

**CITY OF MUSKEGO ~ RECREATION DEPARTMENT
ATHLETIC FACILITY REQUEST & POLICY**

Person in Charge: _____

Address: _____
(Street) (City/State/Zip Code)

Home Phone: _____ Cell Phone: _____ Email: _____

Percentage Muskego residents in program: _____ PLEASE CHECK REQUESTED FACILITIES

BASEBALL/SOFTBALL FIELD(S) LOCATION: (*90'-base pgs available):

Traditional Ballfield – Dirt infield/Grass outfield NO LIGHTS		Traditional Hardball field with raised mound/grass infield		Non-traditional Ballfield – LIGHTS Turfed infield/grass outfield	
Bluhm Farm I	Kurth Park	Horn Park*		Park Arthur #1	
Bluhm Farm II	Jensen Park	Park Arthur #4 (Lights)*		Park Arthur #2	
Bluhm Farm III	Denoon Park*			Park Arthur #3	
Bluhm Farm IV					

SOCCER FIELD(S) LOCATION:

Denoon (UPPER-roadside)	Kurth Park (MIDDLE)	Manchester Hill
Denoon (MIDDLE-school)	Kurth Park (NORTH-tennis)	Moorland (EAST-skateboard side)
	Kurth Park (SOUTH-Woods Rd)	Moorland (WEST-playground side)

FOOTBALL/RUGBY FIELD LOCATION:

Bluhm Park

Date(s) of Requested Use: _____ Rain date (if needed): _____

Time: From _____ to _____ ***Park hours: no use before 8AM and completely off fields by 10PM*

Maintenance requested _____

Equipment needs _____

****City does not provide bases for ballfields except for Park Arthur 1-2-3. Soccer goals are property of Muskego Kickers. Rugby end goals property of Muskego Rugby**

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, 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

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.

Category Levels for Field Usage

- **Category I—Recreation Department.** Adult/Youth Programs (e.g., instructional classes, adult men's & women's leagues) offered and administered by the Recreation Department.
- **Category II—Muskego-based Youth Leagues.** Those 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). To be qualified for this category, each team participating in a game/scrimmage must be made up of 100% Muskego residents.
- **Category III – Muskego/Norway School District Athletic and School Programs.** Those activities/teams that function under the jurisdiction of the MNSD and use city fields and facilities for their practices, games and special events.
- **Category IV—Non-Muskego-based Traveling Leagues, Adult/Youth.** Those organizations that retain less than a 75% residency rate and organization may or may not be based within Muskego city limits (e.g. Leagues: Muskego Warriors baseball/football, Muskego Storm (boys/girls), Muskego Rebels, Muskego Raiders, Kickers Traveling Teams, Boys and Girls Rugby, etc.) as well as Milwaukee/Waukesha area traveling teams. This category includes teams who are 75% Muskego resident competing against teams of non-residents.

Insurance Requirements are mandatory for all Category II, IV organizations

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.

Fees and Charges

a. **Current Charges in Relation to Category**

Category I—Program fee charged directly to participants/teams

Category II—Exempt from field usage charge for most parks for standard park use. Field fees to be assessed for use of Park Arthur turfed fields #1-2-3.

Category III—Field usage fee & maintenance may be assessed based on exclusive use.

Category IV—Field usage fee to be assessed. Light fees and maintenance fees to be assessed. Fees are different for traditional fields vs. turf field.

b. **Field Usage Fees**

1. Field usage fees allow for “exclusive use” of the reserved athletic field.
2. **PRACTICES** - Team practice requests must follow the established guidelines of the Recreation Department utilizing the online software and can be no longer than 1.5 hours in length.
 - a. Field usage fees are not charged for practices held on the fields at: Bluhm, Denoon, Horn, Jensen, Kurth, Lions, Manchester, Moorland, Park Arthur #4, Schmidt and Veterans Park.
 - b. Field usage fees **ARE** charged for practices at the turfed fields of Park Arthur fields #1, #2, #3. Practices 1.5 hours length - Resident (\$100/field/date) Non-resident (\$150/field/date)
3. Field usage fees do not include bases, nets, or other equipment needs. However, Park Arthur fields #1, #2, #3 bases are provided and set at requested distances by City Turf Manager.
4. **GAMES** - Daily Usage for Category Level II, III IV:
 - a. Category II - 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.
 - b. Field usage fees for up to 3 hours on the fields at: Bluhm, Denoon, Horn, Jensen, Kurth, Lions, Manchester, Moorland, Park Arthur #4, Schmidt and Veterans Park.
 - i. Youth/Adult Organization- Resident(\$15.00/field/date) Non-resident (\$30.00/field/date)
 - c. Field usage fees for games at the turfed fields of Park Arthur fields #1, #2, #3.
 - i. Games 2 hours
 1. Resident (\$100/field/date) Non-resident (\$200/field/date)
5. Daily Tournament/League Usage (**MORE** than 4 hours of field use, typically double header games and all-day tournaments) regardless of Category Level.
 - a. Field usage fees for the fields at: Bluhm, Denoon, Horn, Jensen, Kurth, Lions, Manchester, Moorland, Park Arthur #4, Schmidt and Veterans Park.
 - i. Youth/Adult Organization- Resident(\$50.00/field/date) Non-resident (\$100.00/field/date)
 - b. Field usage fees for the turfed fields of Park Arthur fields #1, #2, #3.

- i. Residents \$250/field/date
- ii. Non-residents \$500/field/date

6. Security Deposits:

- a. Season Deposit - \$750 deposit for any organization using the turf fields at Park Arthur #1, #2, #3. Deposit will be used to repair any damage to field, turf cleaning/sanitizing, man-hours for upkeep, base replacement, etc. Deposit to be returned after the season-end inspection of the fields if not needed to pay for repairs.
- b. Tournament Deposits -Resident (\$250/tournament) or Non-resident (\$500/tournament), regardless of priority level in addition to any other usage fees applied for the tournament event.
 - i. All security deposits to be refunded partially or totally upon inspection of the grounds after the tournament/event. Misrepresentation of stated purpose can also result in total forfeiture of security deposit.

c. **Maintenance Fees**

For the fields at: Bluhm, Denoon, Horn, Jensen, Kurth, Lions, Manchester, Moorland, Park Arthur #4, Schmidt and Veterans Park, each organization utilizing these fields must provide to the City an insured business, the Organization has secured, that will provide field game prep/maintenance for approval by the City. Maintenance specifications will be provided to each insured field crew and must be followed for all prep of City fields.

City will take drone photos of each field the first week of each month and report back to the user groups utilizing those fields of any damages and repairs that must be performed at the expense of the leagues using those fields.

Fields cannot be maintained/prepped by parents of the organization and must only be done by trained and insured individuals.

The City will provide all maintenance and field prep for the turf fields at Park Arthur #1, #2, #3.

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.

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

- 1. All keys are the property of the City of Muskego and will not be duplicated.
- 2. A key deposit of \$25.00/key will be required should you request the use of the complex storage facilities. 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.
 - a. 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.

3. Any individual/league/organization will assume responsibility for the securing of the shed/storage facility. 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.

e. Baseball/Softball/Kickball Tournaments

1. Tournaments using City of Muskego fields may be scheduled beginning May 1 for fields at: Bluhm, Denoon, Horn, Jensen, Kurth, Lions, Manchester, Moorland, Park Arthur #4, Schmidt and Veterans Park. Tournaments using the turfed fields at Park Arthur #1, #2, #3 may be able to start in April, weather dependent.
2. 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, garbage, etc. in operating the event (Proper athletic field usage will be determined by the Recreation Department—to apply appropriate fees.). This information must be provided no less than 30 days before the tournament.
3. Tournaments will incur a \$100/tournament fee for dumpster use, if selling concessions at the tournament.
4. If tournament takes place outside of normal months parks bathrooms are open (May 1-September 30) an additional charge of \$100/day will be added for special cleaning of the restrooms. Will only be assessed for field use in the months of April and October and all parks except Park Arthur, where restrooms are open year round.
5. Open air shelters at Bluhm and Park Arthur can be used for concession sales at a cost of \$150/day per shelter. Should you wish to also rent the kitchen/concession area of Park Arthur there is an additional cost of \$100/day for this use.
 - i. **If using the concession area of Park Arthur shelter, you must have a concession manager who will ensure the electrical map for the concession area is being followed. Only approved AMP items may be plugged into each designated outlet. If fuses are blown due to not following this electrical map, there will be an electrical re-set fee of \$25 each time the fuse is reset during your event.**

General Rules and Regulations

- User must be a City of Muskego civic organization, team, school or individual. Non-resident organizations must be approved prior to use and will pay non-resident fees. All usage must be subject to approval by the Recreation Department and/or Parks and Conservation Committee as needed.
- Daily events must conclude by 10:00 P.M. unless an extension is granted by the Recreation Department.
- The user/applicant is responsible for the general clean up (dugouts, athletic field areas) 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 \$100.00 maintenance fee and could determine future use of the facilities.
- 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.
- **Parking on the grass at any park facility is strictly prohibited** unless the Parks and Conservation Committee gives special approval. It is the organizations responsibility to make sure all guests of your events know that parking on grass is not allowed.

Sample Costs for use of Park Arthur fields #1, #2, #3

Field Cost Sample for planning purposes only. Full costs will be determined at the time of submission of application and can include security deposits, shelter rentals, dumpster use and staffing if necessary.

		2022 FIELD COSTS
GAME ONLY USE		<i>COST per field</i>
RESIDENT 100% Muskego Teams	PER FIELD / PER DATE	\$100/date
NON-RESIDENT 75% Muskego Teams	PER FIELD / PER DATE	\$100/date
Non-resident League Teams	PER GAME / PER DATE <i>i.e. double headers cost \$400</i>	\$200/game
TOURNAMENT ONLY USE (per day)		<i>Cost per date/per field</i>
Resident Team Sponsored Tournaments		\$250.00
Non-Resident Team Tournaments		\$500.00
1.5 hour PRACTICE ONLY USE ON PARK ARTHUR #1, #2, #3		<i>Cost per date/per field</i>
PRACTICES Resident Team		\$100.00
PRACTICES Non-Resident Team		\$150.00

Mill Valley Complex Lights Usage Adopted by the Parks and Recreation Board 2/20/84, Fees and Charges Adopted by the Parks and Recreation Board 1/21/85

Adopted by the Parks and Recreation Board 3/14/88, Policy Revision Approved and Adopted by the Parks and Recreation Board 5/11/92

*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

Policy Revision Approved and Adopted by the Parks and Conservation Committee 10/21 & Finance & Council 11/21