Memo

To: Village Board

From: Chris Clark, Director of Parks, Recreation, & Forestry

Re: Fee Changes for Facility and Athletic Field Rentals

Date: November 17, 2026

Background Information:

The Allouez Parks, Recreation, and Forestry Department is looking at increasing some of the fees for rental of facilities and athletic fields (red color on attached fee schedules). The last time that the department increased these fees was in 2023. Since that time operating and maintenance costs have increased for many of these venues. The majority of the fees remain in line with neighboring communities with similar facilities.

The most significant change is to the facility refundable security deposit. This was increased as a deterrent to renters not performing post rental cleanup or to cover any damages. They will receive a full refund of that deposit if the facility is clean and left in pre-rental condition.

These fee changes would take effect in January of 2027.

Previous Information/Action:

The Parks, Recreation, and Forestry Committee approved the changes to the fees as presented at the October 27, 2026 committee meeting.

Budget Item/Funding:

N/A

Staff Recommendation:

Staff is seeking authorization from the Village Board to proceed with fee changes to the facility and athletic field fee schedules as proposed.

Attachments:

- Fee schedules with proposed fee changes
- Area community fee comparisons

VILLAGE OF ALLOUEZ

FACILITY RENTAL APPLICATION

Parks, Recreation, & Forestry Department · 1900 Libal St. · Allouez, WI 54301

Complete the following information:

Name of Group or Individual:_____

Please Check the Category you or your group is associated with (Category Descriptions Below):

☐ Category 1 ☐ Category 2 ☐ Category 3

Email: _____ Date of Birth:_____

Address:_____ City/State/Zip:_____

Primary Phone:_____ Other Phone:_____

FACILITY RENTAL INFORMATION

Open Air Shelters: ☐ Langlade Park ☐ Kiwanis Park

Gazebos: ☐ Wiese Gazebo East ☐ Wiese Gazebo West ☐ Optimist Gazebo

Enclosed facilities: ☐ Village Hall (No Online Rental) ☐ Green Isle Park ☐ East Lawn Park

Date of Event:_____ Private Event [ ] Open to the Public* [ ]

**If open to the public, a Certificate of Insurance is required. See rental policies and procedures.*

Reserve Time: Start Time:_____am/pm End Time:_____am/pm

Reserve time includes setup and cleanup

Type of Rental (i.e. wedding, party, reunion, etc.):_____

Number of persons attending:_____

RENTAL DETAILS (for special events only):

Will alcoholic beverages be served? ☐ YES ☐ NO

Do you plan to sell alcohol? ☐ YES ☐ NO

**If yes a temporary liquor license is required through the village clerk.

Will there be amplified sound/music *(i.e.live band, DJ, stereo system, etc.)* ☐ YES ☐ NO

*Noise policy guidelines attached.

If yes, what type_____

What time? From____am/pm to_____am/pm

Will you use a grill, fryer, booyah kettle or other cooking utility? ☐ YES ☐ NO

Will you be selling any goods? ☐ YES ☐ NO

**If yes a vendor permit is required and village board approval.

Category Descriptions

Category 1: Government Agencies, Non-Profit Organizations, Recreational Groups within the Village of Allouez.
***Category 1 groups must make reservation at Village Hall and must show proof of exempt status at time of reservation.**

Category 2: Village of Allouez Residents, Charitable Groups within the Village of Allouez, Schools.

Category 3: Non-Residents of Allouez, For-Profit Businesses.

Examples:

Government Agencies: Department of Transportation, Department of Natural Resources, Brown County Library.

Non-Profit Organizations: (any group with 501 (c) (3) status): Boy/Girl Scouts, Youth Association Groups, YMCA.

Charitable Groups within the Village of Allouez: (any group without 501 (c) (3) status): Special Interest Groups, Church Organizations, Sports Teams/Clubs.

Non-Residents of Allouez: Any individual who lives outside of the Allouez Village limits.

For-Profit Businesses: Any group or individual who operates for a profit.

VILLAGE OF ALLOUEZ

FACILITY RENTAL APPLICATION
RESERVATION FEES

The Lessee agrees to exercise due care in the preservation of the premises and to prevent loitering and presence of unauthorized persons during all usage periods. The Lessee hereby agrees to remit the rental fee and be held responsible for any and all damages to persons, property, and premises.

Lessee shall indemnify and hold harmless the Lessor from any and all damage, loss, liability of any kind whatsoever occasioned upon and/or within the leased premises, or ways or walks adjacent thereto, by reason of any injury to persons or property caused or alleged to be caused by any act or omission, neglect, or wrongdoing of the Lessee or any of his, her and/or its officers, agents, representatives, assigns, guests, employees, invitees, or other persons admitted by the Lessee to the premises. The Lessee will, at his, her and/or its own cost and expense, defend and protect the Lessor against any and all such claims or demands, including attorney's fees.

_____ _____

Signature of Lessee Date

FOR OFFICE USE ONLY: Approved by: _____ Date:_____

Rental Fee: $_____ Date Paid: _____ Receipt #_____

Security Deposit: $_____ Date Paid: _____ Receipt #_____

Security Deposit Returned Date: _____ Check #: _____

Date Key Issued:_____ Date Key returned:_____

RENTAL FEES

(All Fees & Deposits are due at time of reservation!)

	Category 1	Category 2	Category 3
Green Isle Park: Available Sun-Sat 9:00am -10:00pm			
½ Day A.M. Rental: 9:00am-3:00pm	$150 $175	$150 $175	$180 $210
½ Day P.M. Rental: 4:00pm-10:00pm	$150 $175	$150 $175	$180 $210
Full Day Rental: 9:00am-10:00pm	$275 $325	$275 $325	$320 $390
Hourly Rental	$25 per Hour	N/A	N/A
Refundable Security Deposit	$250 $500	$250 $500	$250 $500
East Lawn Park Shelter: Available Sun-Sat 9:00am-10:00pm			
Full Day Rental	$100 $125	$100 $125	$125 $150
Refundable Security Deposit	$100 $150	$100 $150	$100 $150
Open Air Shelter & Gazebos: Sun-Sat 9:00 am -10:00 pm ***Open Air Shelters at Langlade & Kiwanis** ***Gazebos at Wiese Park East & West, Optimist Park**			
Full Day Rental: 9:00am-10:00pm	$35 $50	$40 $50	$50 $60
Refundable Security Deposit	$100 $150	$100 $150	$100 $150
Village Hall: Available Mon-Thurs (subject to availability) **Fri-Sun 10:00am-6:00pm**			
Fri-Sun Full Day Rental: 10:00am-6:00pm	$50	$100 $125	$125 $150
Refundable Security Deposit	$100 $150	$100 $150	$100 $150

***Interested in renting a park facility that is not listed please call the Allouez Parks, Recreation, & Forestry Dept. at: (920)448-2804**

VILLAGE OF ALLOUEZ

ATHLETIC FACILITY RESERVATION PERMIT

Parks and Recreation Department · 1900 Libal St. · Allouez, WI 54301

Complete the following information:

ORGANIZATION/LEAGUE NAME:_____ ☐ Youth ☐ Adult

Main Contact:_____

Email: _____

Address:_____ City/State/Zip:_____

Primary Phone:_____ Other Phone:_____

Secondary Contact:

Email: _____

Address: _____ City/State/Zip: _____

Primary Phone: _____ Other Phone: _____

RERSERVATION INFORMATION

Date (s) of Play:
Start Date:_____ End Date:_____

Day (s) of Play:
Monday___ Tuesday___ Wed. ___ Thursday ___ Friday___ Sat___ Sun___

Time of Play:
Start Time:_____am/pm End Time:_____am/pm

Number of participants/spectators expected:_____

Will the fields need to be marked by the Village? ☐ YES ☐ NO
*Village will only line and drag fields for games. Tournaments requiring lining and dragging throughout will be charged a maintenance fee. Practices will be assigned use as is status.

Do you intend to use the concession stand? ☐ YES ☐ NO
*Availability must be confirmed with Village.

Do you plan to sell alcohol? ☐ YES ☐ NO
**If yes a temporary liquor license is required through the village clerk.

Do you intend to use lights? ☐ YES ☐ NO
(Lighted facilities only)

Will you be selling any goods? ☐ YES ☐ NO
**If yes a vendor permit is required and village board approval.

Please write the field(s) numbers you plan to use: _____

Softball/Baseball	**Game (s)**	**Practice(s)**
Green Isle Softball (Lighted)	#_____	#_____
Green Isle Baseball (Lighted)	#_____	#_____
East Lawn Baseball	#_____	#_____
Langlade Softball	#_____	#_____
Riverview Softball Complex/ 5	#_____	#_____
Webster Baseball/ 5	#_____	#_____
Soccer		
Green Isle/2	#_____	#_____
Broadview Complex/5	#_____	#_____
Kiwanis/2	#_____	#_____
Football and Multi-purpose		
Green Isle Football Field	#_____	#_____
Optimist Field	#_____	#_____
Tennis		
Green Isle	#_____	#_____
East Lawn	#_____	#_____
Langlade/2	#_____	#_____

**If games and practices are planned, a formal game schedule must be submitted before the first reserved date.

PLEASE READ:
League Reservations will not be secured unless the above information is complete and accurate. By signing below, I hereby acknowledge that I have completed the above information to the best of my knowledge, read the above information, received a copy of the Athletic Facility Rules, and will agree to all said rules and guidelines governing the use of the Village Athletic Facilities.

Signature:_____ Date:_____

FOR OFFICE USE ONLY:

Date Reservation Made:_____

Amount Paid:_____ Date Paid:_____

Staff Approval: _____

Key Issued _____ Date Issued:_____ Keys Returned (Date):_____

Fee 1: _____ $_____

Fee 2: _____ $_____

Fee 3: _____ $_____

Fee 4: _____ $_____

Total Due: $_____

VILLAGE OF ALLOUEZ
ATHLETIC FACILITY
RESERVATION RULES AND GUIDELINES

1. All inside and outside facilities shall be cleaned and clear of garbage.
2. The permittee at its own cost shall obtain and maintain general liability insurance for the event in the minimum amount of $2,000,000 for damages arising out of personal injuries to any one person and $50,000 property damages.
    a.) Product liability is required only if permittee dispenses food, confections, refreshments, and/or beverages.
3. The permittee (and in case of individuals, partnerships and associations, the named contact person and the person signing this agreement), shall indemnify and save harmless the Village and its employees and representatives, against any and all injuries and damages to persons and property, and shall defend, indemnify and save harmless the Village and its employees and representatives from any and all claims, demands, suits, actions, costs, expenses and proceedings of any kind and nature, including any claims for injuries and/or damages caused in whole or in part by the negligence of the Village, its employees and representatives, which in any way result from or arise out of such activity.
4. No bus parking allowed within facility parking lots.
5. Access to bathrooms will be provided upon advance request; bathrooms must be left in good, clean condition.
    a.) **Renter is responsible** for supplying toilet paper & paper toweling.
    b.) **PORTABLE TOILETS required** when crowd size exceeds the capacity of the permanent toilet facilities.
        i.) There shall be 1 toilet unit for every 100 people.
        ii.) Toilets must be removed following the end of the event.
        ii.) Portable toilets must be pumped out by the renter during the event, if necessary, and after the event.
6. The Allouez Parks, Recreation & Forestry Department has the right to cancel an event due to inclement weather.
7. Renter is responsible for the removal of all garbage.
    a.) Dumpster rental is required for tournaments.
8. Softball/Baseball diamond maintenance
    a.) Games: Diamonds will be lined and Dragged for all scheduled games.
    b.) Practice: Diamonds will not be lined for practices, but are dragged weekly. Use of diamonds as is.
    c.) Tournaments: Diamonds will be lined & dragged on the Thursday prior to the start of the tournament.
        i.) All other lining and dragging will be responsibility of rental organization
        ii.) Tournaments requiring Allouez staff for lining and dragging fields will be subject to a maintenance fee (see below).
9. Soccer/Football field maintenance
    a.) Initial line setting for all soccer and football fields will be done once per year.
    b.) Relining of fields will be done every 2 weeks or as needed.

Fee Schedule

Softball/Baseball Diamonds	Category 1	Category 2
Concession Stand	$50 /day	$75 /day
Ball Diamond (game)- Fields lined & Dragged	$35 $40/field/day	$50 $55/field/day
Light Use	$25 extra/field/night	$25 extra/field/night
Season Practice	$175 $200 per season (Spring, Summer, Fall)	$200 $225 per season (Spring, Summer, Fall)
Hourly Practice	$5 field/hour (*Max 4 Hours)	$10 field/hour (*Max 4 Hours)
Tournament Fee- Fields not lined or dragged	$100 /field/day	$150/field/day
Tournament Deposit	$250 /tournament $400	$350 /tournament $500
Tournament Maintenance Fee	$300/day $500	$300/day $500
Sport Camp Fee	$60 /field/day	$75 /field/day
Soccer/Football Fields	**Category 1**	**Category 2**
Concession Stand	$50 /day	$75 /day
Soccer/Football Fields (game)	$20 field/day $30	$35 field/day $45
Light Use	$25 extra/field/night	$25 extra/field/night
Season Practice	$175 $200 per season (Spring, Summer, Fall)	$200 $225 per season (Spring, Summer, Fall)
Hourly Practice	$5 field/hour (*Max 4 Hours)	$10 field/hour (*Max 4 Hours)
Tournament Fee	$100 /field/day	$150/field/day
Tournament Deposit	$250 /tournament $400	$350 /tournament $500
Sport Camp Fee	$60 /field/day	$75 /field/day

Category 1: Village of Allouez Residents, Government Agencies, Non-Profit Organizations, Rec Groups & Charitable Groups within the Village of Allouez, & Schools
Category 2: Non-Residents of Allouez, For-Profit Businesses

Examples:
Government Agencies: Department of Transportation, Department of Natural Resources, Brown County Library
Non-Profit Organizations: (any group with 501 (c) (3) status): Boy/Girl Scouts, Youth Association Groups, YMCA
Charitable Groups within the Village of Allouez: (any group without 501 (c) (3) status): Special Interest Groups, Church Organizations, Sports Teams/Clubs
Schools: Langlade, Webster, Doty, St. Matthew's and Resurrection, Home School,
Non-Residents of Allouez: Any individual who lives outside of the Allouez Village limits
For-Profit Businesses: Any group or individual who operates for a profit.

***If you are interested in renting an athletic field that is not listed, please call the Allouez Parks, Recreation, & Forestry Department at: (920)448-2804**

ENCLOSED SHELTERS

Municipality	Building	Capacity	Hours of rental	R Cost	NR Cost	Deposit	Notes
Allouez	Green Isle Pavilion	150	9am-10pm				
			6 Hours (1/2 day)	$150.00	$180.00	$250.00	
			Full Day	$275.00	$320.00	$250.00	
Ashwaubenon	Grand Park Room East (CC)	170	8 AM-10PM (Fri-Sat for Residents, 8 AM-12 AM)	$250.00	$500.00	$500R/$1,000NR	fee is for first 4 hours, $62.50/hr additional
	Activity Room	70		$160	$310.00	$200R/$500NR	fee is for first 4 hours, $62.50/hr additional
Bellevue	Community Center	150, seating for 70	8am-10pm	$175.00	$225.00	$175.00	
Brown County	Bay Shore Park Enclosed Shelter	120	10am-10pm	$200 plus tax	$200 plus tax	N/A	
	Pamerin Park East Hall	125	10am-10pm	$240 plus tax	$240 plus tax	N/A	may be rented until midnight and/or opened at 9am for additional $100 per hour
De Pere	Community Center (Pine and Spruce)	140-160	7am-11pm				
			4 hour block	$185.00	$215.00	match rental fee	
			Full Day (4 hr fee plus $50/hr)	$785.00	$815.00	$500.00	fee based on full 16 hr rental
Green Bay	Dick Resch Conservation Center	150-200	9am-9pm				
			Sunday-Thursday	$900.00	$900.00	$500.00	Kitchen rental: $300 plus $150 deposit
			Friday only	$1,800.00	$1,800.00	$500.00	
			Saturday only	$2,100.00	$2,100.00	$500.00	
			Friday-Sunday (Full weekend)	$3,500.00	$3,500.00	$500.00	
	Triangle Sports Area	110	Saturdays, 2pm-8pm	$285.00	$285.00		
Howard	Meadowbrook Pavilion	65	8am-10pm				
			Monday-Thurs	$100.00	$125.00	150.00	
			Friday-Sunday	$125.00	$175.00	150.00	
Suamico	Calavera Springs	132	8am-10pm	$75 M-Th, $100 Fri-Sun	$125 M-Th, $150 Fri-Sun	$150.00	
	Idlewood Park Shelter	187	8am-10pm	$75 M-Th, $100 Fri-Sun	$125 M-Th, $150 Fri-Sun	$150.00	

OPEN AIR SHELTERS

Municipality		R Cost	NR Cost	Deposit	Notes
Allouez		$40.00	$50.00	$100	
Ashwaubenon		$40.00	$65.00		
Bellevue		$95.00	$120.00	$100.00	
De Pere		$70/$145	$90/$165		first rate is for M-Th, second is for F-Sun & Holidays
Green Bay		$165.00	$165.00		
Howard		$30/$50	$50/$75	$150	first rate is for M-Th, second is for F-Sun
Suamico		$20/$40	$50/$70	$150	first rate is for M-Th, second is for F-Sun