

AMERY SOFTBALL ASSOCIATION

871 110th Street Amery, WI 54001

June 6, 2016

Greetings fellow ball players:

Thank you for your interest in the City of Amery's Jorgenson Memorial Field. This facility is jointly operated by the City of Amery and the Amery Softball Association. This letter is intended to assist interested teams or organizations through the steps to reserve softball facilities for a public event. The Amery Softball Association recommends the following steps to reserve facilities:

Step 1. Check for field availability using the event calendar at www.leaguelineup.com. Under "Search" enter ZIP code 54001. Select Amery Mens Slowpitch, then under the calendar tab search for your preferred date.

Step 2. Obtain the field use policies and procedure manual available for download from the City of Amery website under "Recreation" (address below). Please review this document. Field use fees do apply, please determine the "Priority Type" of your organization (pg 1) and note the appropriate fee (pg 3) according to your organizations "Priority Type".

<http://amerywisconsin.org/Facilities/Facility/Details/Amery-Softball-Association-Fields-1>

Step 3. If the facility is available on preferred dates, download the softball field use permit found on the website and complete the form.

Step 4. Upon completing the form you may mail the form and appropriate fee to the Amery Softball Association OR submit permit application and fee to Amery City Hall. Please note: Field use fees must be made payable to: *Amery Softball Association*. The Amery Softball Association will review the permit application after receiving it. Following the receipt of the permit application and fees the Amery Softball Association will notify you the application has been accepted. Your event will then be recorded in the event calendar at www.leaguelineup.com.

Please note: If Alcoholic beverages will be sold by non-profit organizations during an event, reservation materials and the appropriate picnic license shall be completed 45 days in advance. Picnic licenses can only be obtained at Amery City Hall. Picnic licenses must go before the City Council during their regularly scheduled meeting the first Tuesday of each month for approval. It may be convenient for you to submit reservation materials and fee at Amery City Hall at the time you apply for a picnic license.

The Amery Softball Association hopes you have found this information helpful. If you have further questions regarding the fields or field use please see the list of contacts in the back of the field use policies and procedure manual.

Thank you for your interest and enjoy!

Amery Softball Association