



VILLAGE OF HARTLAND

210 Cottonwood Avenue | Hartland, WI 53029 | 262-367-2714

ATHLETIC FACILITY SCHEDULING APPLICATION

Organization or individual's name: _____

Tax Exempt: No Yes - attach WI Sales & Use Tax Exemption Certificate, form S-211

Point of contact name: _____

Phone number: _____ Email: _____

Address: _____

Additional contact: _____

Phone number: _____ Email: _____

Additional contact: _____

Phone number: _____ Email: _____

I verify the documented information and agree to abide by the Field Restoration Agreement, Park Board's policies, and Village ordinances regarding park usage.

Signature

Date

FIELDS AND FEES

Reservation date: _____
If reserving multiple dates, please attach a schedule.

DEPOSITS

Number of Participants	1-50	51-100	101-200	201-300	301+
Refundable Deposit Amount	\$50	\$100	\$200	\$300	\$400

LARGE BASEBALL FIELDS

Park	Base Fee	Tax (if applicable)	Deposit (see above)	Number of Field Preps	Restoration Deposit (one time fee)	Total Due
Centennial	\$45	\$2.25		___ x \$60 = \$_____ (total prep fees)	\$150	
Nixon	\$45	\$2.00		___ x \$60 = \$_____ (total prep fees)	\$150	
Hartbrook	\$40	\$2.25		___ x \$60 = \$_____ (total prep fees)	\$150	
Penbrook	\$40	\$2.00		___ x \$60 = \$_____ (total prep fees)	\$150	

SMALL BASEBALL FIELDS

Park	Base Fee	Tax (if applicable)	Deposit (see above)	Number of Field Preps	Restoration Deposit (one time fee)	Total Due
Hartbrook	\$35	\$1.75		___ x \$20 = \$_____ (total prep fees)	\$150	
Joliet	\$35	\$1.75		___ x \$20 = \$_____ (total prep fees)	\$50	
Nixon	\$35	\$1.75		___ x \$20 = \$_____ (total prep fees)	\$50	

SOFTBALL FIELD (includes Bark River shelter)

Park	Base Fee	Tax (if applicable)	Deposit (see above)	Number of Field Preps	Restoration Deposit (one time fee)	Total Due
Bark River	\$45	2.25		___ x \$60 = \$_____ (total prep fees)	\$150	

SOCCER FIELDS

Park	Base Fee	Tax (if applicable)	Deposit (see above)	Number of Field Preps	Restoration Deposit (one time fee)	Total Due
Centennial (large)	\$35	\$1.75		___ x \$80 = \$_____ (total prep fees)	\$550	
Hartbrook (large)	\$35	\$1.75		___ x \$80 = \$_____ (total prep fees)	\$550	
Hartbrook (small)	\$35	\$1.75		___ x \$80 = \$_____ (total prep fees)	\$550	
Penbrook (large)	\$35	\$1.75		___ x \$80 = \$_____ (total prep fees)	\$550	

FOOTBALL FIELD

Park	Base Fee	Tax (if applicable)	Deposit (see above)	Number of Field Preps	Restoration Deposit (one time fee)	Total Due
Centennial	\$105	5.25		___ x \$80 = \$_____ (total prep fees)	\$550	

TENNIS/PICKLEBALL COURTS (booked in 2 hour blocks)

Park	Base Fee per Court	Number of Courts	Number of 2 Hour Blocks per Court	Tax (if applicable) (base fee x # of courts x # of blocks x .05)	Total Amount Due
Nixon	\$30				
Penbrook	\$30				

OFFICE USE ONLY

Date: _____ Field Fees: _____ Deposit: _____ Preps: _____ Restoration: _____

Court(s): _____ Permit number: _____ Date Entered: _____

Refunds

TE Field (101-46725): _____ Field (101-46720) _____ Deposit (101-23000): _____

Preps (101-46725): _____ Restoration (101-23000): _____ Approved by: _____

FIELD RESTORATION AGREEMENT

The above hereby agrees to fully accept restoration responsibility of the above named field due to unacceptable field conditions that may result from the allowed use on the athletic field. The limits/items of restoration may include complete removal and replacement of sod, diamond mix, or other field appurtenances. These field restoration costs shall be in addition to any field reservation fees and field preparation fees that are paid in advance of field use. Documentation of field conditions shall be made by the Village staff by the taking of photos both prior to and after the reserved use of the fields. Acts of vandalism outside of the normal field use shall not be the responsibility of the field user. All restoration shall be completed in a timely basis. The field restoration deposit is due at the time of reservation.

REQUIREMENTS FOR FIELD USE AND 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 personal items must be removed from the park by sundown, 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 or the grass.
4. Certificate of insurance naming the Village of Hartland as additional insured must be provided.
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 and a minimum of 24 hours notice given (one working day) to prep a field for a make-up game.
8. DPW requires a minimum of 4 days notice for a newly scheduled field preparation.
9. DPW will spend no more than two hours preparing a facility for a game.
10. In the case of inclement weather, field preps will not be made. Notification will be provided to the 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 Cory Bahr at 414-630-8168.
11. 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.
12. Application for field reservations for a specific year cannot be made before January 1st.
13. All uses must be open to the public, free of charge. Participants may not pass a collection plate or solicit from the audience.
14. Games or practices shall not be scheduled earlier than April 15th (subject to field conditions due to weather) for any field.
15. Only one type of athletic play may take place on any field at a time.
16. The "per use" fee is charged for practices, as well as games. See the Facility Reservations Policy adopted on 12/9/2024 for full details.