



**ATHLETIC FACILITIES RENTAL & TOURNAMENT INFORMATION FORM**  
**PARKS, RECREATION & FACILITIES MANAGEMENT DEPARTMENT**  
100 N. Appleton St, Appleton, WI 54911 (www.appletonparkandrec.org)  
Monday-Friday 8:00 AM – 4:30 PM (920) 832-5905

NAME OF EVENT: \_\_\_\_\_ ESTIMATED ATTENDANCE: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_ PARK LOCATION: \_\_\_\_\_

FIELDS/COURTS #:	DAYS & DATES:	TIME OF EVENT:
_____	_____	_____
_____	_____	_____
_____	_____	_____

APPLICANT/ORGANIZATION: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ CITY/ZIP: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

**\*\*Please check all that apply to your athletic field reservation\*\***

Tents (permit required for tents over 200 sq. ft. No \_\_\_\_\_ Yes \_\_\_\_\_ Size \_\_\_\_\_ Quantity \_\_\_\_\_)

Food Sales (contact Appleton Health at 832-6429 for info) No \_\_\_\_\_ Yes \_\_\_\_\_

Alcohol Sales (contact Appleton City Clerk at 832-6443 for info) No \_\_\_\_\_ Yes \_\_\_\_\_

Raffle Sales (Contact WI State Gaming board at 608-270-2552 for info) No \_\_\_\_\_ Yes \_\_\_\_\_

I agree to indemnify and save harmless the City of Appleton and their employees, elected and appointed officials, and agents from any and all liability from claims of bodily injury, property damage, or any other nature whatsoever arising out of the use of City of Appleton properties herein specified. I have received a copy of the Facility Use Policies and Procedures located on the back of this agreement and agree to abide by all the rules and regulations formulated by the City Council for the use of buildings and facilities; and to adhere to all specifications and limits listed.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Applicant must be 18 years of age or older)

**OFFICE USE BELOW**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

*\*There may be other permits required for your event that must be obtained at the Parks and Recreation First Floor Customer Service Center at City Hall at least 5 working days prior to the event. See reverse side for complete details.*

**OVER**

## Payments

<b><i>Athletic Field Rental Rates &amp; Fees</i></b>	Hours	Rate	Number of Days	Number of Fields	Totals
<b>Appleton Memorial Park Tournament Fees</b>					
Non-Profit Field Rental		\$100 per field per day			
For-Profit Field Rental		\$150 per field per day			
Concession Stand #1 (main building)		\$100 per day			
Concession Stand #2 (west restroom stand)		\$50 per day			
Concession Permit		\$25 per day			
Portable Fencing Rental		\$75 per field			
Portable Mound Rental		\$50 per field			
Tent Permit Fee		\$15 per tent, per day			
Tent Inspection Fee		\$25 per event			
Other:					
<b><i>Total Due:</i></b>					
<b>Athletic Field Rental Fees (non-tournament)</b>					
Ball Diamonds		\$20 or \$25 per hour			
Ball Diamond Lights		\$15 or \$20 per hour			
Multi-Purpose Fields		\$25 or \$35 per hour			
Courts		\$5 or \$10 per hour max of \$50 or \$75 per day			
<b><i>Total Due:</i></b>					

<p style="text-align: right;"><i>Amt. Rec'd \$</i> _____</p> <p style="text-align: right;"><i>Cash</i>   <i>Check</i>   <i>Charge</i></p> <p style="text-align: right;"><i>Date</i> _____</p>
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## Policies and Fees

### REFUNDS AND CANCELLATIONS

A full refund of the rental fee will be made if the reservation for the athletic facility is cancelled more than 90 days in advance of the event. A full refund of the rental fee for the cancellation of an athletic facility less than 90 days in advance of the event will be made only if the facility can be rented to another party for the date canceled. Refunds are subject to a \$10.00 processing fee.

A full refund of the rental fee will be made if the reservation is cancelled by the Parks, Recreation and Facilities Management Department due to park closings, construction activities, etc. These refunds are not subject to the \$10.00 processing fee.

A full refund of the rental fee for reservation of the Appleton Memorial Park Ball Diamond Complex for tournaments will be issued if the entire tournament is cancelled due to weather. In the event the tournament user is not able to play one full day of their tournament due to weather related cancellations, a daily refund per field and concession stand (s) will be issued. If any amount of games are played on a day, no refunds will be issued.

Refunds will not be issued for any individual athletic facility reserved on an hourly basis that is not used – regardless of the reason (to include: weather, cancellation of game, etc.).

### APPLETON PARKS AND RECREATION ON-CALL PHONE NUMBER – 920-419-6029

### DAMAGES

Charges will be assessed for any damages, cleaning, or other services required. Additional charges will be assessed based on time and material rates. Violation of the terms of use may result in denial of future reservation requests. No additions, alterations, or changes to the park grounds, structures, or buildings are permitted without the written permission of the Appleton Parks, Recreation & Facilities Management Department.

### Appleton Memorial Park – Athletic Field Reservation Information

- **Base Path Length:** Min: 60 ft. Max: 70 ft. Standard: 65 ft.
- **Mound to Home Plate Length:** Min: 35 ft. Max: 50 ft. Standard: 46 ft  
*Portable mounds are available upon request for the amount of \$50 per field*
- **Pitching Circle:** Standard 8 ft. radius, available upon request
- **Batter's Box:** Chalked batter's boxes, available upon request
- **Scoreboard:** Fields 1-5 equipped with electronic scoreboards
- **Public Address System:** Available on fields 1-4
- **Outfields Fence Length:** 275 ft. **If shorter fence lengths are required, Appleton Parks and Recreation does have portable fencing (enough for 3 diamonds) that may be reserved for the fee of \$75 per field.**
- **Concession Stand(s):** The northeast concession stand with 400 amp service, 2 refrigerators, and service counter is available for \$100 per day. The west restroom/concession stand is also available for \$50 per day.
- **Athletic Field Lights:** All diamonds (1-7) are fully equipped with lights. Lights are included with your tournament rental fees and are programmed by Appleton Parks and Recreation according to user schedule provided.

**All reservations require full payment for athletic fields at the same time the athletic field reservation form is submitted. This also includes full payments for the concessions stands.**

- **Tournament Rental Fees:** A tournament shall be defined as a single event that requires 2 or more ball diamonds that includes multiple teams and games. Each organization who rents Appleton Memorial Park for a tournament shall be identified as either a non-profit or for profit organization.

Rental fees for each designation are listed below:

**Category A – Non-Profit Organization**

Daily: \$100 per day

**Category B – For Profit Organizations**

Daily: \$150 per day

**All tournament rental fees include the following services:** Diamond rental, lights, field preparation at the beginning of the day, scoreboards with remotes, P.A. system, 1 bag of chalk per diamond / per day, manual field drags, rakes, batter box form, field chalker.

- **Non-Tournament / Other Permit Fees:**

	<b><u>Category A</u></b>	<b><u>Category B</u></b>
Ball Diamond Rental Fee	\$20 per hour	\$25 per hour
Ball Diamond Lights	\$15 per hour	\$20 per hour
Tent Permit Fee (Over 200 sq ft.)	\$15 per day	\$15 per day
Fire Dept. Tent Inspection Fee	\$25 per event	\$25 per event
Selling or Serving Concessions	\$25 per day	\$25 per day

- **Ball Diamond Preparation Fees (non-tournament):**

Weekday preparation without overtime:

No fee

Preparation beyond regular hours, Saturdays & Sundays:

Actual Cost