



Sports Complex Facility Reservation Policy		POL-PS-2026-001	
Adoption:	08/03/2026	Department:	Parks and Streets
Effective Date:	08/04/2026	Revision Date:	N/A
Policy Source:	Parks, Property, and Streets Committee	Policy Audience:	Recreational Users

1. PURPOSE

The Village of Sister Bay reserves the right to manage court and field reservation slots and availability to ensure fair access for all users. The Parks, Property & Streets Committee may adjust designated reservation periods based on demand, seasonal needs, or special events.

Sports Complex Location: 2155 Autumn Court, Sister Bay WI 54234

2. FEE SCHEDULE

Facility	Fee	Occurrence
Tennis Court	\$10	Per Hour, Limit 2 Hours (1, 2 hour slots, up to 4 players)
Pickleball Court	\$10	Per Hour, Limit 2 Hours (1, 2 hour slots, up to 4 players)
Soccer Field	\$20	Per Hour, Limit 4 Hours (1, 2, 4 hour slots)
Baseball Diamond	\$20	Per Hour, Limit 4 Hours (1, 2, 4 hour slots)
Picnic Shelter	\$20	Per Hour, Limit 4 Hours (1, 2, 4 hour slots)
Ice Rink Building	\$25	Per Hour, Limit 8 Hours (2, 4, 8 hour slots)

The Village may open or limit reservable slots during peak periods or as determined by the Parks, Property & Streets Committee.

3. OFFICIAL CLUB RESERVATIONS (DEDICATED SEASONAL PLAY)

Official clubs that wish to reserve recurring weekly court or field time for a full season must:

- Be a registered non-profit organization.
- Be approved and recognized by the Village of Sister Bay.
- Submit a reservation application annually by April 1st of the current year.
- Provide proof of organized club status and liability insurance

Clubs may reserve courts between 9:00 AM and 11:00 AM on Tuesdays, Thursdays, and Saturdays during the week

Application Process: Clubs must complete the official Sports Facilities Club Reservation Form and receive approval from the Parks, Property & Streets Committee.



4. INDIVIDUAL AND GROUP RESERVATIONS (HIGH DEMAND HOURS)

During periods of high demand, the Village may designate specific time slots as reservable by individuals or groups.

- Reservations can be made by individuals or small groups for durations of time as designated by the Village. Payment must be made at the time of reservation. Reservations must be made online.
- The Village may open or limit reservable slots during peak periods or as determined by the Parks, Property & Streets Committee.
- Reservations can be made up to 7 days in advance, but must be booked with at least 24 hours lead time. Same-day reservations are not permitted.
- A maximum of two facility reservations per individual per week is permitted.

5. WALK-UP PLAY, AND USAGE RULES

- Walk-up play is allowed on all courts or fields at any time when they are not actively reserved and in use.
- Reservation holders must be present and ready to play at the start of their reserved time slot and provide proof of reservation (digital confirmation, printed receipt, or Village-issued verification) upon request.
- If a reservation holder arrives late, no accommodation will be made. The court or field will remain available for walk-up play until the reservation holder arrives and provides valid proof of reservation. Walk-up players must vacate the court or field once the reservation holder presents proof of their reservation.
- At the end of the reserved time slot, the reservation holders must vacate the court or field if walk-up players are waiting to use it.
- Unreserved courts or fields at any time are available for first-come, first-served drop-in play.
- Purposeful destruction of property will result in the closure of the courts until private funds are collected to replace/repair the damaged property.

6. RESERVATION CANCELLATION AND REFUND POLICY

- There is no cancellation process for reservations.
- If you cannot use your reserved time, you will be considered a no-show.
- No refunds will be issued for no-shows or unused reservation time.

Reservations may be canceled by the Village with reasonable notice in cases of maintenance, weather, or special events. In this instance, refunds will be issued.

If nets, lines, fencing, or other facility structures need to be addressed for maintenance and/or repair, contact Sister Bay Village Parks at 920-421-3200.