



BALL DIAMOND RESERVATION PERMIT

Your Name: _____
Your Address: _____
City: _____ **Zip:** _____
Home Ph: _____ **Cell Ph:** _____
Email: _____
Business/Organization/Group (if applicable): _____

Reservation Date #1 (mm/dd/yy): _____ / _____ / _____
Reservation Date #2 (mm/dd/yy): _____ / _____ / _____
Reservation Date #3 (mm/dd/yy): _____ / _____ / _____
Approx. Number of People Attending: _____
Arrival Time: _____ **Departure Time:** _____
Type of Event (i.e.: tournament, school event, etc.): _____

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	\$ 55	\$ 65	_____	\$ _____
<input type="checkbox"/>	Little League Diamond - East	corner of DeClark St & Gilmore Ave	55	65	_____	\$ _____
<input type="checkbox"/>	Little League Diamond - West	corner of Grove St & Gilmore Ave	55	65	_____	\$ _____
<input type="checkbox"/>	Softball Diamond - East	corner of DeClark St & Liberty St	55	65	_____	\$ _____
<input type="checkbox"/>	Softball Diamond - West	corner of Grove St & Liberty St	55	65	_____	\$ _____
Without Lights						
<input type="checkbox"/>	Little League Diamond - East	corner of DeClark St & Gilmore Ave	\$ 35	\$ 45	_____	\$ _____
<input type="checkbox"/>	Little League Diamond - West	corner of Grove St & Gilmore Ave	35	45	_____	\$ _____
<input type="checkbox"/>	Softball Diamond - East	corner of DeClark St & Liberty St	35	45	_____	\$ _____
<input type="checkbox"/>	Softball Diamond - West	corner of Grove St & Liberty St	35	45	_____	\$ _____
LAKEVIEW PARK						
<input type="checkbox"/>	Little League Diamond	off North St	\$ 35	\$ 45	_____	\$ _____
<input type="checkbox"/>	Softball Diamond	corner of W Burnett St & May St	35	45	_____	\$ _____
ROLLER AVENUE PARK						
<input type="checkbox"/>	Little League Diamond	off Karl St	\$ 35	\$ 45	_____	\$ _____
SMYTHE PARK						
<input type="checkbox"/>	Softball Diamond	corner of Smythe Ct & Chatham St	\$ 35	\$ 45	_____	\$ _____
VO-TECH PARK						
<input type="checkbox"/>	Softball Diamond - North	corner of Gould St & School St – by MPTC	\$ 35	\$ 45	_____	\$ _____
<input type="checkbox"/>	Softball Diamond - South	corner of Prospect Ave & School St – by Shopko	35	45	_____	\$ _____

TOTAL FEE (make checks payable to: City of Beaver Dam) \$ _____

- 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 used 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: _____ **Date:** _____

OFFICE USE ONLY	
Amount Paid:	_____
Date Paid:	_____
Form of Payment:	_____
Permit #:	_____
Date Parks Notified (if applicable):	_____

BALL DIAMOND RESERVATION PERMIT

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

City of Beaver Dam 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 the event.
2. **Keys:** The Recreation Department will issue the proper keys for the score box, restrooms, utility room, and the concession building, if applicable, prior to the event.
3. **Diamond Preparation:** All diamond preparations during the week (Monday-Friday) will be the responsibility of the Parks 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. Residents are those who live within the city limits of Beaver Dam; Non-Residents are those who live outside the city limits. Beaver Dam youth school events, either licensed public or private, are free of charge.
3. **Reservation Changes:** The diamond or date reserved may be changed prior to the event, depending upon availability, by contacting the Recreation Department.
4. **Inclement Weather:** If the event was canceled due to weather conditions, another date may be reserved by contacting the Recreation Department the following business day. The rescheduled reservation date must fall within 1 calendar year from original date reserved.
5. **Keys:**
 - a. Keys can be picked up at the Recreation Department as early as 3 business days prior to the reservation date.
 - b. If keys were not picked up prior to the event and the Recreation Department is closed, see #6 below for after-hours assistance.
 - c. Keys need to be returned to the Recreation Department the business day following the event. They can be placed in the 24/7 drop box located on the outside of The Watermark on S. Center Street or returned in person during office hours.
 - d. Permit signer will be charged **\$100.00/key** for all keys not returned for any reason.
6. **After-Hours Assistance:** If assistance is needed after hours, contact the **on-call Parks employee at (920) 210-7632**. The permit signer will be assessed the minimum 2-hour overtime call-in fee for Parks employee assistance, plus vehicle charges (if applicable).
7. **Facility Admittance:** Do not use, decorate or store items in the facility prior to 6:00am on the date reserved.
8. **On Event Day:** Take the receipt and permit the diamonds. If someone is using the diamond upon arrival, politely tell them that you have it reserved, show them the 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. Use of the parks is not allowed prior to or after these published hours.
10. **Insurance Requirement:** If the general public is invited to be spectators or participants, or concessions will be sold to the public, a Certificate of Insurance is required 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. A copy of the insurance is due in the Recreation Department 10 days prior to the 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 the event. If approved, a copy of the license and insurance (see #10 above) are due in the Recreation Department 10 days prior to the 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 the event would be considered a special event. Copies are available at the Recreation Department.
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 Recreation Department to drive into the park to unload/load vehicles. This free permit must be placed on the dash of the vehicle so it can be seen by the Police Department. If wet conditions Use good 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 the event. Tents and 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 a minimum of 5 days prior to the event.
15. **Clean-Up:** The entire grounds shall be cleaned at the close of the event 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:** Large events (ie: tournaments) are required to empty all waste receptacles into the dumpster provided at the site. If this is not done, all expenses to do so will be assessed to the permit signer.
17. **Law Enforcement:** If necessary, law enforcement officials should be secured for the 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, the permit signer 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 the event will need to meet with a Parks employee prior to the event to be trained on the operation of the scoreboard.
21. **Equipment:** Additional site equipment is at the permit signer's 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 Recreation Department by completing the "Equipment/Supplies Reservation Permit" prior to the event.