

**City of Brookfield  
Department of Parks, Recreation and Forestry**

**General Information, Policy, Fees/Charges for Reservation and Use of  
ATHLETIC FIELDS**

**ELIGIBILITY**

- |   |   |
|---|---|
| Individual Teams<br>(City sponsored or<br>Affiliated leagues) | <ul style="list-style-type: none"><li>• Must comply with established eligibility policies for Departmental leagues or affiliated organizations</li></ul>                                  |
| Independent Team/Group/League                                 | <ul style="list-style-type: none"><li>• Minimum of 75% Elmbrook School District residents</li></ul>   |
| Special Athletic Events/Tournaments                           | <ul style="list-style-type: none"><li>• See “Use of City Park Fields for Special Athletic Events/Tournaments” section below (requires Parks and Recreation Commission approval)</li></ul> |

**AVAILABLE FACILITIES:**

The Department, with authorization by the Elmbrook School District, issues reservation permits for the athletic fields listed below with the noted exceptions:

**Ball Diamonds (# of fields)**

**Reservable Dates**

**City Park Fields:** Wirth (6), Wirth South (1), Beverly Hills (1), Camelot (1), Canterbury (1), Endicott (2), Fairview (1), Imperial (1), Krueger (2), Lilly Heights (1), McCoy Field (1), Three Meadows (1), Weston Hills (1)

April 1 – Oct. 31

**School District Fields:** Central H.S. (2), East H.S. (2), Pilgrim Park (1), Burleigh (2), Wisconsin Hills (2), Brookfield Elem (1), Dixon (1), Tonawanda (1)

April 1 – August 31

**All-Purpose Fields – e.g. soccer/football (# of fields)**

**City Park Fields:** Wirth (1), Wirth South (2), Beverly Hills (1), Camelot (1), Canterbury (2), Endicott (2), Fairview (1), Imperial (1), Krueger (1), Lilly Heights (1), McCoy (1), Three Meadows (1), Weston Hills (1)

April 1 – Oct. 31

**School District Fields:** Burleigh (2), Wisconsin Hills (1), Brookfield Elem (1), Dixon (1), Swanson (1), Fairview South (2)

April 1 – Oct. 31

### **APPLICATION/FEES:**

- Application on a “Facility Use Application and Agreement” form must be made IN-PERSON ONLY at the Parks, Recreation and Forestry Department during regular office hours (8:00 a.m.-5:00 p.m. Monday through Friday). No telephone reservations will be accepted.

***NOTE:** Seasonal field permits will be issued to individual teams by the Recreation Division staff for Departmental sponsored leagues/programs and by the applicable affiliated City or School District organization (i.e. Elmbrook United Soccer, Elmbrook Little League, Jr. Spartans, Jr. Lancers, Brookfield Lacrosse, etc.) as authorized by a group/seasonal permit issued to the organization.*

- The application is to be completed by a Brookfield resident, 21 years of age or older, who will assume primary responsibility for compliance with facility/park rules during the reservation period.
- All field reservations have a 1-1/2 hour time limit, unless approved by special exception.
- No reservation fees are charged for teams/groups meeting “eligibility” requirements (see above) unless special maintenance is required and approved.

### **PRIORITIES FOR RESERVATIONS:**

1. Department Sponsored Leagues/Programs/Activities
2. Elmbrook School District interscholastic teams
  1. First priority on EBSD high school fields
3. Approved City and/or School District affiliated organizations (i.e. Elmbrook United Soccer, Elmbrook Little League, Jr. Spartans, Jr. Lancers, Brookfield Lacrosse)
4. Independent Teams/Groups/Leagues: resident based meeting established eligibility requirements to include Brookfield Lakes adult baseball teams (priority for McCoy Field) and West Suburban Church adult softball league
5. Special Athletic Events/Tournaments (see below)

The City of Brookfield through the Parks, Recreation and Forestry Department promotes the fair and equitable use of community facilities by scheduling field reservations and assisting local resident based organizations and groups in providing a wide range of opportunities for the overall community. The Department reserves the right to regulate aspects of applications in order to most effectively serve all resident interests.

### **GENERAL INFORMATION/RULES:**

1. A team/group/organization obtaining a permit agrees to abide by all rules and policies of the City of Brookfield Parks, Recreation and Forestry Department as stated in Chapter 12 of the Brookfield Municipal Code (available for review at City Hall or on the website ([www.ci.brookfield.wi.us](http://www.ci.brookfield.wi.us)) as well as the “Rules and Regulations for Public Use of Recreation Facilities and Buildings” listed on the back of the “Facility Use Application and Agreement”.
2. Keep a copy of your approved permit to prove reservation of a field.

## **USE OF CITY PARK FIELDS FOR SPECIAL ATHLETIC EVENTS/TOURNAMENTS**

A limited number of City park athletic fields (e.g. Wirth Park softball diamond complex) may be reservable for special athletic events and tournaments as stipulated below:

### **ELIGIBILITY REQUIREMENTS:**

1. The sponsor must be a City of Brookfield based organization, group, business, or individual resident. Events/tournaments sponsored by non-Brookfield based groups/individuals may be allowed only if they comply with the additional eligibility requirements indicated below and are approved by the Parks and Recreation Commission.
2. All event/tournament sponsors must comply with the following requirements:
  - Purpose of event/tournament must be charitable in nature with no private profit or gain.
  - The purpose of any proceeds, and the disbursement thereof, must be declared before a permit will be granted. The event/tournament purpose is subject to review and approval by the Parks and Recreation Commission.
  - Provision of total event/tournament financial accounting within 30 days following completion.
  - City sponsored/affiliated league teams must be eligible to participate in the tournament.

### **APPLICATION:**

- Application must be in writing on a "Facility Use Application and Agreement" form and submitted to the Parks, Recreation and Forestry Department with any supplemental information as necessary to verify compliance with the sponsor eligibility requirements stipulated above.
- The application must be received no later than 45 days prior to the requested date(s) of the event. This deadline is subject to change depending on the nature and scope of the event and the amount of time necessary for appropriate review and consideration of the request by staff and the Parks and Recreation Commission.
- The application is to be completed by a Brookfield resident, 21 years of age or older, who will assume primary responsibility for compliance with eligibility requirements and any rules or regulations pertaining to the event.

### **FEES AND CHARGES:**

1. Security Bond: Resident Sponsor - \$250, Non-Resident Sponsor - \$500
  - All or a portion of this amount may be withheld if there is a breach of agreement, excessive litter, and/or property damage. Any amount withheld will be determined by the Parks and Recreation Commission.

2. Field Rental:

- Softball/Baseball Diamond (per diamond)\*: \$15.00/hour, Maximum \$120.00/day  
\*Fee includes preparation (dragging, lining, bases, etc.) for each diamond prior to the first game each day.
- Soccer/Football Field (per field): \$10.00/hour, Maximum \$80.00/day

3. Supervision/Maintenance:

- Any ball diamond preparation/maintenance shall be performed on a fee basis by the City of Brookfield Parks, Recreation and Forestry Department.
- If supervision/maintenance is requested and/or is deemed necessary for the safety of the participants, the exact labor and materials cost shall be charged on an estimated time and materials basis or a flat rate as determined by the Parks, Recreation and Forestry Department.
- When no supervision/maintenance is requested, the event/tournament sponsors will be responsible for determining if any unsafe conditions exist.

4. Electricity/Lights: Wirth Park Softball Complex - \$25 per day

5. Trash/Dumpster Fee: \$75 per event

6. Portable Toilet Cleaning Fee (if applicable) - \$50 per event

**CONCESSIONS/ADMISSIONS:**

**Concessions** – The sale of any merchandise, food, beverages, etc. will require approval from the Parks and Recreation Commission with all necessary permits and/or licenses obtained through the City Clerk's office. The Brookfield Jaycees are the authorized concessionaire for the Wirth Park softball complex. The Jaycees, at their discretion, may work with tournament sponsors under the guidelines approved by the Commission for non-Jaycee sponsored tournaments/events.

**Admissions** – A tournament/event admission fee must be requested and approved by the Parks and Recreation Commission as part of the Facility Use Application and Agreement.

**INSURANCE:**

- All Special Athletic Events/Tournaments must comply with the City of Brookfield Department of Parks, Recreation and Forestry insurance requirements. Sponsors must provide a "Certificate of Insurance" naming the City of Brookfield and/or the School District of Elmbrook as an additional insured party.