 on the back of this permit.

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 Paid:	_____
Date Paid:	_____
Form of Payment:	_____
Permit #:	_____

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:

BDCAS/PARKS & FORESTRY DEPARTMENT RESPONSIBILITIES

1. **SUPPLIES:** An 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 BDCAS office will issue the proper keys for the score box, restrooms, utility room, and the concession building, if applicable, prior to your event.
3. **DIAMOND PREPARATION:** All diamond preparations during the week (Monday-Friday) will be the responsibility of the Parks & Forestry Department.

SPONSOR/PERMIT SIGNER RESPONSIBILITIES & GUIDELINES

1. **RESERVATIONS:**
 - a. Permits 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. Diamonds 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:** The diamond or date reserved can be changed prior to your event for no additional charge, depending upon availability, by contacting the BDCAS office. All diamond reservations are taken on a first-come, first-served basis.
4. **INCLEMENT WEATHER:** If your event was cancelled due to weather conditions, you may secure another permit by contacting the BDCAS office the following business day for no additional charge. The rescheduled reservation date must fall within 1 calendar year from original reservation date.
5. **PARKS EMPLOYEE ASSISTANCE:** If immediate assistance is needed and the BDCAS office is closed, contact the **on-call Parks employee at (920) 210-7632**. The permit signer will be assessed the minimum 2-hour call-in fee of \$83.46 for Parks employee assistance, plus vehicle charges (if applicable).
6. **KEYS:**
 - a. Keys can be picked up from the BDCAS office as early as 3 business days prior to the reservation date.
 - b. If keys were not picked up prior to the event and the BDCAS office is closed, see #3 above for Parks employee assistance.
 - c. Keys need to be returned to the BDCAS office the business day following the event. They can be placed in the drop box located on the outside of The Watermark on S. Center Street or returned in person during office hours.
 - d. There is a **\$100.00/key** replacement fee for all keys not returned.
7. **FACILITY ADMITTANCE:** Do not decorate, store items or utilize the facility prior to 6:00am on the date reserved. Although keys can be picked up as early as 3 business days prior to the reservation date, this doesn't mean that admittance is allowed earlier than the reservation date.
8. **ON THE DAY OF YOUR EVENT:** Take the permit and receipt to the diamonds on the day of your event. If someone is using the diamond upon your arrival, politely tell them that you have it reserved, show them your permit and receipt and ask them to leave. If they refuse to leave, notify the Police Department at (920) 887-4612 immediately.
9. **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.
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 BDCAS office 10 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 at the event. A "Temporary Class B (picnic) Beer & Wine License" is required if alcoholic beverages will be sold to the public, is included in the admission price of the event/meal or is offered on a donation basis at the event. To apply for the license, contact the City Clerk's office at (920) 887-4600 a minimum of 4 weeks prior to your event. If approved, a copy of the license and insurance (see #10 above) are due in the BDCAS office 10 days prior to your event. This permit may be denied if proof of the license and insurance are not provided.
12. **SPECIAL EVENT:** See Special Event Policy Manual to determine if your event would be considered a special event. Copies are available at the BDCAS office.
13. **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. 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.
14. **TENTS/AIR SUPPORTED STRUCTURES (BOUNCE HOUSES)/STAKES:** Anything to be driven into the ground requires contact with Diggers Hotline by calling 811 for line location 5 days prior to your event. Tents or air supported structures larger than 180 square feet in area (i.e.: 12' x 15') require contact with the Fire Department by calling (920) 887-4609 for a general permit 5 days prior to your event.
15. **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.
16. **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.
17. **LAW ENFORCEMENT:** If necessary, your group should secure appropriate law enforcement officials during your event.
18. **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.
19. **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.
20. **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.
21. **EQUIPMENT:** Additional site equipment is at your discretion and damages to City property and/or grounds will be assessed to the permit signer.
22. **DIAMOND PREPARATION:** All diamond preparations on the weekends (Saturday-Sunday) will be the permit signer's responsibility.
23. **SUPPLIES:** Diamond chalk and diamond dry are available to purchase from the BDCAS office by completing the "Equipment/Supplies Reservation Permit" prior to your event.