

**Village of Elm Grove  
Recreation Department  
Tournament Policy  
Softball Diamonds**

The two softball diamonds in Village Park are available for softball tournaments on the following basis:

**Resident Sponsor**

- A. Sponsor must be a Village of Elm Grove civic organization, team or individual.
- B. Purpose of the tournament must be charitable in nature; with no gain of private profit.
- C. The purpose of any profit, and the disbursement thereof, must be declared before permission is granted.
- D. Sponsor must provide total tournament financial accounting within one week after completion.
- E. Village teams must be eligible to participate in the tournament.
- F. Sponsor is responsible for general clean up.
- G. A bond in the amount of \$250 must be provided. All or a portion of this may be withheld if there is a breach of agreement, excessive litter and/or property damage. Any amount withheld will be determined by the Recreation Department.
- H. Proof of indemnification insurance must be presented to the Recreation Department prior to play.

**Important Information & Fees**

A letter of written request must be submitted to the Recreation Department. The letter must include:

- Dates and times of the tournament,
- Purpose of profit, if applicable,
- Estimated amount of attendees, and
- How many diamonds preparation needed.

**Supervision Fee** : \$15.00 per hour during all scheduled games.

**Diamond Use Fee** : \$10.00 per hour per diamond. Fee includes minor diamond maintenance as needed. All diamonds will be dragged and lined prior to the first game each day.

**Vendors** : Outside vendors must obtain a vendor permit from the Village Clerk. The Village of Elm Grove offers soda machines and snack vending when the pool house is open.

Permits are available, and necessary, if beer or wine is consumed in the park.

Daily tournament operation must conclude by 10:00 pm.

## Village of Elm Grove Recreation Department

### **Non-Resident Sponsor**

Softball tournaments sponsored by a non-Elm Grove based group or individual are allowed only if the purpose of the tournament is charitable in nature with no gain in private profit. Proper tournament purpose will be determined by the Recreation Department.

Approval of all non-resident requests will be granted only under the following additional conditions:

- A. The purpose of any profit, and the disbursement thereof, must be declared before permission is granted.
- B. Sponsor must provide total tournament financial accounting within one week after completion.
- C. Local teams must be eligible to participate in the tournament.
- D. Sponsor is responsible for general clean up.
- E. A bond in the amount of \$500.00 must be provided. All or a portion of this may be withheld if there is a breach of agreement, excessive litter and/or property damage. Any amount withheld will be determined by the Recreation Department.
- F. Sponsoring groups are responsible for cleaning up debris and refuse.
- G. Proof of indemnification insurance must be presented to the Recreation Department prior to play.

### **Important Information & Fees**

A letter of written request must be submitted to the Recreation Department  
The letter must include:

- Dates and times of the tournament,
- Purpose of profit, if applicable,
- Estimated amount of attendees, and
- How many diamonds needed.

**Supervision Fee** : \$15.00 per hour during all scheduled games.

**Diamond Use Fee** : \$10.00 per hour per diamond. Fee includes minor diamond maintenance as needed. All diamonds will be dragged and lined prior to the first game each day.

**Vendors** : Outside vendors must obtain a vendor permit from the Village Clerk. The Village of Elm Grove offers soda machines and snack vending when the pool house is open.

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Recreation Department**

Daily tournament operation must conclude by 10:00 pm.