

# Ball Field Policies and Procedures for the City of Antigo

- **Early Season Access:** Access to the fields at the start of the season will not be allowed until approval by the Park and Recreation Department.
- **Accepting Reservations:** Field reservations will not be accepted until the Third Monday of February of the reservation year unless stated otherwise by the park, cemetery and recreation supervisor.
- Field reservations are on a first-come, first-served basis.
- **Game Reservations:** If you would like to reserve a field for a game you must make your reservation request in person at the park and recreation office, Monday through Friday, 8:30 am – 4:30 pm.
- Game reservations will not be placed on the calendar until payment for the field is received and all reservations are approved. We will no longer invoice/bill for games.
- Games take priority over practices.
- **Practice Reservations:** To reserve a field for practice please e-mail [srepp@antigo-city.org](mailto:srepp@antigo-city.org) the following or use the [Request a Reservation](#) link on the City of Antigo website:
  1. Team Name
  2. League
  3. Field Preference
  4. Start and End Time
  5. Contact Name
  6. Contact Phone Number and e-mail
- **League Reservations:** If you are responsible for a league, please reserve your practice times in blocks. The league manager is responsible for distributing the time slots to your individual coaches/teams.
- **Reservation Calendar:** The Ball Field Reservation Calendar will be updated as reservations are entered, and will reflect real-time updates on the City of Antigo website. **Schedule changes will only be accepted via e-mail.**
- **Expectations:** Fields are dragged the day of a game reservation if weather conditions are favorable. The Park and Recreation Department does not guarantee exclusive access to the field before the reservation.
- The Park and Recreation Department does guarantee the field for your exclusive use during your confirmed scheduled time.
- It is the responsibility of the team/league reserving the field to set-up and take-down bases or mats.
- There will be at least 10 minutes between scheduled games or practices.
- If any damage has occurred during the use of our facilities, it is your responsibility to notify us within 24 hours of the damage. Please contact our Park and Recreation Office at 715-623-3633 ext. 150.
- Leagues/Teams will be held accountable for any facilities that require clean-up or repairs (outside normal wear and tear) from their usage (this includes storage facilities and fields).
- **Key or Lock Code Distribution:** Key or lock codes will be distributed to the individual coaches approved by the league organizer.
- If it is brought to the attention of the City that facility access codes or keys are given to unauthorized personnel storage facility user rights will be revoked for the season.
- **Lights and Services:** Please let us know if your team/league requires the use of lights, it is your responsibility to receive proper instruction on the use of the lights from the Park and Recreation Supervisor and/or designee prior to the start of the season.
- **Hold Harmless:** Participants using the fields or facilities shall hold the City harmless from and against all damages, injuries, claims, lawsuits, causes of actions, or costs of any nature arising out of use of the said ball field in any way.
- **Refunds:** We will make every effort to reschedule games cancelled due to weather. Weather cancellations will be rescheduled at no additional cost if the park and recreation department is notified within 24 hours of the cancellation (715.623.3633 extension-131 or [srepp@antigo-city.org](mailto:srepp@antigo-city.org)). All non-weather cancellations will be required to pay the field fee if the game needs to be rescheduled.
- **Non-Emergency Calls:** **There will be a minimum fee of \$100.00 for non-emergency call-outs** to the Park and Recreation staff after hours. Please be sure you have reviewed our ball field policies and information prior to your field reservation.
  - If you contact dispatch (for a non-emergency situation) and staff is called-in you will be responsible for paying the minimum \$100.00 fee.
- **Participants must abide by park policies and procedures.**