



## *De Pere Park, Recreation & Forestry Department Diamond/Field Reservation Policies*

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1. Diamond/field permits are available free of charge to City of De Pere residents under the listed guidelines. Individuals may obtain a permit by booking online through CivicRec, calling the Recreation Department at 339-4097, or emailing [deperecc@deperewi.gov](mailto:deperecc@deperewi.gov)
2. Permits will be given out for City of De Pere residents for diamond and field facilities. Availability of the diamonds/fields will vary depending upon high school and Park and Recreation Department schedules.
3. **Reservation Information**
  - A permit will be no longer than 1-1/2 hours in length.
  - A permit is given no more than seven (7) days ahead of the requested diamond/field usage date.
  - Two permits may be taken out for a team in a ten (10) day period, but not for two (2) consecutive days.
  - Additional permits may not be reserved until the last reservation is completed.
  - Permits will be scheduled either on the hour or on the half hour.
    - April – May & September – October evening permits will be scheduled from 5:00-6:30pm, and 6:30-8:00pm.
    - June – August, evening permits will be scheduled at 5:30-7:00pm, and 7:00-8:30pm.
    - During the high school seasons, permits will not be granted for requests prior to 6:00pm on weekdays/weeknights if a high school is utilizing a field.
  - Later times are available upon request. However, additional charges are required with light usage. Contact staff for further details.
4. **Reservation Fees**
  - Fees will not be charged for permits given out during the daylight hours to De Pere residents.
  - The general public may reserve diamonds/fields according to the Athletic Field Rental Policy & Fees.

**Lights:**

  - If lights are needed by any team or group, additional charges will be incurred in addition to the permit fee. Access keys for the lights must be checked out at the Community Center and returned the day immediately following the reservation if they are needed.

**Bases:**

  - If bases are required, they may be rented through the Parks and Recreation Department at the Community Center. A refundable deposit will be required and keys must be returned the day immediately following the reservation. (If a group utilizes the lights, bases will be available on location with a light reservation.)
5. The Park and Recreation Department reserves the right to cancel any permit due to poor field conditions or for schedule revisions.

*Updated January 2024*