

**VILLAGE OF HARTLAND
ATHLETIC FACILITY SCHEDULING APPLICATION
2012**

Organization or Individual's Name: _____

Name of Person In Charge: _____

Telephone Number: (Home) _____ (Work) _____ (EMAIL) _____

Address: _____
Street/Mailing Zip Code

Two Alternate Names If Above Person Cannot Be Reached: **(Must Be Completed)**

Name	Address	Phone (Home, Work & EMAIL)
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Name	Address	Phone (Home, Work & EMAIL)
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I verify the documented information and agree to abide by the Park Board's Policy and Village Ordinances regarding Park usage.

Signature _____

Date Paid _____ Amount Paid _____ Receipt Number _____

(Office Use Only)

Permit Number: _____ <i>Provide Dates, Times or Attach Schedule</i>	Fee Per Use (Including Games and Practices) <i>Tax not Charged for Tax-Exempt</i>	Maximum Fee Per Year, Per Group, Plus Security Deposit (Per Field)	Deposit	TOTAL AMOUNT DUE	Date(s) of Use	Time of Use	Field Prep (Yes or No) See Page 2	Date Issued	Insurance Certificate?	Request Taken By
Baseball Fields (Large)										
Nixon	\$51.98 + 2.66	\$669.90								
Centennial	\$51.98 + 2.66	\$669.90								
Hartbrook	\$51.98 + 2.66	\$669.90								
Penbrook	\$51.98 + 2.66	\$669.90								
Baseball Fields (Small)										
Hartbrook	\$46.20+ 2.36	\$404.25								
Joliet	\$46.20+ 2.36	\$404.25								
Nixon	\$46.20+ 2.36	\$404.25								
Softball Field										
Bark River	\$80.85 + 4.13*	\$935.55*								
Soccer Fields(Large)										
Centennial	\$57.75 + 2.95	\$935.55								
Hartbrook	\$57.75 + 2.95	\$935.55								
Penbrook	\$57.75 + 2.95	\$935.55								
Soccer Field (Small)										
Hartbrook	\$51.98 + 2.66	\$537.07								
Football Field										
Centennial	\$57.75 + 2.95	\$935.55								
Tennis Courts										
Nixon	\$11+ .56 per court every 2 hours						--			
Penbrook	\$11+ .56 per court every 2 hours						--			

*Field Reservation Includes Shelter at Bark River Park Only

Turn Page Over for Prep Fees

Refundable Deposit Amounts	\$50.00	\$100.00	\$200.00	\$300.00	\$400.00
Number of Participants	0-50	51-100	101-200	201-300	300+

**210 Cottonwood Avenue, Hartland, WI 53029
PHONE 262-367-2714 FAX 262-367-2430**

REQUIREMENTS FOR ATHLETIC FIELD USE AND FIELD PREPARATION APPLICANTS

1. It will be the responsibility of the sponsor/individual reserving the athletic facilities to pick up litter in the area after the event, including in the surrounding park area. The applicant will be responsible for any damage or excessive clean up required and the cost will be deducted from the deposit.
2. All equipment and articles must be removed from the park by sun down or the closing time approved by the Park Board.
3. Restroom facilities and parking lots are open to park patrons. NOT EXCLUSIVE TO THE PERMIT HOLDER. Parking is permitted in designated areas only. **Vehicles cannot be parked in the picnic areas on the grass.**
4. Picnic Table Usage: There are a limited number of picnic tables available in the parks for all users. Large groups will need to provide their own additional seating. Please respect the rights of others to utilize the park facilities.
5. DISORDERLY CONDUCT PROHIBITED.
6. For the enjoyment of all park patrons, dogs must be licensed, on a leash not exceeding six feet in length and under the owner's control. Owners shall promptly remove and dispose of any excrement in a sanitary manner.
7. Fields must be reserved for make-up games.
8. DPW will not prepare a field if a game is not scheduled a minimum of 24 hours in advance.
9. DPW will not prepare a field, if notified of a make-up game, with less than 24 hours notice.
10. DPW will not spend more than two hours preparing a facility for a game.
11. DPW will not prepare field if weather doesn't permit it. Notification will be provided to appropriate contact person if conditions do not allow for field preparation. Please follow the Hartland Athletic Field Group Guidelines for Field Playing Conditions or contact Recreation Director Sasha Snapp at 262-367-0352.
12. Park Shelter application must be made separately if they are to be used in conjunction with a field's use, except at Bark River Park where the shelter is included with the field reservation.
13. Application for shelter reservations for a specific year cannot be made before January 1st.
14. All uses must be open to the public, free of charge. Participants may not pass a collection plate, or solicit from the audience. Donations may be accepted at concession areas only. Material distribution must be confined to the concession areas.
15. Games or practices shall not be scheduled earlier than April 15 (subject to field conditions due to weather) for any field.
16. Only one type of athletic play may take place on any field at a time.

Group	Cost Per Prep	Amount of Preps Requested	Total Prep Cost
Youth Baseball Fields	\$13.20		
Bark River Softball/Nixon Hardball Fields	\$33		
Soccer Fields	\$55		
Football Field	\$49.50		