



Miracle League Field – Rental and Fee Schedule Policy

CITY OF APPLETON POLICY		SECTION:	Finance
ISSUE DATE:	August 19, 2009	LAST UPDATE:	October 10, 2025
POLICY SOURCE:	Parks and Recreation Department		
POLICY AUDIENCE:	All Employees		

I. Purpose:

To provide a policy to authorize the Parks and Recreation Department to equitably administer rules and regulations, policies, fees and charges and manage the schedule and use of the Miracle League Field.

II. Policy:

This policy authorizes the Parks and Recreation Department to charge fees and schedule the use of the Miracle League Field and associated amenities within the rate structure and scheduling priorities established by the Parks and Recreation Committee and Common Council. To effectively schedule, manage, protect facilities, and promote the wise use of the Miracle League Field, this policy authorizes the Parks and Recreation Director and/or designees to:

- Cancel and/or relocate any reservation that potentially threatens the integrity of the park and/or facility due to misrepresentation of information on the Facility Reservation Agreement, conditions of the facility or grounds would potentially create an unsafe situation, or if continued use of the facility by the group/organization may result in damage to the facility that is beyond the normal wear and tear of facility.
- Limit the number of reservations for facilities for any group or organization that would dominate the use of a facility and/or restrict equal opportunities to reserve facilities by members of the public at large.
- Deny any facility reservation application if the expected attendance would exceed the safe capacity of the facility so as to endanger public health and safety or compromise the condition of facilities and/or nearby facilities and/or natural resources.
- Enforce park rules, regulations, and policies.
- Require insurance coverage with limits established by the City Risk Manager, for activities or events that are beyond the scope of the normal and intended guidelines.
- Require a security deposit and/or performance bond for activities or events that may impact the integrity of the facilities and require significant repairs to the facilities that would limit the future use of the facilities.

III. Definitions:

- Miracle League Field – This field is located in the northwest corner of the Appleton Veterans Memorial Park Ball Diamond complex.
- Local Non-Profit – Organizations that provide ball-diamond related recreational services or provide services to individuals with physical, mental, or emotional disabilities to Appleton and the Fox Cities community.
- Late Reservation – Request for a reservation of city park facility and/or special area that is received less than ten (10) business days before the reservation date.
- Processing Fee – Fee charged to process a refund and/or cancellation request that is received before the reservation date.
- Special Event – Any planned occurrence on public property that exceeds the normal and ordinary use of the property, as defined within the City of Appleton's Special Event Policy.

IV. Use of Miracle League Field:

The use of the Miracle League Field is managed and maintained by the Parks and Recreation Department and is available to local non-profit groups and organizations for exclusive use for league play and tournaments. The following shall direct the use of athletic facilities:

- All park ordinances shall apply to use of athletic facilities.
- Any additions or modifications to the athletic facilities shall be approved in writing by the Parks and Recreation Department Director or designee.
- Groups and organizations must obtain an approved field reservation from the Parks and Recreation Department Director or designee.
- The display of any advertising, signs, etc. must be approved by the Parks and Recreation Department Director or designee.
- Access to the athletic facilities will be limited to the times listed on the reservation request form.
- The overnight storage of equipment, supplies, vehicles, etc. is prohibited unless approved by the Parks and Recreation Department Director or designee.
- No games shall begin before 8:00 A.M. nor end after 11:00 P.M. unless approved by the Parks and Recreation Committee.
- The Parks and Recreation Department Director or designee reserves the right to cancel and/or relocate any reservation if it threatens the integrity of the park and/or

athletic facilities due to misrepresentation of information on the reservation request, unsafe facility conditions or weather conditions, or if continued use of the facility by the group/organization may result in damage to the facility that is beyond the normal wear and tear of facility.

V. Reservations:

The reservation of Miracle League Field shall be directed by the following policies and procedures:

- The use by the Miracle League of the Fox Valley, Appleton Parks and Recreation Department and other non-profit groups and/or organizations shall follow the Miracle League Field Use Policy.
- All non-profit groups and organizations reserving the Miracle League Field will be charged in accordance with the established rate schedule on file with the Parks and Recreation Department.
- A Special Event Permit may also be required, depending on the type of event. Event holders should consult with the Parks and Recreation Department with questions.
- All reservations for the Miracle League Field shall submit the necessary payment with the reservation request. Full payment of the reservation fee shall be included with all other athletic facilities reservation requests. Reservations are not valid until a "Field Reservation Agreement" form has been signed by all parties and the required payments have been made.
- Organizations/groups that have reserved the Miracle League Field for special events shall have forty-five (45) days after the date of the reservation to reserve the Miracle League Field for the same weekend and/or date for the following year. After forty-five (45) days from the date of the reservation, the Parks and Recreation Department will make the Miracle League Field available to other interested parties.
- All other reservations for the Miracle League Field are on a first-come, first-served basis and may be made no more than one (1) year in advance.
- All applications for facility reservations must be made at least ten (10) business days in advance of the reservation date.
- Groups and/or organizations may be required to reserve pavilions and/or special areas if the Parks and Recreation Department determines the event or activity warrants the additional reservations to minimize impact on other facility users or enhance the event.

VI. Scheduling Priorities:

The Appleton Parks and Recreation Department will schedule the Miracle League Field according to the following priorities:

1. The Miracle League of the Fox Valley will have the first opportunity to schedule regular programs (games, scheduled practices, instructional programs and scheduled tournaments) Monday through Friday from 4:00 PM to park closing and two weekend days between June 1 and August 15, before any other programs are scheduled with the approval of the Parks and Recreation Department.
2. All Parks and Recreation Department programs (games, scheduled practices, matches, camps, and instructional programs) will be scheduled after the Miracle League program and before any other programs are scheduled.
3. Local non-profit organizations that provide services to individuals with physical, mental, and/or emotional disabilities to Appleton and the Fox Cities community will be scheduled after programs offered by the Miracle League of the Fox Valley and the Parks and Recreation Department.

VII. Cancellation/Refunds:

A refund of the rental fee will be made if the reservation for the Miracle League Field is cancelled more than 90 days in advance of the event. Refunds are subject to a \$10.00 processing fee.

A full refund of the rental fee will be made if the reservation is cancelled by the Parks and Recreation Department due to park closings, or construction activities, etc., at the discretion of the Parks and Recreation Department. These refunds are not subject to the \$10.00 processing fee.

Miracle League Field- Fees & Charges

Ball Diamond Rental Fees

Ball Diamond Rental Daily Fee..... \$100.00/day
West Connection Stand..... \$50.00/day

Full payment for athletic fields are required at the same time the athletic field reservation form is submitted.

Other permits that must be obtained at the Appleton Parks and Recreation Department office at least 10 working days prior to the event:

Tent Permit\$25.00
Special Event Fee (per event).....\$50.00