

**City of Oconomowoc
Department of Parks, Recreation and Forestry**

**General Information, Policy, Fees/Charges for Reservation and Use of
ATHLETIC FIELDS**

ELIGIBILITY

City of Oconomowoc Sponsored Teams will have priority registration of athletic fields. Groups and teams wishing to utilize the athletic fields on an on-going basis may do so with prior scheduling approval once the City has completed their scheduling. All requests must be made in writing using the Recreation Facility Use Application and Agreement available from the Parks, Recreation and Forestry Department office.

Individuals wishing to use the public athletic fields under the jurisdiction of the City of Oconomowoc may do so at their leisure on a first-come basis provided the fields have not been reserved by another party. There is no charge for use of the fields under these conditions.

- **Resident**
A resident is defined as any individual who resides in the City of Oconomowoc and pays taxes to the City of Oconomowoc. The resident must reside at the property and residency does not include owning a business within the City of Oconomowoc. For rental properties, those individuals residing at the property are the residents of the property and therefore are the individuals who qualify for the resident rate.
- **Non-Resident**
A non-resident is defined as any individual that resides outside the City of Oconomowoc limits. This includes individuals who live outside the City limits yet are in the Oconomowoc School District.
- **Oconomowoc Area School District Groups / Organizations**
Oconomowoc Area School District sponsored clubs or groups who are administered by the District. These clubs / groups must have a minimum of 75% City residents or 100% of the group / club must be active students within the school district.
- **Oconomowoc Based Organizations**
Groups must have a minimum of 75% City residents. Organization roster may be required for verification.

**Special Athletic Events/Tournaments - See "Use of City Park Fields for Special Athletic Events/Tournaments" section below (requires Parks and Recreation Board approval).*

BALL DIAMONDS (# of fields)

Ball diamonds are available for reservations beginning April 1 through September 30. The City reserves the right to adjust availability of diamonds at any time.

- Champion Field (3)
- Roosevelt Park (1)
- Chaffee Road Park (1)
- River Highlands Park (1)
- Silver Lake Park (1)
- Lily Road Park (1)
- Whitman Park (1)

ALL-PURPOSE FIELDS – soccer / football (# of fields)

All purpose fields are available for reservations beginning April 1 through October 31. The City reserves the right to adjust availability of all purpose fields at any time.

- Champion Field(1)
- Roosevelt Park (1)
- Chaffee Road Park (1)

APPLICATION

- Application must be in writing on a “Recreation Facility Use Application and Agreement” form and must be made IN-PERSON ONLY at the Parks, Recreation and Forestry Department during regular office hours (8:00 a.m. - 5:00 p.m. Monday through Friday). No telephone reservations will be accepted.

NOTE: Seasonal field permits will be issued to individual teams by the Recreation Division staff for Departmental sponsored leagues/programs and by the applicable community organizations authorized by a group/seasonal permit issued to the organization.

- The application is to be completed by an Oconomowoc resident, 21 years of age or older, who will assume primary responsibility for compliance with facility/park rules during the reservation period.
- All field reservations have a 1 ½ hour time limit, unless approved by special exception.

FEES AND CHARGES

1. Field Rental Fees: Reservation fees are charged for teams/groups based on “eligibility” requirements (see above) unless special maintenance is required and approved.
 - Softball/Baseball Diamond (per diamond):
 - No reservation fees will be charged for Oconomowoc Area School District groups / organizations identified in the eligibility requirements above.
 - \$10.00/hour per field for resident based groups or Oconomowoc community based groups as identified in the eligibility requirements above.
 - \$20.00/hour per field for non-resident based groups.
 - Soccer/Football Field Fees (per field):
 - No reservation fees will be charged for Oconomowoc Area School District groups / organizations identified in the eligibility requirements above.
 - \$10.00/hour per field for resident based groups or Oconomowoc community based groups as identified in the eligibility requirements above.
 - \$20.00/hour per field for non-resident based groups.

2. Maintenance/Preparation:

- Rental fees do not include any game preparation. Any ball diamond maintenance/preparation shall be performed on a fee basis by the City of Oconomowoc Parks, Recreation and Forestry Department.
- If maintenance/preparation is requested and/or is deemed necessary for the safety of the participants, the exact labor and materials cost shall be charged on an estimated time and materials basis or a flat rate as determined by the Parks, Recreation and Forestry Department.
- When no maintenance/preparation is requested, the applicant will be responsible for determining if any unsafe conditions exist.

PRIORITIES FOR RESERVATIONS

1. Department Sponsored Leagues/Programs/Activities
2. Oconomowoc School District high school baseball teams (Roosevelt Park)
3. Community Organizations as approved by the Parks and Recreation Board
4. Independent Teams/Groups/Leagues: resident based meeting established eligibility requirements
5. Non-resident group
6. Special Athletic Events/Tournaments (see below)

The City of Oconomowoc through the Parks, Recreation and Forestry Department promotes the fair and equitable use of community facilities by scheduling field reservations and assisting local resident based organizations and groups in providing a wide range of opportunities for the overall community. The Department reserves the right to regulate aspects of applications in order to most effectively serve all resident interests.

GENERAL INFORMATION/RULES

1. A team/group/organization obtaining a permit agrees to abide by all rules and policies of the City of Oconomowoc Parks, Recreation and Forestry Department. Groups/teams using the athletic fields must comply with all park regulations.
2. Game use will have top priority in the reservation system with practices being secondary.
3. No reservations for athletic fields will be issued for use prior to April 1, weather permitting.
4. In event that an official WIAA High School athletic game extends into a reserved practice time, the game will be allowed to be played to completion. Upon completion of the game, teams will be required to vacate the field to allow immediate use of the field.
5. All reservations will be given priority to walk-on use. Roosevelt field is only available through the reservation process. Walk-on use is prohibited.
6. Keep a copy of your approved permit to prove reservation of a field.

RESCHEDULING AND REFUNDS

1. No refunds will be made on reservation fees for fields not used for games or practices unless two weeks prior notice is given to the Department office.
2. In the event that an organized game is cancelled due to weather or other conditions, the responsible party must contact the Parks, Recreation and Forestry Department to inquire about field availability before rescheduling can occur. Games will be rescheduled on a space available basis. Rescheduled games will have priority over scheduled practices. Practices will be moved to a different location, if possible.

INSURANCE:

1. Liability insurance coverage required for group/team/organization use only, not individuals.
2. Permit holder shall obtain and maintain a policy of liability insurance written by an insurance company licensed to do business in the State of Wisconsin. This policy shall contain an endorsement for contractual liability to support the indemnity and hold harmless provision of this policy, covering death, personal injury and property damage in the amount of one million dollars while naming the City of Oconomowoc as additional insured.
2. A certificate of insurance shall be filed with the Parks, Recreation & Forestry Department along with the facilities request use permit form. This certificate shall confirm said coverage and provide the City with 30 days advance written notice of cancellation, change or termination of said insurance policy.

USE OF CITY ATHLETIC FIELDS FOR SPECIAL ATHLETIC EVENTS/TOURNAMENTS

A limited number of City park athletic fields including Champion Field ball diamond complex, Roosevelt Park and Chaffee Road Park may be reserved for special athletic events and tournaments as stipulated below:

ELIGIBILITY REQUIREMENTS

1. The sponsor must be a City of Oconomowoc based organization, group, business, or individual resident. Events/tournaments sponsored by non-Oconomowoc based groups/individuals may be allowed only if they comply with the additional eligibility requirements indicated below and are approved by the Parks and Recreation Board.
2. All event/tournament sponsors must comply with the following requirements:
 - Purpose of event/tournament must be charitable in nature with no private profit or gain.
 - The purpose of any proceeds, and the disbursement thereof, must be declared before a permit will be granted. The event/tournament purpose is subject to review and approval by the Parks and Recreation Board.
 - Provision of total event/tournament financial accounting within 30 days following completion.
 - City sponsored/affiliated league teams must be eligible to participate in the tournament.

APPLICATION

- Application must be in writing on a "Recreation Facility Use Application and Agreement" form and submitted to the Parks, Recreation and Forestry Department with any supplemental information as necessary to verify compliance with the sponsor eligibility requirements stipulated above. A letter to the director of Parks, Recreation and Forestry outlining the details of the event/tournament must accompany the Recreation Facility Use Application and Agreement.
- The application must be received no later than 45 days prior to the requested date(s) of the event. This deadline is subject to change depending on the nature and scope of the event and the amount of time necessary for appropriate review and consideration of the request by staff and the Parks and Recreation Board.
- The application is to be completed by an Oconomowoc resident, 21 years of age or older, who will assume primary responsibility for compliance with eligibility requirements and any rules or regulations pertaining to the event.

FEES AND CHARGES

1. Field Rental: Reservation fees are charged for teams/groups meeting based on eligibility" requirements (see above) unless special maintenance is required and approved.
 - Softball/Baseball Diamond (per diamond)*:
 - No reservation fees will be charged for Oconomowoc Area School District groups / organizations identified in the eligibility requirements above
 - \$10.00/hour per field for resident based groups or Oconomowoc community based groups as identified in the eligibility requirements above.
 - \$20.00/hour per field for non-resident based groups.
 - Soccer/Football Field (per field):
 - No reservation fees will be charged for Oconomowoc Area School District groups / organizations identified in the eligibility requirements above.

- \$10.00/hour per field for resident based groups or Oconomowoc community based groups as identified in the eligibility requirements above.
- \$20.00/hour per field for non-resident based groups.

2. Maintenance:

- Any ball diamond preparation/maintenance shall be performed on a fee basis by the City of Oconomowoc Parks, Recreation and Forestry Department.

3. Supervision:

- When supervision is requested and/or is deemed necessary for the safety of the participants, the exact labor and materials cost shall be charged on an estimated time and materials basis or a flat rate as determined by the Parks, Recreation and Forestry Department.
- When no supervision is requested, the event/tournament sponsors will be responsible for determining if any unsafe conditions exist.

4. Electricity/Lights: Champion Field ball diamond complex - \$25 per diamond per day.

5. Trash/Dumpster Fee: \$75 per event.

6. Portable Toilet Cleaning Fee (if applicable) - \$70 per event.

CONCESSIONS/ADMISSIONS

Concessions – The sale of any merchandise, food, beverages, etc. will require approval from the Parks and Recreation Board with all necessary permits and/or licenses obtained through the City Clerk’s office. An established concession area must be approved in advance and coordinated with the Parks Department.

Admissions – A tournament/event admission fee must be requested and approved by the Parks and Recreation Board as part of the Recreation Facility Use Application and Agreement to include a temporary use permit.

INSURANCE

All Special Athletic Events/Tournaments must comply with the City of Oconomowoc Department of Parks, Recreation and Forestry insurance requirements.

1. Liability insurance coverage required for group/team/organization use only, not individuals.
2. Permit holder shall obtain and maintain a policy of liability insurance written by an insurance company licensed to do business in the State of Wisconsin. This policy shall contain an endorsement for contractual liability to support the indemnity and hold harmless provision of this policy, covering death, personal injury and property damage in the amount of one million dollars while naming the City of Oconomowoc as additional insured.
3. A certificate of insurance shall be filed with the Parks, Recreation & Forestry Department along with the facilities request use permit form. This certificate shall confirm said coverage and provide the City with 30 days advance written notice of cancellation, change or termination of said insurance policy.

Approved by the Parks and Recreation Board on 12/14/11

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