

CITY OF MUSKEGO ~ PARKS AND RECREATION DEPARTMENT  
**ATHLETIC FACILITY REQUEST & POLICIES FORM**

Person in Charge: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City/State/Zip Code)

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Percentage Muskego residents \_\_\_\_\_

**BASEBALL/SOFTBALL FIELD(S) LOCATION:** (Please check the fields you are requesting. \*90'-base pegs available):

- |   |  |                                       |
|---|--|---------------------------------------|
| <input type="checkbox"/> Bluhm Farm I   | <input type="checkbox"/> Park Arthur #1(Lights)  | <input type="checkbox"/> Kurth Park   |
| <input type="checkbox"/> Bluhm Farm II  | <input type="checkbox"/> Park Arthur #2(Lights)  | <input type="checkbox"/> Denoon Park* |
| <input type="checkbox"/> Bluhm Farm III | <input type="checkbox"/> Park Arthur #3(Lights)  | <input type="checkbox"/> Horn Park*   |
| <input type="checkbox"/> Bluhm Farm IV  | <input type="checkbox"/> Park Arthur #4(Lights)* | <input type="checkbox"/> Jensen Park  |

**SOCCER FIELD(S) LOCATION:**  Denoon (regulation)  Manchester Hill  Kurth Park #1 (regulation)  
(Public use determined after Kickers.)  Moorland  Kurth Park #2

**FOOTBALL/RUGBY FIELD LOCATION:**  Bluhm Park **PICKLEBALL COURTS:**  Lions Park

Date(s) of Requested Use: \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_

Raindate (if needed): \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_

Maintenance requested \_\_\_\_\_

Equipment requested \_\_\_\_\_

I agree to abide by the rules, regulations, and policies as set forth by the Parks and Conservation Committee. In consideration of the foregoing, I, for myself, my heirs, assigns, beneficiaries and personal representatives, waiver and release any and all rights and claims for damages I or my child may have against the City of Muskego and all agents and persons acting for and on behalf of all entities as a result of my participation in any activity sponsored by these groups. **I have read through the Insurance Requirements section and understand that I may not start use of City of Muskego facilities until the appropriate paperwork has been submitted.**

\_\_\_\_\_  
Applicant's Signature Date

\_\_\_ Approved \_\_\_ Disapproved \_\_\_\_\_  
Authorized Signatory, Parks and Recreation Department

Current Insurance Forms on file:  Yes  No

Application Received: \_\_\_\_\_ Refunds Approved: \_\_\_\_\_

Field Usage Fee: \$ \_\_\_\_\_ Maintenance Fee: \$ \_\_\_\_\_ Security Deposit: \$ \_\_\_\_\_ Lights: \$ \_\_\_\_\_

AMOUNT COLLECTED: \$ \_\_\_\_\_ Date: \_\_\_\_\_ CK \_\_\_\_\_ Cash \_\_\_\_\_ By \_\_\_\_\_

Note all reasons for withholding any refund or deposit : \_\_\_\_\_

# CITY OF MUSKEGO PARKS & RECREATION

## ATHLETIC FIELD USAGE POLICIES AND PROCEDURES

### *Catagory Levels for Field or Court Usage*

Please be sure to read all sections, as this document is revised annually. Every league/coach is accountable and responsible to abide by these policies/procedures.

- **Catagory I—*Recreation Department*.** Adult/Youth Programs (e.g., instructional classes, adult men’s & women’s leagues).
- **Catagory II—*Muskego-based Youth Leagues*.** Those programs and organizations that retain no less than a 100% residency rate and are league based within Muskego city limits (e.g., Muskego Athletic Association, Muskego Warriors Football, Muskego Kickers Soccer). These programs also financially provide support to the city for field improvements each year.
- **Catagory III – *Muskego/Norway School District Athletic and School Programs*.** Those programs and teams that function under the jurisdiction of the MNSD and use city fields and facilities for their practices, games and special events.
- **Catagory IV—*Muskego-based Adult Leagues*.** Those programs and organizations that retain no less than a 75% residency rate and are league based within Muskego city limits.
- **Catagory V—*Non-Muskego-based Traveling Leagues, Adult/Youth*.** Those programs and organizations that retain less than a 75% residency rate and are not league based within Muskego city limits (e.g. Leagues: Land O’ Lakes, WSYBL, Land of Leagues, M.A.J.O.R. League, & Teams: Muskego Impact, Muskego Warriors baseball/football, Muskego Storm (boys/girls), Muskego Rebels, Muskego Raiders, Kickers Traveling Teams, Boys and Girls Rugby, etc.). These programs also financially provide support to the city for field improvements each year.
- **Catagory VI—*New Team/League Requests*.** The Parks and Conservation Committee must review any new team/league requests. If approved, the Committee will then determine the catagory level in which the request will be placed for future field use consideration.

### ***Fees and Charges***

#### **A. Current Charges in Relation to Catagory**

Catagory I—Program fee charged directly to participants/teams

Catagory II—Exempt from field usage charge. Light fees and maintenance fees to be assessed.

Catagory III—Field/Ct. usage fee & maintenance may be assessed based on exclusive use.

Catagory IV—Field/Ct. usage fee to be assessed. Light fees and maintenance fees to be assessed.

Catagory V—Field/Ct. usage fee to be assessed. Light fees and maintenance fees to be assessed.

Category VI—to be determined after program is placed in a catagory level.

## B. Insurance Requirements

Organization shall, at its expense, obtain and carry comprehensive general liability insurance with combined single limits of at least One Million Dollars (\$1,000,000.00) for one person and at least Two Million Dollars (\$2,000,000.00) per occurrence, and at least One Million Dollars (\$1,000,000.00) for damage to rented premises (or such higher amounts as the City shall from time to time deem reasonable). Such policy shall cover the Organization and the City and its agents, employees, and officials. A Certificate of Insurance shall be furnished to the City upon execution of this Agreement, along with Endorsements to the policy for the following:

1. Thirty (30) day notice of cancellation.
2. Waiver of subrogation.
3. Naming the City as an additional insured.
4. Stating that the Organization's insurance is primary.

Each such policy shall provide that no act or default of any person other than the City or its agents shall render the policy void as to the City or effect the City's right to recover thereon.

## C. Field/Ct. Usage Fees

1. Field/Ct. usage fees allow for "exclusive use" of the reserved athletic spaces.
2. Athletic field/Ct. usage EXCLUDES the reservations of athletic spaces for practice purposes for category levels II, IV, V. Baseball/Softball practice requests must follow the established guidelines of the Parks & Recreation Department utilizing the online software.
3. Field usage fees do not include bases, nets, or other equipment needs.
4. Daily Usage for Category Level III, IV, V, VI (**ROUGHLY** 3 hours of field/ct. use):
  - a. Youth Organization—Resident (\$15.00/field/date) or Non-resident (\$30.00/field/date)
  - b. Adult Organization—Resident (\$15.00/field/date) or Non-resident (\$30.00/field/date)
  - c. *Category III - A meeting will be held at the beginning of the school year with the district staff to discuss field use and outline field use and anticipated maintenance/restoration needs. If maintenance is needed, cost sharing will be applied for those maintenance items.*
5. Daily Tournament/League Usage (**MORE** than 4 hours of use) regardless of Category Level:
  - a. Resident (\$50.00/field/date); Non-resident (\$75.00/field/date)  
*This type of use requires to close the park to other users and therefore we lose revenue for rentals and other teams using the fields for games.*
6. Lights Cost at Park Arthur: Leagues/teams must keep track of their games where they have used lights and make payment to the City of Muskego within 6 weeks of the end of their season. These dates will be crossed checked against the online game schedules.
  - a. Park Arthur #4 = \$20/date
  - b. Park Arthur #1, #2, #3 = \$10/date

7. Security Deposit (usage only, both):
  - a. Resident (\$250/tournament or special event) or Non-resident (\$500/tournament or special event), regardless of priority level.
  - b. To be refunded partially or totally upon inspection of the grounds after the tournament or event. Misrepresentation of stated purpose can also result in total forfeiture of security deposit.

**D. Maintenance Fees**

Baseball/Softball Leagues are responsible for paying for their own game field preparation. The City has the right to require an outside maintenance company to maintain all baseball/softball field preparation services to ensure that the quality of the fields meets the City's expectations.

Soccer/Open Fields that require a special set-up or special mowing prior to the event will be assessed a maintenance fee of \$100.00. Requests for special set-up/maintenance must be made at least 2 weeks in advance of event.

**E. Lights and Shed/Storage Usage**

1. All keys are the property of the City of Muskego.
2. A key deposit of \$25.00/key will be required should you request the use of the complex lights. Key deposits will be retained should the key be lost. Also, you will be held responsible for any other expenses resulting from the loss of the key as the Department of Public Works and the Recreation Department feels necessary, such as lock changes, etc.
3. For baseball/soccer/football leagues, there will be only one key per facility issued to each league. If it becomes necessary for the department to have additional keys made to fulfill a request for additional keys, the individual/league/organization will be assessed this additional incurred expense to the department. The key(s) must be turned into the department at the end of the season and are the property of the City of Muskego. Failure to return the key(s) will result in loss of the key deposit and could result in additional charges if it is felt by the department that the facility needs to be rekeyed because of the lack of return of the key(s). Loss of future use could be penalized, also.
4. Any individual/league/organization will assume responsibility for the securing of the shed/storage facility and turning off the lights. Theft, vandalism, etc. which occurs due to the lack of properly securing the facility at the completion of the event will be the responsibility of said individual/league/organization. Restitution, as determined by the Department of Public Works and the Recreation Department, will be the responsibility of the individual/league/organization.
5. Lights not turned off after individual/league/organization usage will result in a \$50.00 charge for the 1<sup>st</sup> offense, a \$100.00 charge for the 2<sup>nd</sup> offense and forfeiture of remaining deposit and key usage for a 3<sup>rd</sup> offense.

## ***General Rules and Regulations***

- A. User must be a City of Muskego civic organization, team, school or individual. All usage must be subject to approval by the Recreation Department and/or Parks and Conservation Committee as needed.
- B. For any tournament requests, in addition to an application form, the purpose of the requested athletic field usage must be declared in writing including all financial, concession, and other related arrangements; i.e., insurance, toilet facilities, etc. in operating the event (Proper athletic field usage will be determined by the Recreation Department—to apply appropriate fees.).
- C. Daily events must conclude by 10:00 P.M. unless an extension is granted by the Recreation Department.
- D. **The user/applicant is responsible for the general clean up (dugouts, athletic field areas, courts) and also parking and crowd control on the grounds as determined by the field maintenance division. City staff is not responsible for this clean up. If City staff are required to clean the area the following day for a game or tournament, the individual/league/organization will be charged a \$50.00 maintenance fee.**
- E. All tournament requests must be made in writing to the Recreation Department at least four (4) weeks prior to the scheduled event(s).
- F. Tournaments only using City of Muskego fields may be scheduled beginning May 1.
- G. Non-resident organizations requesting to hold tournaments on fields are required to offer eligibility to Muskego teams during the tournament. The Recreation Department will pass along the tournament information to all regular user groups.
- H. **All distributed keys are the property of the City of Muskego. No duplication of keys is permitted. Anyone caught duplicating keys will lose their field privileges and pay the cost to re-key facilities. Field/facility security is important to us all.**
- I. **Parking on the grass at any park facility is strictly prohibited unless the Parks and Conservation Committee gives special approval.**

*Mill Valley Complex Lights Usage Adopted by the Parks and Recreation Board February 20, 1984*

*Fees and Charges Adopted by the Parks and Recreation Board January 21, 1985*

*Adopted by the Parks and Recreation Board March 14, 1988*

*Policy Revision Approved and Adopted by the Parks and Recreation Board May 11, 1992*

*\*Revised by Director Craig Anderson 11/17/06, 10/20/08, 10/2/09, 8/10/10, 1/26/12, 10/2/12, 10/23/14*

*\*Revised by Recreation Manager Tammy Dunn 11/11/15, 12/1/16*

*Policy Revision Approved and Adopted by the Parks and Conservation Committee 4/18*