



Application for Usage of City of La Crosse Park, Playfields, and/or Facilities

COMPLETE THE REQUESTED INFORMATION AND RETURN ENTIRE FORM TO RECREATION OFFICE:

City of La Crosse Park and Recreation Department – City Hall - 400 La Crosse Street– La Crosse, WI 54601

Organization/Group: _____

Group Classification Number (as identified on back): _____

Applicant: _____ Telephone # _____ Fax # _____

Address: _____ City/State/Zip: _____

Nature of Activity: _____

Date(s) Requested: _____ Times Needed: _____ to _____

Facility Requested (Check and identify specific facility area, pricing is on back)

Ball Fields

- Erickson 1 and 2
- Houska Park
- Carroll Park
- Green Island Park
- Goose Green Park
- Copeland Softball
- Powell Park
- Weigent Park
- Veterans Freedom (West Copeland)
- Forest Hills (Tennis)
- Erickson (Tennis)
- Trane Park
- Bluffview Park
- Other _____

Athletic Facilities

- Tennis Courts _____
- Ball Diamond(s) _____
- Soccer Field(s) _____
- Other _____
- Green Island Ice Arena
- Pettibone Disc Golf Course

Equipment/Services

- Concessions
- Field Preparation
- Equipment (bases/strike plate)
- Lights
- Picnic Kits

Miscellaneous

- Other _____

Approved (office): _____ Date: _____

Special Considerations for the User: _____

Receipt # _____ **FOR OFFICE USE ONLY**

Insurance Needed Yes No Approval Granted Yes No Date _____

Key Issued to _____ Signature _____

Date Issued _____ Date Returned _____ Conditions/Comments _____

Reservation Fee \$ _____

Key/Damage/Clean-Up Deposit \$ _____

Picnic Kit Deposit \$ _____

Other _____ \$ _____

TOTAL \$ _____

Received By _____

Rental Rates

Group Classification			RESIDENT	NON-RESIDENT	Office Use
Athletic Fields (per hour)			\$30	\$60	
Tennis Courts (per hour)			\$30	\$60	
Lights (per hour)			\$30	\$60	
Field Prep (dragged line per field)			\$35	\$70	
Equipment (Bases/Strike Mat)			\$10	\$20	
Concessions (per day)			\$75	\$150	
Disc Golf Course			\$75	\$150	
Green Island Ice Arena (per hour)			\$100	\$200	

Group Classifications

Rental rates vary according to classification. The terms “Group”, Resident”, and “Local” are defined as having primary residence in the city of La Crosse. **Fees are doubled for all groups not residing in the City of La Crosse.** Priority will be given to all individual and groups residing within the City of La Crosse.

Any individuals, organizations, or businesses engaging in fundraising events such as, Chicken-Q’s, events with admission, etc. requires a MOA(memorandum of agreement) with the Parks and Recreation Department and Park Board approval.

General Terms and Condition:

1. City Park & Recreation programming would have priority of grounds/ facility usage, even upon short notice.
2. The School District of La Crosse has secondary priority of City grounds/ facility usage, as outlined within the reciprocal agreement between the City of La Crosse and the District.
3. All other groups (including non-profit organizations & private schools) would have third priority usage of City grounds/ facilities.
4. Any user group wishing to sell admission and/ or concessions must make arrangements through the Park & Recreation Department beforehand.
5. Users of City grounds/ facilities are responsible for the supervision of areas in use (as outlined in completed application). Any damages deemed beyond normal wear will be assessed and the user billed accordingly.
6. Users must provide evidence of insurance to the extent of \$1,000,000 per lease minimum liability and \$25,000 property damage wherein the City of La Crosse is named the insured. This is applicable only when a facility and /or playfield is rented for private/ commercial use purposes.
7. Users should contact the Park & Recreation Department at least 24 hours prior to the approved usage time/date in order to confirm use and / or review any specific needs.