

Journey House
Felix Mantilla Baseball
Field Rentals
At Baran Park

Daily Rental Rates and
Terms & Rules of Use Agreement
2019

The Journey House Felix Mantilla Fields and park areas are available for rental to community groups, sports teams and leagues, and individuals conducting family appropriate activities as determined by Journey House.

To Reserve a Baseball Field(s) and Amenities:

1. Review the Baseball Fields Rental Terms and Rules of Use Agreement to determine eligibility of your use or event.
2. If eligible, complete an **Initial Inquiry Form**. The inquiry form will help us determine if the Fields rental is feasible and available based on dates/times, type of event, etc. You may complete the Initial Inquiry Form (p. 6):
 - a. **Online:** <http://www.journeyhouse.org/space.html>
 - b. **Email Initial Inquiry Form to** stadiumrental@journeyhouse.org.
3. Journey House will email a response: (a) an invitation to apply or (b) decline.
4. If invited to apply, complete and sign the **Fields Rental Terms and Rules of Use Agreement** and email stadiumrental@journeyhouse.org along with the following:
 - a. Leagues and/or Organizations must provide a current Certificate of Liability Insurance to guarantee rental reservation to stadiumrental@journeyhouse.org or fax (414) 647-0266. A current Certificate of Liability Insurance may be requested from a group when the activity is deemed dangerous or outside of the scope of a sporting event, as determined by Journey House. The certificate must show coverage for Commercial General Liability Insurance at a minimum of \$1,000,000 per occurrence, \$2,000,000 for general aggregate. Journey House must be named at the "certificate holder" as well as "additional insured" on the certificate.
 - b. Submit a nonrefundable deposit equal to 50% of the rental. The balance of the payment must be paid in full 30 days prior to the event. Nonrefundable deposits are processed on a first come first serve basis. Please note that if your event is within 30 days of the application, the full payment must be paid to guarantee your reservation.
 - c. Your reservation is not guaranteed until we have received all relevant documents.
5. Cancellation Policy: Full refunds are granted up to 30 days prior to the scheduled rental date. Refunds will not be granted for cancellations made less than 30 days prior to the schedule rental date.
6. Inclement Weather Related Cancellations will be determined by Journey House and posted on Journey House social media, including our website and Facebook page.
 - a. Inclement Weather Related Cancellations must be rescheduled through Journey House. ***It is the responsibility of the renter to notify Journey House of the desired make-up date.*** Reasonable accommodations will be made based on field availability. No refunds will be issued to a group after the season is completed for events that were not rescheduled.

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Group Type And Item	December thru May Hourly Rates	June thru November Hourly Rates
Community Partners (Defined Below) Practice/Training	\$25 per hour	\$50 per hour
Community Partners (Defined Below) Games/Events	\$50 per game	\$100 per game
Practice/Training	\$50 per hour	\$100 per hour
Games/Events	\$100 per game	\$200 per game
Organizational League Fee (6 to 24 Teams) per Season (More Details Below)	\$50 per Team	\$50 per Team
Organizational League Fee (25+ Teams) per Season (More Details Below)	\$35 per Team	\$35 per Team
Concession Stand Fee (Optional) (More Details Below)	\$100 per Daily Rental Period	\$100 per Daily Rental Period
Fields Lights Charge	\$40	\$40
REQUIRED (See Below) Cleaning Fee Practice/Training	REQUIRED \$75 per Daily Rental Period	REQUIRED \$75 per Daily Rental Period
REQUIRED (See Below) Cleaning Fee Games/Events	REQUIRED \$175 per Daily Rental Period	REQUIRED \$175 per Daily Rental Period
Sound System	\$75 per Daily Rental Period	\$75 per Daily Rental Period
Fields Scoreboard with Operator	\$40 per Game	\$40 per Game
6' Banquet Tables	\$10 per Table for Daily Rental Period	\$10 per Table for Daily Rental Period
White Resin Chairs	\$1 per Chair for Daily Rental Period	\$1 per Chair for Daily Rental Period
100' extension cord	\$5 per Cord for Daily Rental Period	\$5 per Cord for Daily Rental Period

Definition of Community Partners

Community Partners are defined as groups and/or entities that have a contractual partnership or reciprocal relationship with Journey House, Inc. For a list of Journey House Community Partners, please visit: <http://www.journeyhouse.org/who.html>.

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Organizational League Fee

Organizations coordinating league play in which their participants are being charged a fee must pay an Organizational League Fee in addition to the Hourly Usage Rates. This fee is assessed to the organization on the TOTAL number of teams participating in each league in the season. The Organizational League Fee is due one (1) week prior to the start of the league(s). Any additional days, such as All-Star Games or Play-offs that were not requested, must be paid for before they can be played.

Cleaning Fee

In addition to the cost of your rental, a REQUIRED Cleaning Fee will be charged that is due with your payment. If you choose to self-clean according to the Fields Cleaning Check-List (attached), at the conclusion of your event, the Fields Manager will walk-through and inspect the Fields along with the primary contact/vendor. If the cleaning is completed in accordance to Journey House Quality Control Standards, the Fields Manager will approve via his/her signature; your cleaning fee will be returned within 10 business days. Cleaning must be completed during rental time period. If not completed during this time period, you will be invoiced for each additional hour and forfeit the option for a cleaning fee reimbursement.

Concession Stand Fee

If you would like to operate your own concessions and retain 100% of your sales, the concession space area is available for a flat fee of \$100 per daily rental period. You will have access to the concession room, which includes the concessions window, interior counter space, electrical outlets, and a locked door. Access to the refrigeration systems and small kitchen appliances are not included in the fee. Renter provides their own concessions, including coolers, paper products, and other small kitchen appliances needed (such as coffee pots or Nescos). Please note that there is no running water in the Fields, including the concession area. If you want or desire water, you may consider bringing water in via 5-gallon water coolers. Your concession products may enter the Fields at the approved designated time of arrival and must be taken upon approved departure time. At no time will storage be permitted for any reason. Please note that no vehicles are allowed to drive on park pathways, which includes the pathway to the Fields. You may want to bring a non-motorized cart, such as a wagon or a flatbed/dolly, to transport your concession supplies to the Fields Concession Stand. Concessions are only authorized to be sold through the concession area. Sale of Alcohol or Tobacco products are prohibited. If you select not to pay the concession stand fee, (a) you may not sell concessions of any kind in other areas of the Fields and (b) Journey House reserves the right to sell concessions during your event.

Long Term Rentals

Journey House is willing to discuss long-term rental agreements with interested parties. To inquire, please contact stadiumrental@journeyhouse.org

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**Journey House Felix Mantilla Baseball Fields & Fields Amenities
Expense Worksheet**

Group Type And Item	December thru May Hourly Rates	June thru November Hourly Rates	# Hours of Use or # of Items	Total
Community Partners Practice/Training	\$25 per hour	\$50 per hour		
Community Partners Games/Events	\$50 per game	\$100 per game		
Practice/Training	\$50 per hour	\$100 per hour		
Games/Events	\$100 per game	\$200 per game		
Organizational League Fee (6 to 24 Teams) per Season	\$50 per Team	\$50 per Team		
Organizational League Fee (25+ Teams) per Season	\$35 per Team	\$35 per Team		
Concession Stand Fee (Optional)	\$100 per Daily Rental Period	\$100 per Daily Rental Period		
Fields Lights Charge	\$40	\$40		
REQUIRED Cleaning Fee Practice/Training	REQUIRED \$75 per Daily Rental Period	REQUIRED \$75 per Daily Rental Period		
REQUIRED Cleaning Fee Games/Events	REQUIRED \$175 per Daily Rental Period	REQUIRED \$175 per Daily Rental Period		
Sound System	\$75 per Daily Rental Period	\$75 per Daily Rental Period		
Fields Scoreboard with Operator	\$40 per Game	\$40 per Game		
6' Banquet Tables	\$10 per Table for Daily Rental Period	\$10 per Table for Daily Rental Period		
White Resin Chairs	\$1 per Chair for Daily Rental Period	\$1 per Chair for Daily Rental Period		
100' extension cord	\$5 per Cord for Daily Rental Period	\$5 per Cord for Daily Rental Period		
			TOTAL	

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Initial Inquiry Form:
Journey House Felix Mantilla Baseball Fields Rental

For more information or to submit online, visit:
<http://www.journeyhouse.org/space.html#stadium>

Please email completed Initial Inquiry Form to: stadiumrental@journeyhouse.org.

If you have questions or need more information, please contact Coach Martin Weddle, 414-647-0548, ext. 133 or mweddle@Journeyhouse.org.

Name of Organization:		
Billing Address:	City:	Zip Code:
Name of Contact Person(s):		
Primary Phone #:	Secondary Phone #:	
Email Address:	Website:	
Today's Date:		

Proposed Fields Rental Dates and Times

Day(s) of Week:	Start Date:	End Date:
Fields Access Times	Entering Fields:	Leaving Fields:
Event Time	Start Time:	End Time:
Type of Activity/Event:		
Type of League:	Other:	
# of People Expected:		
Special Services or Items Requested. Please note any Fields amenities that you may need. See the Rental Rate sheet for a full description of fees.		
Description of Activity. Please describe the activity/practice/training/games/league and/or purpose of your event.		

FOR OFFICE USE ONLY (JOURNEY HOUSE): APPROVED DENIED REQUIRES INSURANCE: YES or NO

JH FIELDS MANAGER SIGNATURE & DATE

Terms and Rules of Use Agreement



In an effort to provide safe and clean facilities for all groups to use the Journey House Felix Mantilla Baseball Fields (“Fields”), Journey House has established the following terms and rules for use of the Fields, which is defined as Baseball Fields, Bleachers, Lights, Scoreboard, and, if applicable, Concession Stand and/or surrounding park areas. Every effort is made to honor rental requests. However, please note the priority for Fields usage is as follows:

Priority for Fields Usage

1. Journey House Felix Mantilla Scholar Athletes
2. Journey House Scholar Athletes (all sports)
3. Journey House Youth Participants
4. Journey House Parents, Adult Participants, and Families
5. Long-term, Multi-Year Rental Organizations and Community Partners
6. Return Organizations/Community Partners Requesting the Same Dates/Times as Previous Year
7. New Renters who are Community Partners, which is defined as groups and/or entities that have a contractual partnership or reciprocal relationship with Journey House, Inc. For a list of Journey House Community Partners, please visit: <http://www.journeyhouse.org/who.html>.
8. New Renters/Groups/Organizations

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Costs

Renters are responsible for all costs incurred in connection with the use of the Fields. The current costs and payment schedule is outlined in this document. Additional costs may be incurred if additional cleanup is needed or damage to Fields or related Fields equipment occurs. Your organization will be invoiced for additional costs.

Cleaning – Required for All Rentals

In addition to the cost of your rental, a mandatory Cleaning Fee will be charged that is due with your payment. If you choose to self-clean according to the Fields Cleaning Check-List (attached), at the conclusion of your event, the Fields Manager will walk-through and inspect the Fields along with the primary contact/vendor. If the cleaning is completed in accordance to Journey House Quality Control Standards, the Fields Manager will approve via his/her signature; your cleaning fee will be returned within 10 business days. Cleaning must be completed during rental time period. If not completed during this time period, you will be invoiced for each additional hour and forfeit the option for a cleaning fee reimbursement.

Payment and Rental Reservation Guarantee

To guarantee reservation, submit a nonrefundable deposit equal to 50% of the rental. The balance of the payment must be paid in full 30 days prior to the event. Nonrefundable deposits are processed on a first come first serve basis. Please note that if your event is within 30 days of the application, the full payment must be paid to guarantee your reservation. Your reservation is not guaranteed until we have received all relevant documents, including payment, signed Terms and Rules of Use Agreement, and current Certificate of Liability Insurance (for leagues, organizations, and groups whose activities are deemed dangerous as determined by Journey House).

Proof of Current Certificate of Liability Insurance

Leagues and/or Organizations must provide a current Certificate of Liability Insurance to guarantee rental reservation. A current Certificate of Liability Insurance may be requested from a group when the activity is deemed dangerous or outside of the scope of a sporting event, as determined by Journey House. The certificate must show coverage for Commercial General Liability Insurance at a minimum of \$1,000,000 per occurrence, \$2,000,000 for general aggregate. Journey House must be named at the “certificate holder” as well as “additional insured” on the certificate.

The Fan Code of Conduct

Journey House is committed to providing an enjoyable and safe game experience. Please keep in mind coaches and their respective schools or organizations are responsible for their players, coaches, coaching staff, administrators, and spectators. You are responsible for your guests and making them aware of the Terms and Rules of Use Guidelines. Failure to follow Journey House established rules could impact the safety and longevity of the field turf for future users and may result in immediate termination of the event. Irresponsible conduct will not be tolerated at Journey House Felix Mantilla Baseball Fields and in some cases may result in ejection and/or arrest from the practice/training/game and/or event.

According to our winning game plan, the following will NOT be tolerated:

- Fighting, taunting, or any action that may harm or endanger others in the Fields.
- Smoking. Journey House Felix Mantilla Baseball Fields is a smoke-free facility.
- Intoxication or other signs of alcohol and drug impairment that results in irresponsible behavior.
- Abusive or foul language and obscene actions.
- Failing to follow instructions of Fields personnel.
- Any other conduct deemed inappropriate
- Spectators on the field.

Zero Tolerance

Use and/or possession of alcohol, tobacco, controlled substances, pepper spray, and weapons are strictly prohibited at Journey House Felix Mantilla Baseball Fields. Violation will result in immediate termination at the discretion of Journey House. If termination occurs, renter is responsible for all fees and liabilities due immediately with no option of reimbursement.

Inflatable Structures

Inflatable structures of any kind, including bounce house, are strictly prohibited.

Vehicles

No vehicles are permitted to drive on Milwaukee County Parks pathway to the Fields, including the Fields interior at any time. You may bring a non-motorized cart, such as a wagon or a flatbed/dolly, to transport equipment, concession supplies, and/or other items to the Fields.

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Parking

Free parking is available in the parking lot.

Concession Stand Operations

If you would like to operate your own concessions and retain 100% of your sales, the concession space area is available for a flat fee of \$100 per daily rental period. You will have access to the concession room, which includes the concessions window, interior counter space, electrical outlets, and a locked door. Access to the refrigeration systems and small kitchen appliances are not included in the fee. Renter provides their own concessions, including coolers, paper products, and other small kitchen appliances needed (such as coffee pots or Nescos). Please note that there is no running water in the Fields, including the concession area. If you want or desire water, you may consider bringing water in via 5-gallon water coolers/jugs to assist with sales of coffee, hot chocolate, tea, or for use in cleaning or other preparation. Your concession products may enter the Fields at the approved designated time of arrival and must be taken upon approved departure time. At no time will storage be permitted for any reason. Please note that no vehicles are allowed in the Park, which includes the pathway to the Fields. You may want to bring a non-motorized cart, such as a wagon or a flatbed/dolly, to transport your concession supplies to the Fields Concession Stand. Concessions are only authorized to be sold through the concession area. Alcohol or Tobacco products are prohibited. If you select not to pay the concession stand fee, (a) you may not sell concessions of any kind in other areas of the Fields and (b) Journey House reserves the right to sell concessions during your event.

Right of Refusal

Journey House may refuse rental of the Fields to person(s) and/or organizations who plan to conduct activities deemed detrimental to philosophies and goals of Journey House, Inc. Groups wishing to rent the Fields must read and sign this Fields Rental Terms and Rules of Use Agreement prior to being granted authority to use the Fields.

Application Denial

A rental application may be denied for the following reasons:

1. Fields is not available at requested times.
2. Application is not received two (2) weeks prior to the event.
3. The applicant has outstanding fees owed to Journey House from previous transactions.
4. The proposed event is deemed detrimental to philosophies and goals of Journey House, Inc.

Termination

Rental activities/games/events of the Journey House Felix Mantilla Baseball Fields are subject to all municipal ordinances in addition to all rules and regulations governing the Fields and can be terminated immediately at the discretion of Journey House. If termination occurs, renter is responsible for all fees and liabilities due immediately with no option of reimbursement.

Cancellation Policy

Full refunds are granted up to 30 days prior to the scheduled rental date. Refunds will not be granted for cancellations made less than 30 days prior to the schedule rental date.

Inclement Weather Related Cancellations

Inclement weather related will be determined by Journey House and posted on Journey House social media, including our website and Facebook page. Inclement Weather Related Cancellations must be rescheduled through Journey House. ***It is the responsibility of the renter to notify Journey House of the desired make-up date.*** Reasonable accommodations will be made based on field availability. No refunds will be issued to a group after the season is completed for events that were not rescheduled.

Fields Regulations

Please help us keep the fields in a safe and playable condition by following these turf regulations. Please keep in mind coaches and their respective schools or organizations are responsible for their players, coaches, coaching staff, administrators, and spectators. You are responsible for your guests and making them aware of the Terms and Rules of Use Guidelines. Failure to follow Journey House established rules could impact the safety and longevity of the field turf for future users and may result in immediate termination of the event.

Regulations (Team/Apparel Regulations)

- a. On the synthetic turf fields, players are not permitted to wear shoes with spikes (pyramid or pin) longer than ½ inch in length. On the natural grass fields, spikes are permitted.
- b. On the synthetic turf fields, players, coaches, school employees, athletic trainers, game officials, and/or spectators must wear turf shoes, tennis shoes, or rubber cleats on the field. On the synthetic turf fields, metal cleats will not be allowed on the Fields. **All shoes must be clean before entering the field; cleats must be washed.**
- c. Any tape used by players, coaches or athletic trainers must be removed from the field following any event.

Regulations (All Users, Including Teams and Spectators)

- a. Clear water is the only beverage that is permissible on the field turf. No sports drinks or any other beverage is allowed.
- b. At no time will gum, seeds, nuts or any kind of food be permitted on the field or within the concrete frame of the field turf, this includes, players, coaches, school or park employees, game officials, athletic trainers and or any spectators.
- c. At no time will confetti or any small non-degradable materials be used on or near the field.
- d. At no time will bleach or any corrosive cleaners be used on the field except those cleaners permitted by Journey House and/or Milwaukee County Parks maintenance staff and under their strict supervision.
- e. Only freestanding field markers and sports equipment may be used on the artificial surface. No stakes, poles, or markers of any kind may be driven into the field surface.

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- f. Athletic equipment is not to be drug on the field and is to be moved by the teams only under the supervision of the Journey House Field Turf Manager or Journey House employees.
- g. The storage of any equipment is prohibited on the field areas.
- h. No dogs, animals or pets of any sort are permitted within the Fields Field Area (within the fenced area of the field) at any time.
- i. No bikes, roller blades, strollers, and/or motorized vehicles are allowed on the field at any time.
- j. No automobiles and or trucks allowed beyond the gate/entrance of the field at any time.
- k. Use and/or possession of alcohol, tobacco, controlled substances, pepper spray, and weapons are strictly prohibited at Journey House Felix Mantilla Baseball Fields.
- l. The Fields is a Smoke Free Facility. No smoking is permitted on the field or in the Fields at anytime. Smoking will be allowed in designated areas only away from field and concession areas.
- m. Profanity, foul or bad language and ethnic slurs to include the "N" word are prohibited.
- n. At no time will glass or fireworks be permitted on the Fields Field.
- o. All users of the field are asked to clean up their team area after using the field as to prevent any future hazards for players or spectators.
- p. Any damage to the field caused by failing to follow the field turf regulations will result in a fine to cover the cost of cleaning/ and or repair to restore the field to its prior condition.
- q. Journey House Field Turf Manager or staff will inspect the field and Fields after each use and fill out a condition report.
- r. Criminal acts of any kind will not be tolerated and will be immediately reported to the Milwaukee Police Department and/or the Milwaukee County Sheriff's department.
- s. Please report any damage or vandalism to a Journey House employee or to the field turf manager immediately or call 414-647-0548, ext. 133.

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Indemnification & Hold Harmless Release

By signing this document, I acknowledge that I am the authorized signer for said organization and/or myself, and do hereby, for myself, and my dependents, heirs, executors, administrators, agents, and assigns, agree to waive, hold harmless, indemnify, covenant not to sue, release, and forever discharge the Journey House, Inc. and their board of directors, officers, employees, members, demands, successors, and assigns (hereafter collectively referred to as "Releases"), for and from any and all responsibility, liability, causes of action, suits, damages, demands, and claims whatsoever which I or those claiming under either of us may have, suffer, or incur now or in the future resulting from or arising out of participation in said Activity and any direct or indirect event in connection therewith occurring before, during, and/or after said trip, including but not limited to claims for death, personal injury, personal, property damage or loss, whether arising out of alleged strict liability, negligence of Releases, or otherwise.

On behalf of myself and/or as authorized signer for the said organization, I further agree to indemnify and hold harmless said Releases of and from all liabilities describe above, arising out and or connected with the my participation in said activity/practice/training/game/event, including any claims of third persons relating to the above matters, whether by subrogation or otherwise.

I understand that, in reliance upon our signatures on this form, voluntarily given, may be permitted to participate in the Activity noted above. I intend it be a complete and unconditional release of all liability to the greatest extent allowed by law. If any portion of this Agreement is held to be invalid, the balance shall continue in full force and effect. I understand that this Rental is a privilege and Journey House has the right to take appropriate action toward any individual(s) who disregard the rules set by Journey House Inc. and the staff.

By signing below, I affirm that: I am authorized to act on behalf of the entity identified above. I have read and agree to the rules and terms of use as outlined in the Journey House Felix Mantilla Baseball Fields - Daily Rental Rates and Rules & Terms of Use Agreement. I will be personally responsible for any charges associated with an approved rental agreement that the entity fails to pay.

I HAVE READ THIS RELEASE AND WAIVER OF LIBILITY AND UNDERSTAND THESE TERMS AND UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING THIS AGREEMENT, and have signed it freely and without any inducement or assurance of any nature.

Printed Name of Authorized Signer for Organization	
Signature of Authorized Signer for Organization	
Date	

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To guarantee rental reservation, the following must be submitted:

1. A non-refundable deposit equal to 50% of the total rental fee is required. Deposits are due within 48 hours of calendar verification. Full payment is due 30 days prior to event. Cashiers check, business check, money order, or credit/debit cards accepted. Checks must be payable to Journey House. Online payments may also be made at: www.journeyhouse.org.
2. Organizations must submit a Current Certificate of Liability as stated above.
3. Signed Terms and Rules of Use Agreement.

Please email completed documents to: stadiumrental@journeyhouse.org.

If you have questions or need more information, please contact Coach Martin Weddle, 414-647-0548, ext. 133 or mweddle@Journeyhouse.org.

Name of Organization:		
Billing Address:	City:	Zip Code:
Name of Contact Person(s):		
Primary Phone #:	Secondary Phone #:	
Email Address:	Website:	
Today's Date:		

Approved Fields Rental Dates and Times

Day(s) of Week:	Start Date:	End Date:
Fields Access Times	Entering Fields:	Leaving Fields:
Event Time	Start Time:	End Time:
Type of Activity/Event:		
Type of League:	Other:	
# Of People Expected:		
Special Services or Items Requested. Please note any Stadium amenities that you may need. See the Rental Rate sheet for a full description of fees.		
Description of Activity. Please describe the activity/practice/training/games/league and/or purpose of your event.		

FOR OFFICE USE ONLY (JOURNEY HOUSE): APPROVED DENIED REQUIRES INSURANCE: YES or NO

JH Fields MANAGER SIGNATURE & DATE

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**Journey House Felix Mantilla Baseball Fields
Quality Cleaning Standards Checklist
& Cleaning Fee Reimbursement Determination Form**

Event:	Date:	
Primary Contact:	Stadium Manager:	
Item	APPROVED	NOT APPROVED
Visiting Team Dugout		
Home Team Dugout		
Outfield		
Infield		
Bleachers		
Concessions Stand Interior (If Applicable)		
Concessions Stand Exterior/Patio Area		
Pathways		
Other Areas		
Comments		

APPROVAL DETERMINATION

By signing below, as Stadium Manager, I have inspected the Field(s) and APPROVE that the above named Renter met Journey House Quality Cleaning Standards and authorize the reimbursement of the \$100 Cleaning Fee within 10 business days.

Signature:

Date:

NON-APPROVAL DETERMINATION

By signing below, as Stadium Manager, I have inspected the Field(s) and have determined that the above named Renter has NOT met Journey House Cleaning Standards and is NOT authorized to receive a reimbursement of the \$100 Cleaning Fee.

Signature:

Date: