



## OHOW Fields & Korb Sports Complex Reservation Application

**Applicant/Group Name:** \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_  
 \_\_\_\_\_

**Applicant Phone:** \_\_\_\_\_ **Applicant Email:** \_\_\_\_\_

**Date(s) Requested:** \_\_\_\_\_

**Time of Reservation:** From: \_\_\_\_\_ to \_\_\_\_\_  
 (Includes Set Up & Clean Up)

**Number of People Attending:** \_\_\_\_\_

**Will concessions or other merchandise be sold at your event?** \_\_\_\_\_

**Purpose of Activity:** \_\_\_\_\_

**Facility/Facilities Requested:**

OHOW Park	Korb Sports Complex
<input type="checkbox"/> Allison Kasten Field With Lights	<input type="checkbox"/> Uihlein Field
<input type="checkbox"/> Allison Kasten Field Without Lights	<input type="checkbox"/> Korb Baseball #2
<input type="checkbox"/> Gary VandenBerg Field	<input type="checkbox"/> Korb Baseball #3
<input type="checkbox"/> OHOW Hitting Tunnel	<input type="checkbox"/> Korb Baseball #4
	<input type="checkbox"/> Korb T-Ball #1
	<input type="checkbox"/> Korb T-Ball #2
	<input type="checkbox"/> Korb T-Ball #3
	<input type="checkbox"/> Korb T-Ball #4
	<input type="checkbox"/> Korb Athletic Field North
	<input type="checkbox"/> Korb Athletic Field South
	<input type="checkbox"/> Korb Hitting Tunnel
<input type="checkbox"/> Field Prep Needed (Grooming & Initial Lining of baseball/t-ball fields)	
<input type="checkbox"/> Scoreboard(s) needed # of Scoreboards: _____	

FOR OFFICE USE ONLY

**Reservation Fee:** \$ \_\_\_\_\_ **Deposit Fee:** \$ \_\_\_\_\_ **Payment:** \_\_\_\_\_

**Other Permits Submitted as Applicable:** YES NO  
 Rental Category: A B C D E



## **TOWN OF CEDARBURG**

### **OHOW Fields & Korb Sports Complex 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 & Korb Sports Complex baseball/softball facilities and/or athletic fields 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 operated programs.
- (b) Other governmental units and sub-units of government operated programs.
- (c) Non-profit organizations with at least 75% or more of participants residing in the Town and City of Cedarburg, first come, first served basis.
- (d) Non-profit organizations with less than 75% of participants residing in the Town and City of Cedarburg 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 Director of Parks & Recreation.

2. An application for use of the OHOW Fields and/or Korb Sports Complex 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 facilities by programs operated by the Town of Cedarburg.

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

4. Organizations listed under 1(a) are exempt from fees for usage. Organizations under 1(b) through 1(e) will be subject to rental fees.

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 the conclusion of the rental 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 facilities. Rental fees are based on time the facilities are reserved, not time of use. Any reservation that is cancelled by the Town of Cedarburg, the Town of Cedarburg will issue a full refund for. Any cancellation by the applicant must be done in writing/email at least one week prior to the scheduled event to be eligible for a refund. Any cancellation by the applicant occurring closer than one week to the scheduled event, no refund will be issued.

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 naming the Town of Cedarburg as an additional insured.
8. Every applicant shall sign an Indemnification Agreement holding the Town harmless from all liability associated with the use of OHOW Park and or Korb Sports Complex.
9. The applicant shall be responsible for cleanup of trash around the park and/or rented facilities and for any damage to park and/or rented facilities incurred during the time the facility is used. If excessive repair of the park and/or rented 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.
12. Vehicles are prohibited from driving on any other area outside of the designated parking lot.
13. It is understood that any items found missing from the rented facility (or facilities) immediately following its use shall be replaced by the user.
14. The use of the facilities shall be terminated by the user at dusk for the Korb Sports Complex & 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.
15. 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.
16. In all cases the Director of Parks and Recreation will have the final decision as to who shall be allowed use of The Korb Sports Complex & OHOW Park facilities.
17. The sale of any merchandise, food, beverages, etc. will require approval from the Director of Parks and Recreation as part of this reservation (necessary permits and/or licenses must be obtained as applicable). The Town may work with tournament sponsors under the guidelines approved by the Committee for non-Town sponsored tournaments/events.
18. If hosting a tournament, large event, or an all day/weekend event, the rental group will be invoiced for additional portable restroom facilities needed for the event. The Town will order the amount of additional units needed from the vendor that is used by the Town for providing this service.



**HOLD HARMLESS AND INDEMNIFICATION AGREEMENT**

In consideration of the use of the Orthopaedic Hospital of Wisconsin Park 1220 Five Corners Drive, Cedarburg, Wisconsin and/or the Korb Sports Complex 8555 State Highway 60, Cedarburg, Wisconsin, park and/or baseball/softball/athletic facilities of the Town of Cedarburg, 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 OHOW Park or Korb Sports Complex.

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: \_\_\_\_\_

Director of Parks & Recreation

Witness: \_\_\_\_\_



## OHOW Fields & Korb Sports Complex Facility Rental Fees

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.

OHOW PARK					
FACILITY	Rental Category A	Rental Category B	Rental Category C	Rental Category D	Rental Category E
Allison Kasten Field	No Charge	\$100/Hour	\$100/Hour	\$125/Hour	\$130/Hour
Allison Kasten Field Lights	No Charge	\$30/Hour	\$30/Hour	\$30/Hour	\$35/Hour
Gary Vandenberg Field	No Charge	\$20/Hour	\$20/Hour	\$25/Hour	\$35/Hour
Baseball Field Prep (Grooming & Initial Lining)	No Charge	\$60	\$60	\$60	\$60

KORB SPORTS COMPLEX					
FACILITY	Rental Category A	Rental Category B	Rental Category C	Rental Category D	Rental Category E
Little League Field Cost Per Field (Uihlein Field, Korb 2, Korb 3, & Korb 4)	No Charge	\$20/Hour	\$20/Hour	\$25/Hour	\$35/Hour
Korb T-Ball Field	No Charge	\$20/Hour	\$20/Hour	\$25/Hour	\$35/Hour
Korb Athletic Field Cost Per Field (North OR South)	No Charge	\$20/Hour	\$20/Hour	\$25/Hour	\$35/Hour
Scoreboard (Fee & Deposit is per Each Scoreboard & Controller)	No Charge	\$10/Game OR \$25 per day + \$150 Deposit	\$10/Game OR \$25 per day + \$150 Deposit	\$15/Game OR \$35 per day + \$150 Deposit	\$15/Game OR \$35 per day + \$150 Deposit
Baseball Field Prep (Initial Grooming & Lining)	No Charge	\$60	\$60	\$60	\$60
OHOW OR Korb Hitting Tunnel	No Charge	\$20/Hour	\$20/Hour	\$25/Hour	\$35/Hour