



## Village of Cottage Grove Athletic Facilities Reservation Form

|  |                       |                |                       |                              |
|--|-----------------------|----------------|-----------------------|------------------------------|
| Date(s) of Reservation   |                       | Time:          |                       |                              |
| Park:  |                       | Field/Diamond: |                       |                              |
| Event Type/Group Name:   |                       |                | Estimated Attendance: |                              |
| Name of Person in Charge (Must be 18):   |                       |                |                       |                              |
| Address:   |                       | City:          |                       | Zip:                         |
| Home Phone#:   |                       | Cell Phone#:   |                       |                              |
| Email Address:   |                       |                |                       |                              |
| Special Service Needs (Can include field preparation, extra trash barrels, additional picnic tables) Write in box below or if more space is needed, attach note. |                       |                |                       |                              |
|  |                       |                |                       |                              |
| <b>Field</b><br>Ex: Community  | <b>\$</b><br>Ex: \$10 | <b>X</b>       | Ex: 4                 | <b>Total:</b><br>Ex: \$40.00 |
|  |                       | <b>X</b>       |                       |                              |
|  |                       | <b>X</b>       |                       |                              |
| <b>Total:</b>  |                       |                |                       |                              |

I have received a copy of the Village of Cottage Grove Park Athletic Facilities Rental Policy and have reviewed and understand the policies of the Village of Cottage Grove regarding the rental and use of the facilities identified above.

Signature \_\_\_\_\_  
Contact
Date

| <b><i>Diamond/Field Reservation Confirmation – Office Use Only</i></b> |                                       |             |                    |
|--|---------------------------------------|-------------|--------------------|
| Facility Fee: _____  | Payment: _____                        | Date: _____ | Approved By: _____ |
| Security Deposit: _____  | Check # _____ Cash _____ Credit _____ | Log # _____ |                    |
| <b>Total Amount Due \$</b> _____                                       |                                       |             |                    |



Fee Schedule: \*All Tournaments require park shelter rental

| Park                  | Facility             |                   | Reservation & Use Fee<br>(per day except as indicated) |                         |                  | Deposit |
|-----------------------|----------------------|-------------------|--|-------------------------|------------------|---------|
|                       |                      |                   | Village of<br>Cottage Grove<br>Sponsored<br>Group      | Resident/<br>Non-Profit | Non-<br>Resident | Deposit |
| <b>Community</b>      |                      |                   |  |                         |                  |         |
| 460 Lori Lane         | Baseball Field       | Prepped & Lined   | N/C  | \$35                    | \$50             | \$50    |
|                       |                      | Practice (1.5 hr) | N/C  | \$10                    | \$20             | \$25    |
|                       |                      | Tournament*       | N/C  | \$90                    | \$120            | \$100   |
| <b>Fireman's</b>      |                      |                   |  |                         |                  |         |
| 220 S Grove Street    | Baseball Field       | Prepped & Lined   | N/C  | \$50                    | \$75             | \$50    |
|                       |                      | Practice (1.5 hr) | N/C  | \$35                    | \$50             | \$25    |
|                       |                      | Tournament*       | N/C  | \$150                   | \$200            | \$125   |
| <b>Northlawn</b>      |                      |                   |  |                         |                  |         |
| 900 N Parkview Street | Softball Diamond #1  | Prepped & Lined   | N/C  | \$35                    | \$50             | \$50    |
|                       |                      | Practice (1.5 hr) | N/C  | \$10                    | \$20             | \$25    |
|                       |                      | Tournament*       | N/C  | \$90                    | \$120            | \$100   |
|                       | Softball Diamond #2  | Prepped & Lined   | N/C  | \$35                    | \$50             | \$50    |
|                       |                      | Practice (1.5 hr) | N/C  | \$10                    | \$20             | \$25    |
|                       |                      | Tournament*       | N/C  | \$90                    | \$120            | \$100   |
|                       | Soccer Field #1      | Practice-No Prep  | N/C  | \$5                     | \$10             | N/C     |
|                       | Soccer Field #2      | Practice-No Prep  | N/C  | \$5                     | \$10             | N/C     |
|                       | <b>Phoebe Bakken</b> |                   |  |                         |                  |         |
| 4064 Vilas Road       | Soccer Field #1      | Practice-No Prep  | N/C  | \$5                     | \$10             | N/C     |
|                       | Soccer Field #2      | Practice-No Prep  | N/C  | \$5                     | \$10             | N/C     |
| <b>R.G. Huston</b>    |                      |                   |  |                         |                  |         |
| 400 Trillium Trail    | Baseball Field       | Prepped & Lined   | N/C  | \$35                    | \$50             | \$50    |
|                       |                      | Practice          | N/C  | \$10                    | \$20             | \$25    |
|                       |                      | Tournament*       | N/C  | \$90                    | \$120            | \$100   |
|                       | Soccer Field         | Practice-No Prep  | N/C  | \$5                     | \$10             | N/C     |



### **Facility Rules & Regulations:**

1. Village of Cottage Grove recreation programs and Monona Grove Athletic teams along with co-sponsored groups and activities will have first priority to all field usage and rentals. (Definition of Cottage Grove sponsored group: Monona Grove High School, Monona Grove Booster clubs, Monona Grove Youth Soccer Club, and Rugby Club.)
2. All applicants will be held responsible for policing the facility, during and after use to assure area is kept litter free. Applicants will also be responsible for the behavior of the participants of the athletic contest. The Village of Cottage Grove will not be responsible for any accidents, injuries, or loss of or damage to individual property. There will be a refundable deposit required to be paid before the event, if facility is well maintained and cleaned up after the event, the deposit will be refunded after the event.
3. The following facilities will have access to public restrooms: Community Park, Fireman's Park, Northlawn Park, and R.G. Huston Park. The following parks have no restroom facilities for public use: Phoebe Bakken Park.
4. Hitting or kicking any balls into fences is prohibited. **If witnessed during rental by Village Staff, the renters deposit will immediately be surrendered.** Any damages or excessive cleanup necessary will be billed back to the applicant for the time/materials.
5. Applicant or organizations shall inspect all areas of facility prior to each day's play to determine the acceptability of playing condition for that day. If there is inclement weather, contact the Village of Cottage Grove Parks, Recreation and Forestry office at 839-8968 for updates for playability for the day. If there are any problems with the facilities, applicant should report these to the Village of Cottage Grove Parks, Recreation and Forestry office at 839-8968. **The Village of Cottage Grove reserves for final say on field playability.**
6. No vehicles of any type will be allowed on any parkland for any reason. All vehicles must be parked in parking lots or on the street and all equipment must be carried or "carted" in from the parking lots.
7. No alcohol is permitted at all facilities listed in the application.
8. The Village of Cottage Grove Parks, Recreation and Forestry Department reserves the right to modify these policies and procedures and to develop and enforce such additional rules and regulations as may be requested for the protection of the parks and park facilities.
9. **Renters will be given access to field rakes and will be required to rake around home plate and the pitching mound to prevent low spots from forming.**

### **Facility Reservations & Fees:**

1. The Village of Cottage Grove Parks, Recreation and Forestry Department and Monona Grove Athletic teams reserve the right to schedule field usage at their discretion. The Village must give 48 hour notice of any field schedule change.
2. If an event/reservation is canceled due to inclement weather, unplayable field/diamond or by the Village, a full refund will be issued. If 2 weeks or more notice is given in writing, a refund will be given minus a \$5 processing fee. Full payment for all sports facility reservation(s) is required at the time of reservation.
3. Resident Fees (R): Village of Cottage Grove resident group interested in renting a facility.
4. Non-Resident Fees (NR): Non-Village of Cottage Grove resident groups that wish to rent a facility.
5. Non-Profit Groups (NP): Non-Profit groups will pay resident fees when renting a facility. Proof of non-profit will need to be provided at time of rental.
6. Deposit will be returned upon completion and inspection by Village staff of facility after event. In the case where a series of dates were rented by the same group the deposit will be returned upon the completion of the last event in the series. Hitting or kicking any balls into fences is prohibited. Any damages or excessive cleanup necessary will be billed back to the applicant for the time/materials. This will also result in a surrender of their deposit.