

CITY OF MUSKEGO ~ PARKS AND RECREATION DEPARTMENT
APPLICATION FORM FOR USE OF CITY ATHLETIC FIELDS-GAMES

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) | |

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

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 DEPARTMENT

2017

ATHLETIC FIELD USAGE POLICIES AND PROCEDURES

Priority Levels for Field 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.

- **Priority I—*Recreation Department*.** Adult/Youth Programs (e.g., instructional classes, adult men’s & women’s leagues).
- **Priority 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).
- **Priority III—*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.
- **Priority IV—*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, Muskego Storm (boys/girls), Muskego Rebels, Muskego Raiders, Kickers Traveling Teams, Boys and Girls Rugby, etc.).
- **Priority V—*New Team/League Requests*.** The Parks and Conservation Committee must review any new team/league requests. If approved, the Committee will then determine the priority level in which the request will be placed for future field use consideration.

Fees and Charges

A. Current Charges in Relation to Priority

Priority I—Program fee charged directly to participants/teams

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

Priority III—Field usage fee to be assessed. Light fees and maintenance fees to be assessed.

Priority IV—Field usage fee to be assessed. Light fees and maintenance fees to be assessed.

Priority V—to be determined

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 Usage Fees

1. Field usage fees allow for "exclusive use" of the reserved athletic field.
2. Athletic field usage EXCLUDES the reservations of athletic fields for practice purposes. Practice requests must follow the established guidelines of the Parks & Recreation Department.
3. Field usage fees do not include bases, nets, or other equipment needs.
4. Daily Game Usage for Priority Level III and IV (**ROUGHLY** 3-4 hours of field 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)
5. Daily Tournament/League Usage (**MORE** than 4 hours of field use) regardless of Priority Level:
 - a. Resident (\$50.00/field/date); Non-resident (\$75.00/field/date)
6. Lights Cost: 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 Non-resident (\$500/tournament), regardless of priority level.
 - b. To be refunded partially or totally upon inspection of the grounds after the tournament. 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. Currently, Beilfuss Corporation is performing all baseball/softball game field prepping services for all leagues using City of Muskego fields (Mick: 414-397-9081 – cell). The City has the right to require Beilfuss Corporation to maintain all baseball/softball field preparation services to ensure that the quality of the fields meets the City's expectations.

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 Parks and 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 Parks and 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 1st offense, a \$100.00 charge for the 2nd offense and forfeiture of remaining deposit and key usage for a 3rd offense.

General Rules and Regulations

- A. User must be a City of Muskego civic organization, team, or individual. All usage must be subject to approval by the Parks and Conservation Committee.
- 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 Parks and Conservation Committee—to apply appropriate fees.).
- C. Daily events must conclude by 10:00 P.M. unless an extension is granted by the Parks and Recreation Department.
- D. **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. Dumpsters are provided at each location for refuse disposal. 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 Parks and 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 Parks and 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 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*

**Revised by Director Craig Anderson 10/20/08*

**Revised by Director Craig Anderson 10/2/09*

**Revised by Director Craig Anderson 8/10/10, 1/26/12, 10/2/12, 10/23/14*

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