



Orthopaedic Hospital of Wisconsin Fields Reservation Application

A \$200 deposit is required for all reservations, and every applicant shall provide a Certificate of Insurance for comprehensive general liability insurance denominated not less than \$1,000,000 in the aggregate and not less than \$500,000 for any single occurrence.

Applicant/Group Name: _____

Applicant Address: _____

Applicant Phone: _____

Facility Requested: Gary Vandenberg Field (one prep) = \$50 + 30/hr + security deposit
 Allison Kasten Field = \$100/hr + 50/hr for lights + security deposit
 Park areas aside from ballfields = \$30/hr + security deposit
 Hitting Tunnel = \$30/hr + security deposit

Date of Reservation: _____

Time of Reservation: From: _____ to _____

Number of People Attending: _____

Proposed Use: _____

Equipment On-Site: _____

FOR OFFICE USE ONLY

Reservation Fee: \$ _____ **Deposit Fee:** \$ _____ **Receipt#:** _____



TOWN OF CEDARBURG OHOW Fields Facility Use Policy

It is the intention of the Town of Cedarburg to make available the use of the Orthopaedic Hospital of Wisconsin (OHOW) Fields park and/or baseball/softball facilities to all interested parties provided usage does not interfere with the normal functions of the Town.

1. Usage of facilities will be prioritized as follows:

- (a) Town of Cedarburg board, commission, committee, staff and recreation programs.
- (b) Other governmental units and sub-units of governments.
- (c) Non-profit organizations based in the Town, first come, first served basis.
- (d) Non-profit organizations on a first come, first served basis.
- (e) For-profit organizations on a first come, first served basis.

Any alteration to this booking arrangement will be at the discretion of the Town Administrator.

2. An application for use of the OHOW Fields park and/or baseball/softball facilities must be submitted at least five (5) business days prior to the desired date. The application form must be completely filled out and signed before it will be accepted for processing. The Town of Cedarburg reserves the right to cancel rental of the park and/or baseball/softball facilities based on an emergency, existing or anticipated field conditions related to poor weather, or need of the baseball/softball facilities by Cedarburg Little League.

3. The date and time for the use of the park and/or baseball/softball facilities must be during posted hours for the park.

4. Organizations listed under 1(a) and (b) are exempt from fees for usage. Organizations under 1(c) through 1(e) will be subject to rental fees. Organizations listed under (e) shall pay a rental fee based on the following options:

- Gary VandenBerg Field (includes one prep) = \$50 + 30/hr + security deposit
- Allison Kasten Field = \$100/hr + 50/hr for lights + security deposit
- Park areas aside from ballfields = \$30/hr + security deposit
- Hitting Tunnel = \$30/hr + security deposit

5. All organizations shall be required to make a \$200 deposit, paid with a separate check along with their application. The check will either be returned after usage of the park and/or baseball/softball facilities or used to reimburse the Town of Cedarburg for damage or custodial costs per item #9.

6. The required rental fee must be fully paid at least three (3) business days prior to usage of the park and/or baseball/softball facilities.
7. Every applicant shall provide a Certificate of Insurance for comprehensive general liability insurance denominated not less than \$1,000,000 in the aggregate and not less than \$500,000 for any single occurrence.
8. Every applicant shall sign an Indemnification Agreement holding the Town harmless from all liability associated with the use of the park and or baseball/softball facilities.
9. The applicant shall be responsible for cleanup of trash around the park and/or baseball/softball facilities and for any damage to park and/or baseball/softball facilities incurred during the time the facility is used. If excessive repair of the park and/or baseball/softball facilities is necessary after usage, the actual labor and material costs will be assessed against the applicant. Applicants cannot use their own field maintenance equipment on the fields.
10. Absolutely no alcoholic beverages are allowed on the premises.
11. No loud audio or loud speaker systems may be set up; and no vehicles can be driven across the outfield areas or any other area outside of the designated parking lot.
12. It is understood that any items found missing from the park and/or baseball/softball facilities immediately following its use shall be replaced by the user.
13. The use of the facilities shall be terminated by the user at dusk for Gary VandenBerg Field (not later than 9pm), at dusk for Allison Kasten Field if the lights are not used (not later than 9pm), or 10pm at Allison Kasten Field if lights are used.
14. Any views expressed by any group using the facilities are not views of the Town Board or any other unit of the Town of Cedarburg:
15. In all cases the Town Administrator will have the final decision as to who shall be allowed use of the park and/or baseball/softball facilities in accordance with paragraph 1 above.
16. The concessions stand will not be available to outside groups.



HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

In consideration of the use of the Orthopaedic Hospital of Wisconsin park and/or baseball/softball facilities of the Town of Cedarburg, 1220 Five Corners Drive, Cedarburg, Wisconsin by the Town of Cedarburg ("Town"), (the responsible party), their successors and assigns _____ (address of responsible party) agree to indemnify and save and hold the Town, its agents, employees, insurers, successors and assigns, harmless from and against any action, claim, demands, damages, assessment, liability, loss penalty, charge cost or deficiencies including, but not limited to attorney fees and other costs and expenses, remedial actions, proceedings or investigations or the defense of any claim arising out of or resulting from the use of Town meeting room.

IN WITNESS WHEREOF, the parties have executed this Agreement, or caused this Agreement to be executed by their respective officers on the ____ day of _____, 20____.

APPROVED FOR RESPONSIBLE PARTY

APPROVED FOR TOWN OF CEDARBURG

Witness: _____

By: _____

Town Administrator

Witness: _____