

OAK CREEK ATHLETIC FIELD RENTAL POLICY

Athletic field rental permits are required for the use of any sport field. Sport fields include: baseball, soccer, cricket, volleyball, tennis, basketball, and pickleball courts. Sports fields permits are issued for any individual, organized practice, game, league or tournament play.

General Policy Guidelines

The use of these athletic fields by private groups, clubs, and organizations to promote basic community needs should be permitted within established guidelines. A permit system for use by an individual and/or group with the appropriate fees meets these objectives for both the public and private user. A permit system provides order to the use of the athletic fields and returns needed monies to the city for underwriting and annual operational and maintenance costs.

Athletic field rental permits are issued to both resident and non-resident individuals.

Priority is given to Oak Creek residents and organizations when requesting an athletic field rental permit.

Permits may be revoked in the interest of City sponsored activities.

Sport fields are permitted on an "as is" basis.

Permits are only good for the date(s), location(s), permit holder(s), and time(s) listed on the permit.

No field reservations can start prior to 8 am and must conclude no later than 10pm.

Permit holder(s) have priority in case of conflict: have your permit with you.

All requests for tournament/ league/ special event athletic field rental permits are subject to review and approval by the City of Oak Creek.

No tournaments, leagues, games, or practices will be scheduled prior to April 1st (weather permitting) and all fields will close for the season on or before October 30th (weather depending).

No tournaments or leagues are allowed in the neighborhood parks.

No individual, group, or organization may utilize any sports field for personal profit. This includes, but is not limited to clinics, lessons, tournament/league entry fees, or the sale of concessions. If you are requesting a permit for the purpose of raising monies for proposed projects/programs that benefit the Oak Creek communities needs and interests, you must inform is in writing of how the anticipated profits will be spent.

Monies raised or personal donations to the City of Oak Creek or any of its departments does not give the permit requester any kind of sport field rental priority. Current or future.

All athletic sport field maintenance (i.e. raking, lining, alterations, fencing, additions or materials etc.) must be done by Oak Creek Parks staff only.

All athletic sport field events, participants and guests, shall abide by all city ordinances and rules governing the parks. Permits may be revoked immediately at the discretion of the coordinator or local authorities, if the terms of permit are misrepresented, violated, or when public safety is threatened. Permits revoked for failure to abide by ordinances will result in forfeiture of all fees.

Vehicles are prohibited from parking or driving on grass, athletic fields, park walkways or trails. Any damage done to fields/grass/turf caused by an event is the responsibility of the permit holder to pay for all restoration costs.

Permitting Process

Sport Field Priority

1. City of Oak Creek events and Oak Creek School District Sports and Recreation Programs
2. Any returning resident individual or team (50% or more of participants must be Oak Creek Residents) that used athletic fields the year prior for GAMES will have first priority to request the same fields for the upcoming year- GAMES ONLY. Abendschein Cricket Field – GAMES AND PRACTICES
3. New Oak Creek resident individuals or teams (50% or more of participants must be Oak Creek Residents).
4. Non-resident, returning or new, individuals or teams

Baseball/Softball Rental (Games Only) – Shepard Hills and Abendschein ball diamonds only.

Game requests must be submitted to Paula Nevarez, Administrative Services Coordinator by mail to 8040 S. 6th Street or by email to Rentals@oakcreekwi.gov by the dates listed below.

Game requests only for the use of Shepard Hills must be submitted no later than 1st Monday in January for requests starting April 1st (weather permitting).

Game requests for the use of Abendschein ball diamond must be submitted no later than the 1st Monday in January for requests starting May.

Each individual or team will be awarded six (6) game days from their requests, once all individual and teams have been awarded their six (6) games, any leftover requested game dates will enter into a lottery draw for the remaining open dates. If there are still

open dates then game requests will be taken, first come, first serve for new Oak Creek individuals and teams followed by non-resident individuals and teams.

Individuals and teams will be notified of awarded game dates by the 2nd Friday in January and payment for permits must be made by 5pm on the last Friday of January. Any payment not received by the last Friday in January by 5pm will incur cancellation of requested game dates.

Baseball/Softball Field Rental (Practice only)- Ball diamond athletic field rental permit requests for individual practices are first come, first serve and need be done no more than 90 days for residents/60 days for non-residents and no less than 1 day prior to the event. No same day rentals are allowed. Games will take precedence over practices at Shepard Hills, Meadowview and Abendschein ball diamonds.

Abendschein Cricket Field Rental (Games & Practices) - Game and practice requests must be submitted to Paula Nevarez, Administrative Services Coordinator by mail to 8040 S. 6th Street or by email to Rentals@oakcreekwi.gov by the dates listed below.

Game and practice requests only for the use of Abendschein Cricket Field must be submitted no later than 1st Monday in January for requests starting April 1st (weather permitting).

Each individual or team will be awarded eight (8) game days from their requests, once all individual and teams have been awarded their eight (8) games, any leftover requested game dates will enter into a lottery draw for the remaining open dates. If there are still open dates then game requests will be taken, first come, first serve for new Oak Creek individuals and teams followed by non-resident individuals and teams. Only one contact per team and only one request per team will be accepted.

Individuals and teams will be notified of awarded game dates by the 2nd Friday in January and payment for permits must be made by 5pm on the last Friday of January. Any payment not received by the last Friday in January by 5pm will incur cancellation of requested game dates.

Other Athletic Field Rental (Games and Practices) - Athletic field rental permit requests for individual games/practices are first come, first serve and need be done no more than 90 days for residents/60 days for non-residents and no less than 1 day prior to the event. No same day rentals are allowed.

Athletic Field Rental Fees

Individual residents, groups, organizations, etc. of the City of Oak Creek (must be verified) will pay a discounted resident rate for athletic field permits. Groups and organizations must have 50% or more resident membership to qualify for resident rate.

Individual non-residents etc. will pay double the resident rate for an athletic field permit.

Sport Fields (except Shepard, Meadowveiw and Abendschein Ball Diamonds)

Resident - \$8.00 per hour

Non-Resident \$16.00 per hour

Shepard Hills Ball Diamond, Meadowveiw and Abendschein Ball Diamond

Resident -\$10.00 per hour

Non-Resident -\$20.00 per hour

Field set-up, i.e. lines or equipment, are available for an additional fee for games only. Please contact for pricing.

Large tournaments/ special events/leagues may incur additional fees and will require a Special Event Permit.

Cancellation policy:

No refunds are given for field rental permits! Transfers will be made, contingent on field availability or fees applied to your city permit account upon requests made the next business day following rain outs or wet field cancellations.