



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"/> 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"/> 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:** \$ _____ **Receipt#:** _____

Other Permits Submitted as Applicable: YES NO



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 programs.
- (b) Other governmental units and sub-units of governments.
- (c) Non-profit organizations based in the Town, first come, first served basis.
- (d) Non-profit organizations 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 Town Administrator.

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.

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.
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 Town Administrator 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 Town Administrator 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.



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: _____

Town Administrator

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	Fee
Allison Kasten Field	\$100/Hour
Allison Kasten Field Lights	\$30/Hour
Gary VandenBerg Field	\$15/Hour or \$120 per day
Baseball Field Prep (Grooming & Initial Lining)	\$40
Korb Sports Complex	
Facility	Fee
Uihlein Field	\$15/Hour or \$120 per day
Korb Baseball #2	\$15/Hour or \$120 per day
Korb Baseball #3	\$15/Hour or \$120 per day
Korb Baseball #4	\$15/Hour or \$120 per day
Korb T-Ball #1	\$15/Hour or \$120 per day
Korb T-Ball #2	\$15/Hour or \$120 per day
Korb T-Ball #3	\$15/Hour or \$120 per day
Korb T-Ball #4	\$15/Hour or \$120 per day
Korb Athletic Field North	\$15/Hour or \$120 per day
Korb Athletic Field South	\$15/Hour or \$120 per day
Scoreboard (Fee & Deposit is Per Each Scoreboard & Controller)	\$10/Game or \$25 per day + \$150 deposit for controller
Baseball Field Prep (Grooming & Initial Lining)	\$40