MILWAUKEE RECREATION OUTDOOR

OUTDOOR FACILITY
PERMIT APPLICATION

A department of **MPS**

Organization: _____ **Contact:** _____

Address: _____ **City/State/ Zip:** _____

Primary Phone: _____ **Secondary Phone:** _____

Email Address: _____ **Today's Date:** _____

Outdoor facilities and permits are subject to all municipal ordinances in addition to all rules and regulations governing outdoor facilities and can be terminated immediately at the discretion of the Milwaukee Recreation.

- **SUBMISSION:** The completed outdoor facility permit application must be submitted to **outdoorpermits@mkerec.net** a minimum of two (2) weeks prior to the first requested rental date.
- **REVIEW:** Payment in full must be received by our office a minimum of one (1) week prior to first rental date. Acceptable payments include credit card, cash, or check/money order made payable to Milwaukee Recreation.
- **APPROVAL:** Once all permit requirements have been satisfied, your permit will be sent to email address listed below. Permits issued must be available and on-site for inspection.
- **AFTER HOURS PHONE NUMBER** – call 414-852-3163 if there are any issues with your permit

By signing below, I affirm that all answers given and statements made on this Event Supplemental Questionnaire are full and true to the best of my knowledge and beliefs. I have read the terms and conditions in the Outdoor Permit Rules and Regulations and agree to abide by them.

Permit Requester Signature **Date** **Print Name**

Facility or Playfield Name: _____

Event Date (S): _____ **Event times:** _____

Type of Program: ☐ Practice ☐ Game(s) ☐ Lessons ☐ Meeting ☐ Special Event ☐ Other

Special Services Requested: ☐ Softball/ Kickball ☐ Baseball ☐ Football ☐ Soccer/ Futsal ☐ Ult.Frisbee ☐ Tennis/ Pickleball

Special Services Requested: *See the Outdoor Permit Rental Rate sheet for a full description of permit fees!*

☐ Restrooms ☐ Lights - Field/Court ☐ Infield Prepped: Drag/Line ☐ Bases & Distance 60' 65' 70' 95' ☐ Turf Field Painted Diagram is required!

SPECIAL FIELD SET UP INSTRUCTIONS:

ADDITIONAL SPECIAL REQUESTS:

FOR MILWAUKEE RECREATION OFFICE USE ONLY

Permit Application: (Y/N)_____ Permit requires insurance: (Y/N)_____ Milwaukee Recreation Supervisor Signature & Date_____