



# Athletic Field/Facility Allocation and User Guide

## Table of Contents

Introduction .....	3
Definition of Terms .....	3
Athletic Field Use Policy .....	6
Priority Group Qualification: Groups 1 – 8 .....	6
Process for Obtaining Permits .....	7
Application .....	7
Permit Procedures .....	7
Pre-Season Scheduling Permit Requests .....	7
Permit Changes, Reschedules, and New Requests .....	8
Fee Payment .....	8
Permit Cancellation.....	8
Field Rest and Renovations.....	8
Athletic Field Lining/Marking.....	8
Field Modifications.....	9
Tournaments/Special Events .....	9
Liability Insurance Requirements.....	9
Errant Shots.....	9
Athletic Field/Facility Allocation Procedures .....	10
Athletic Field Use Rules & Regulations .....	11
Athletic Fields/Facilities Inclement Weather Closure Policy .....	13
Purpose .....	13
Policy .....	13
Procedure.....	13
Appendix A: Athletic Field/Facility Use Rules and Regulations Form .....	14
Appendix B: Application for Use of Athletic Fields/Facilities.....	16
Appendix D: Sanctioned Organization Application.....	17
Appendix E: Athletic Field Fee Schedule .....	20
Appendix F: Alcohol Use .....	21
Appendix G: Special Events in Parks Application .....	22

## Introduction

This manual contains general information and guidelines. It is not intended to be comprehensive, all-inclusive, or to address all of the possible applications of or exceptions to the general policies and procedures described. Rather, this manual has been prepared as a general reference guide. The City of Stoughton Parks & Recreation Department reserves the right to unilaterally revise, supplement, or discontinue any of the policies, guidelines, or procedures described in this manual. Nothing in this manual is intended, either expressly or impliedly to provide any right or benefit of any kind whatsoever to any person or entity, or to acknowledge, establish or impose any legal duty to a third party.

The City of Stoughton Parks & Recreation Department issues permits for the use of athletic fields to organizations and the general public for recreational activities and programs. The purpose of this guide is to outline the procedures, regulations, and allocation priority for the permitted use of athletic fields. Due to the increase demand for the use of City fields it is imperative that all user groups abide by the policies and procedures set forth in this guide.

Athletic Fields are allocated and permitted in two time periods, April 1 through August 15 and August 16 through October 31. The Parks & Recreation Department will monitor proper use of field allocations and permits. Priority will be given to City of Stoughton Parks & Recreation Department activities and programs, Stoughton Area School District, sanctioned organizations, Stoughton youth and adult non-profit organizations, and City residents. The City will charge fees to recover costs to operate, maintain, and administer the use of facilities.

The Director of Parks & Recreation will make interpretation of language in the Athletic Field/Facility Allocation and Usage Guide. An appeal of the Director of Parks & Recreation's decision may be made to the Mayor and must be submitted in writing with justification within ten (10) business days from the decision. The Mayor's decision is final.

## Definition of Terms

**Resident Status** - Resident status is defined as groups or organizations with at least 90% or more Stoughton Area School District residents. Team rosters and/or individual participant utility bills/photo ID may be required by Parks & Recreation Department staff to verify residency status.

**School District Resident (SDR)** – A School District Resident (SDR) is a person who lives within the boundaries of the Stoughton Area School District, but may not contribute to City of Stoughton taxes. This would include those who live in a neighboring township such as Pleasant Springs.

**Youth Status** – Youth Status is defined as persons under the age of 18 years old.

**Non-Profit Status** – To qualify for non-profit status, the organization must meet all the criteria below:

1. The organization must be registered as a not-for-profit corporation with the State of Wisconsin, or if not registered with the State, must have a constitution, bylaws, or mission statement which clearly states the objectives of the organization are of a non-profit, non-commercial nature.
2. The organization's board of directors must be comprised of volunteers, with at least 90% or more Stoughton Area School District residents. The organization must submit the following:
  - a. If incorporated, submit State Incorporation papers and bylaws; if not incorporated, submit constitution and bylaws or mission statement.

- b. A summary of their annual budget showing all anticipated revenue, expenditures, and schedule of fees.
- c. A roster of board member with addresses.
- d. Contact information for the Field Representative authorized to make reservations for the organization

**Sanctioned Status** – To qualify as a sanctioned organization with the City of Stoughton Parks & Recreation Department the organization must meet the following qualifications and have a signed Sanctioned Organization Agreement with the City.

**Sanctioned Qualifications**

1. The organization shall have its own volunteer board with a set of bylaws adopted to guide the board in policy-making decisions.
2. Provide a summary of their annual budget showing all anticipated revenue, expenditures, and schedule of fees.
3. The organization and its bylaws must be compatible with the City of Stoughton Parks & Recreation Department’s philosophy.
4. The organization shall require signed and dated waivers be completed by all participants (in the case of minors, by their parent or legal guardian) carrying language as specified by the City. “In consideration of the permission extended to the undersigned to participate in \_\_\_\_\_, and for other good and valuable consideration, the undersigned voluntarily, knowingly, and expressly assumes the risk and liability and fully and forever release, discharge, indemnify, defend and hold harmless the City of Stoughton, its Board, officers, employees, volunteers, successors and assigns, from and against any and all claims, causes of action, bodily or personal injury claims, causes of action, bodily or personal injury claims, property damages, liability, costs, expenses including but not limited to attorneys’ fees, the undersigned now has or which may hereafter accrue, on account of, arising out of or in any manner relating to the undersigned’s participation in \_\_\_\_\_.”
5. The organization must appoint a Field Representative to serve as the liaison between the group and the Parks & Recreation Department for purposes of scheduling, planning, and dealing with problems and issues that may arise. The group’s Field Representative is expected to attend the Parks & Recreation Department’s annual athletic organization meeting. All correspondence between the organization and the City shall be communicated through the Parks & Recreation Department.
6. The organization must understand and agree that it is solely responsible for determining whether any staff, employee, or volunteer is qualified and suitable for any group position and/or activity and that the Parks & Recreation Department is not responsible for any hiring or retention decision.
7. The organization shall provide a roster listing addresses of all participants prior to the start of each season.
8. The organization shall provide certificates of insurance listing the City of Stoughton as additionally insured. The organization is responsible for securing and maintaining the following minimum insurance coverage:

Comprehensive general liability and property damage insurance in the following amounts:

Bodily Injury:	\$500,000 per occurrence \$500,000 aggregate
Property Damage:	\$500,000 per occurrence \$500,000 aggregate
Umbrella:	\$1,000,000

9. At least 90% of the participants must reside within the Stoughton Area School District boundaries.
10. Organization must recognize the Parks & Recreation Department as a partner in all publicity. In return, the Parks & Recreation Department will recognize the organization as sanctioned and provide web links and/or contact information.
11. Organizations must provide a copy of their game schedules to the Parks & Recreation Department 10 business days prior to the start of the season.
12. Organizations must pay all invoices for field use, lights, and or other services in a timely manner.
13. Organizations must adhere to all Athletic Field/Facility Rules & Regulations included within the Athletic Field/Facility Allocation and Usage Guide, and all pertinent City ordinances.
14. Each organization's sanctioned status will be reviewed on an annual basis by the Parks & Recreation Department.
15. The number of affiliate organizations may be limited based upon available Parks & Recreation Department resources.
16. The Director of Parks & Recreation shall be notified in writing regarding any complaint and/or litigation involving any league/organization or its personnel.
17. No organization shall conduct or sponsor any formal instructional training/clinic where a fee or registration is required on any City owned property.
18. Organization shall assist Parks Maintenance in athletic field preparation pertinent to their individual sport to be determined by the Parks Maintenance Supervisor.
19. Organization shall assist the City in facility development to be determined by the Parks & Recreation Director.
20. Provide access to Stoughton residents regardless of the ability to pay

## Athletic Field Use Policy

Due to the limited number of fields available, the City of Stoughton has established the following Athletic Field Use Policy for the allocation and use of athletic fields.

The Stoughton Parks & Recreation Department recognizes the necessity to afford Stoughton residents the opportunity to rent athletic fields owned by the City of Stoughton. Priority will be given to Stoughton Parks & Recreation Department activities and programs, Stoughton Area School District activities and programs, sanctioned organizations, Stoughton youth and adult non-profit organizations, and City of Stoughton residents. The Parks & Recreation Department will charge fees to recover costs to operate, maintain, and administer the use of athletic fields.

The City of Stoughton Parks & Recreation Department has established the following priority use.

### Priority Group Qualification: Groups 1 – 8

Priority use of athletic fields/facilities will be allocated as follows:

Group 1: Stoughton Parks & Recreation Department sponsored or co-sponsored activities and programs.

Group 2: Stoughton Area School District programs and activities

Group 3: Sanctioned organizations

Group 4: Non-profit youth organizations with at least 90% Stoughton Area School District residency status

Group 5: Non-profit adult organizations with at least 90% Stoughton Area School District residency status

Group 6: Non-profit youth organizations with less than 90% Stoughton Area School District residency status

Group 7: Non-profit adult organizations with less than 90% Stoughton Area School District residency status

Group 8: All other organizations

The Parks & Recreation Director shall develop and publish procedures which define the terms and implement the allocation of athletic fields in accordance with this policy.

## Process for Obtaining Permits

### Disclaimer

The City of Stoughton makes no representations whatsoever that any of its fields are appropriate and/or compatible with any contemplated activity. Applicants and permit holders are solely responsible for determining if any field is safe and appropriate for any intended use. Permit holders are expected to inspect any field/facility prior and subsequent to each use to identify any unsafe condition and shall promptly advise the City of Stoughton Parks & Recreation Department in writing of any perceived unsafe or dangerous condition.

### Application

Fields are permitted and allocated in two time periods. This semi-annual allocation is not intended to interrupt field assignments for teams and/or organizations during the course of a season that has already started. Each organization is required to sign and submit an Athletic Field/Facility Use Rules and Regulations form (see page 14), Hold Harmless and Indemnity Agreement form (see page 16), Application for Use of City of Stoughton Parks & Recreation Fields/Facilities form (see page 17), and provide a certificate of insurance naming the “City of Stoughton” as an “Additional Insured” prior to the issuance of a permit. (see insurance requirements on page 9) *Roster information may be required for verification of residency status.*

Multiple-use reservations may be made for more than one date or with recurring weekly use. Any person or organization missing the scheduling deadlines will have access to any remaining fields on a first-come, first-served basis after the allocation process is finalized. Submission of a request does not constitute approval. Approval is given according to the allocation policy, after a deposit is paid and when a permit is issued. Every effort will be made to accommodate the user group’s use of fields.

### Permit Procedures

Requests to permit the use of City of Stoughton fields and facilities are made through the Parks & Recreation Department at 207 S. Forrest St, Stoughton, WI 53589, 608-873-6746, or online at [www.stoughtonrec.com](http://www.stoughtonrec.com). Organizations wishing to utilize a field for a game must complete the appropriate application forms. Each organization must assign a Field Representative who will be the main contact with the Parks & Recreation Department for field scheduling.

### Pre-Season Scheduling Permit Requests

An Application for Use of City of Stoughton Parks & Recreation Department Fields/Facilities is required and must be submitted according to the dates listed in **Table 1**.

**Table 1**

<b>Applications Due</b>	<b>Events/Dates</b>
November 1	All tournaments for the following calendar year
March 1	All April 1 through August 15 field rentals
July 1	All August 16 through October 31 field rentals

\*Tournament request must be submitted using the “Special Events in Parks Application” form. (see page 19)

Block permits may be issued to organizations for league scheduling purposes. Game schedules shall be provided to the Parks & Recreation Department prior to the start of each season. The Parks & Recreation Department reserves the right to modify any requests.

### Permit Changes, Reschedules, and New Requests

Any permit changes, reschedules or new requests for use of City of Stoughton facilities must be submitted in writing by the group's Field Representative a minimum of 5 business days prior to the requested use date. Scheduling requests received less than 5 business days prior to the requested use date will be processed as resources allow. Scheduling of fields will be based on availability.

### Fee Payment

Payment for field use will be invoiced to sanctioned organizations at the conclusion of each season. Invoices must be paid within 30 days of issuance. All other organizations or groups shall pay at the issuance of the permit.

### Permit Cancellation

Permits may be canceled and/or rescheduled. Permits canceled by the Stoughton Parks & Recreation Department or due to inclement weather may be rescheduled as availability allows. Any organization that has been allocated space and does not intend to use the space according to the permit shall notify the Parks & Recreation Department so that the fields may be reallocated or otherwise used to their maximum. Permits canceled by the user at least 5 business days prior to the event will not be charged to the user. Permits canceled with fewer than 5 business days notice may be charged to the user, except if the cancellation is due to inclement weather or unplayable field conditions.

Fields may be closed at the discretion of the Director of Parks Recreation and/or Parks Maintenance Supervisor or their designated representatives. Closures are kept to a minimum when fields remain in playable condition. Priority is given to maintenance needs and rest and renovation periods for all fields. The Parks & Recreation Department may cancel use of City maintained fields for reasons including, but not limited to:

- Field/facility renovations
- When the health and safety of participants are threatened due to impending conditions, including but not limited to, heavy rains, pesticide applications, etc.
- When "poor or unsafe" field conditions exist (see definition on page 13)
- Non-adherence to Athletic Field/Facility Allocation and Use Guidelines, or City ordinances
- At all other times when deemed to be in the best interest of the City of Stoughton

### Field Rest and Renovations

The Parks & Recreation Department reserves the right to cancel permits due to poor field/turf conditions. The health and safety of users and the condition of the fields takes priority over scheduling.

### Athletic Field Lining/Marking

Lining of fields on City property is prohibited unless permission is granted by the Parks & Recreation Department. Only the City of Stoughton may apply chemicals/fertilizers to City property. Athletic fields are included in the City's Turf Management Policy. Any user failing to comply with established guidelines



and notification requests are subject to pay for all damages occurring to the facility and the termination of field use permit(s).

### Field Modifications

Requests to modify or improve any City of Stoughton facility shall be submitted in writing to the Stoughton Parks & Recreation Department for consideration. No permanent structures or equipment shall be erected on any City facility unless approved by the City of Stoughton Parks & Recreation Committee and Stoughton City Council, and is dedicated for community use. All permanent field/facility improvements shall become the property of the City of Stoughton.

Requests to modify field size for multiple-use shall be submitted in writing to the Stoughton Parks & Recreation Department for consideration. Users may not modify a field for use without approval noted on the permit.

### Tournaments/Special Events

All organizations wishing to host a tournament using City of Stoughton maintained fields/facilities must complete and submit a Special Events in Parks Application form. (see page 22) Tournament request requirements include:

- Tournament Applications must be submitted by November 1st for all tournaments to be conducted during the following calendar year. Applications received after the deadline will be processed based on availability.
- Tournament requests must be submitted separately from regular game requests.
- The special event fee is a separate fee than the athletic field/facility fee.

### Liability Insurance Requirements

Athletic Field Users shall secure and maintain throughout the period of use comprehensive general liability insurance and property damage insurance with policy limits of not less than:

Comprehensive general liability and property damage insurance in the following amounts:	
Bodily Injury:	\$500,000 per occurrence \$500,000 aggregate
Property Damage:	\$500,000 per occurrence \$500,000 aggregate
Umbrella:	\$1,000,000

The City of Stoughton shall be named as additional insured by endorsement. The types and limits of insurance may be changed from time to time as determined by the City of Stoughton. The Athletic Field User agrees to hold the City of Stoughton harmless and free from any liability of any nature arising out of the use of City of Stoughton Recreational Facilities, to include reimbursement of any legal costs and fees incurred in defense of such claims.

### Errant Shots

Athletic field users will reimburse any third party for uninsured and/or out-of-pocket expense arising out of third party property damage caused by errant balls; provided that the third party is an intended and permitted user of any City of Stoughton property. This provision is intended solely for the contracting parties and is not intended to acknowledge, recognize or impose any duty to any third party.

## Athletic Field/Facility Allocation Procedures

Allocation of athletic fields and facilities will follow the Athletic Field/Facility Allocation and Usage Guidelines. The following procedures will be followed:

- Field/facilities will be allocated by priority use.
- Fields/facilities will be allocated to organizations based on the percentage and number of verifiable total Stoughton Area School District residents participating in that organization.
- Verification of Stoughton Area School District residency will be established by providing such documentation as Parks & Recreation Department staff deems necessary, up to and including team rosters and player addresses.
- Fields will be allocated without regard to competitive level or skill.
- Organization representatives must provide game schedules to Parks & Recreation Department 10 days prior to the start of their season.
- Tournaments and other special events may be hosted at City facilities throughout the year. The Parks & Recreation Department reserves the right to re-assign field assignments to accommodate the needs for these tournaments and/or special events.
- After all requirements for application of field use are met, a formal permit will be issued authorizing use of City of Stoughton maintained fields.

*Any requests for additional use or programs not covered by the Athletic Field/Facility Allocation and Usage Guidelines should be addressed in writing to the Parks & Recreation Department.*

## Athletic Field Use Rules & Regulations

In addition to the Application for Use of City of Stoughton Fields/Facilities form, a completed copy of the Athletic Field Use Rules and Regulations form is required each season. (see page 17) Applicants are required to abide by the specific rules of the application as well as other City ordinances. Failure to comply may result in a cancellation of any current or future permits. The Athletic Field Use Rules and Regulations include, but are not limited to:

- Groups wishing to utilize a field for a game must acquire a permit from the Stoughton Parks & Recreation Department.
- It is the responsibility of the organization's Field Representative and/or the individual identified as the person in charge of the permit to enforce the rules and regulations regarding the conduct of the group while using City facilities.
- Field use begins and ends at the times stated on the permit, including set-up and clean-up. Groups are not allowed on fields prior to the start time on the permit and are required to exit the fields and have adjacent areas cleaned up at the ending time indicated on the permit. Check your permit for specific times you may access the fields. All litter must be picked up and placed in trash cans after each use.
- City fields may be permitted as available beginning at 8 a.m. Use will end at dusk on unlighted fields and at the pre-determined permit time on lighted fields. Variances to these times must be approved by the Parks & Recreation Department and noted on your field use permit.
- Permits are not transferable. All users will ensure that no unauthorized third party is granted permission to use the field without Parks & Recreation Department approval.
- Practices are not allowed on softball and baseball fields that have been prepped for games (i.e. dragged and chalked).
- Parking is allowed in designated areas only. Vehicles are not allowed on City fields or property, other than parking lots, without written permission noted on the permit issued by the Parks & Recreation Department. User groups must inform their participants and spectators to park in facility parking lots and public parking areas.
- Alcohol use and sales need to be permitted and are only allowed in certain areas of Mandt Park, Racetrack Park, and Norse Park. Alcohol may not be sold or consumed 15 minutes before or after youth games. Please see Appendix E: Alcohol for designated locations and more information.
- Selling food or other items is not allowed without Parks & Recreation Department approval.
- The display or distribution of handbills, pamphlets, flyers, signs or any other printed material containing advertising matter, information or announcements is prohibited on City property.

- Amplified sound is not allowed on any field without Parks & Recreation Department approval and must be noted on the permit.
- Balls and any other equipment thrown, batted, kicked, or otherwise that land on private property must not be retrieved without the property owner's permission.
- Property boundary walls, buildings, signs and fences are not to be used as backstops at any time.
- No hitting or kicking balls into backstops or fences ("pepper").
- Portable goals and/or markers are allowed, but must be removed daily.
- Permit holders shall inspect the field/facility prior to and subsequent to each use to identify any dangerous or unsafe condition and to determine whether the field/facility is safe and appropriate for any contemplated activity. Permit holders shall promptly advise the Parks & Recreation Department of any perceived dangerous or unsafe condition.

## Athletic Fields/Facilities Inclement Weather Closure Policy

### Purpose

City of Stoughton athletic fields have been designed and are maintained for the enjoyment and use of Stoughton residents. The purpose of this policy is to guide the use of City athletic fields, to prevent damage to the playing surface and injuries to field users brought upon by inclement weather or unsafe playing conditions. An effective field maintenance program is essential for safe, quality fields and sports complexes. User groups are asked to help by accepting and adhering to these rules. Groups who use City athletic facilities are expected to assist in protecting their participants and fields during periods of rain or inclement weather. It only takes one practice or game to destroy a field that is not ready for play.

### Policy

The Stoughton Parks & Recreation Department reserves the right to cancel or suspend approved outdoor facility or field use permits for games and other uses whenever it is anticipated that weather or field conditions could result in damage to the fields or injury to players. Permits may also be cancelled when the health and safety of participants are threatened due to impending conditions.

### Procedure

The Director of Parks & Recreation and/or Parks Maintenance Supervisor or their designated representatives shall have the authority to close any or all athletic fields whenever weather or field conditions dictate.

*It is the user group's responsibility to call the Parks & Recreation Department Cancellation Hotline at (608) 873-6724 or check the Parks & Recreation Department website at [www.stoughtonrec.com](http://www.stoughtonrec.com) after 4:00 p.m. Monday through Friday. Groups using the fields on Saturday and/or Sunday must use their own discretion if a field is playable. If a field becomes damaged, an organization may be responsible for any necessary repairs and/or have their future permits canceled. Groups cannot play on fields that have been closed.*

Groups who use City athletic facilities are responsible for canceling games and/or practices on-site if "poor or unsafe field conditions" exist. The Parks & Recreation Department's definition of "poor or unsafe field conditions" includes:

1. Presence of lightning or thunder
2. Standing water in an area on the field
3. Water surfacing or bubbling up when walking on turf
4. Infield areas of baseball/softball diamonds that are saturated where a person walking sinks in
5. Field is muddy to the point that footing becomes unstable (players slipping and sliding)
6. Sharp or other dangerous objects on field (i.e. broken glass, large unmovable rocks, broken base pegs, holes, etc.)
7. Unsecured goals

Field users shall inspect all fields prior to and subsequent to each use to determine the suitability of the fields for any contemplated use and to identify any safety hazards. Field users shall take reasonable measures to protect participants and spectators from known safety hazards. Field users shall promptly advise the Parks & Recreation Department of any known safety hazards.

## Appendix A: Athletic Field/Facility Use Rules and Regulations Form

Athletic groups must submit a signed copy of this form each season with their Application for Use of Athletic Fields/Facilities.

1. Groups wishing to utilize a field for an organized game or practice must acquire a permit from the Stoughton Parks & Recreation Department.
2. It is the responsibility of the Field Representative and/or the individual identified as the person in charge of the permit to enforce the rules and regulations regarding the conduct of the group while using City facilities. These rules include, but are not limited to:
  - a. Field use begins and ends at the times stated on the permit, including inspections, set-up and clean-up. Groups are not allowed on fields prior to the start time on the permit and are required to exit the fields and have adjacent areas cleaned up at the ending time indicated on the permit.
  - b. Field use will begin no earlier than 8:00 a.m. Use will end at dusk on non-lighted fields and by the time designated on the permit for all lighted fields. Variances to these times must be approved by the Parks & Recreation Department and noted on your field use permit. Permits are not transferable. All users will ensure that no unauthorized third party is granted permission to use the field/facility without Parks & Recreation Department approval.
  - c. Practices are not allowed on softball and baseball fields that have been prepped for games (i.e. dragged and chalked).
  - d. Parking is allowed in designated areas only.
  - e. Alcohol use and sales need to be permitted and are only allowed in certain areas of Mandt Park, Racetrack Park, and Norse Park. Alcohol may not be sold or consumed 15 minutes before or after youth games.
  - f. Selling of food or other items is not allowed without Parks & Recreation Department approval. The display or distribution of handbills, pamphlets, flyers or any other printed material containing advertising matter, information or announcements is prohibited on City property.
  - g. Amplified sound is not allowed on any field without Parks & Recreation Department approval and will be noted on your permit.
  - h. Balls and any other equipment thrown, batted, kicked, or otherwise that land on private property must not be retrieved without
    - i. the property owner's permission.
  - j. Property boundary walls and fences are not to be used as backstops at any time.
  - k. Portable goals and/or markers are allowed but must be removed daily.
  - l. All litter must be picked up and placed in trash cans after each use.
  - m. Groups shall inspect the field/facility prior to and subsequent to each use to determine whether conditions are safe and/or appropriate for any intended use. Groups shall promptly advise the Parks & Recreation Department of any unsafe/dangerous condition.
3. Inclement Weather Closure Policy: Groups may not play on fields closed due to poor field conditions. It is the user group's responsibility to call the Parks & Recreation Department Cancellation Hotline at (608) 873-6724 or check the Parks & Recreation Department website at [www.stoughtonrec.com](http://www.stoughtonrec.com) after 4:00 p.m. Monday through Friday. Groups using the fields on

Saturday and/or Sunday must use their own discretion if a field is playable. If a field becomes damaged, an organization may be responsible for any necessary repairs and/or have their future permits canceled. Groups cannot play on fields that have been closed.

4. Non-adherence to any part of the Athletic Field/Facility Use and Allocation Guidelines or City ordinances may result in the cancellation of permits and/or prohibition of future use.
5. No permit will be issued without a copy of the organization's Certificate of Insurance. The organization shall provide certificates of insurance listing the City of Stoughton as additionally insured. The organization is responsible for securing and maintaining the following minimum insurance coverage:

Comprehensive general liability and property damage insurance in the following amounts:

Bodily Injury:	\$500,000 per occurrence
	\$500,000 aggregate
Property Damage:	\$500,000 per occurrence
	\$500,000 aggregate
Umbrella:	\$1,000,000

Applicant Name: \_\_\_\_\_

(Printed Representative Name)

(Group/Organization)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## Appendix B: Application for Use of Athletic Fields/Facilities

### Application for Use of Athletic Fields/Facilities

Please complete and return to the Parks & Recreation Department. Submission of an application does not constitute approval. Approval is given according to the Athletic Field Use policy, field/facility availability, and when a permit is issued.

Name of Organization: \_\_\_\_\_

Type of Organization (non-profit, church, for profit, etc.): \_\_\_\_\_

Organization's Address: \_\_\_\_\_

Name of Main Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_

Field/Facility Type & Size Requested: \_\_\_\_\_

Age Range of Expected Participants: \_\_\_\_\_

Number of Participants Expected: Players: \_\_\_\_\_ Spectators: \_\_\_\_\_

\_\_\_\_\_ % of Participants within the Applicant's Organization who are Stoughton Area School District Residents

Day of Week Requested	Date(s) or Span of Dates	Start Time	End Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I verify that the information on this Application for Use of Athletic Fields/Facilities form is correct as defined in the Athletic Field Use Policy and understand the possible consequences if the information is incorrect or misleading as described in the Athletic Field/Facility Allocation and Usage Guide. I have read the Application and agree to all provisions listed in the Athletic Field/Facility Allocation and Usage Guide, Rules and Regulations and disclaimers applied to issued permits and will communicate this information to our coaches and participants.

Name of Representative (print): \_\_\_\_\_

Signature of Representative: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Office Use Only</b>		
Date Received: _____	Initials: _____	Priority Group: _____

Stoughton Parks & Recreation Department  
207 S. Forrest Street  
Stoughton, WI 53589





Appendix D: Sanctioned Organization Application

# Stoughton Parks & Recreation Sanctioned Group Application Form

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Organization Contact (Field Representative): \_\_\_\_\_

Organization Contact Phone Number: \_\_\_\_\_

Organization Board Members:

_____	_____
_____	_____
_____	_____
_____	_____

Are all fees, charges, monies, and expenditures handled by the group? Yes No

Does your organization have a bank account in its own name? Yes No

What was the total number of players in your organization during the previous year? \_\_\_\_\_

What was the number of players in your organization that lived outside of the Stoughton Area School District during the previous year? \_\_\_\_\_

Did your organization reduce or waive fees for players in need of a scholarship during the previous year?  
Yes No Number of Scholarships: \_\_\_\_\_

Please attach the following documents to your application:

- Organization Bylaws
- Summary of Annual Budget
- Registration Form
- Certificate of Insurance

# Stoughton Parks & Recreation Sanctioned Group Application Form

Provide a summary description of volunteer work or facility improvements to City parks provided by the organization:

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**Office Use Only**

Checklist Item	Yes	No
Volunteer Board		
Annual Budget Provided		
Bylaws and organization compatible with department philosophy		
Waivers that indemnifies the City		
Field representative		
Certificates of insurance provided		
90% or more of participants live within the school district boundaries		
Previous invoices paid in a timely manner		
Adherence to athletic field/facility rules and regulations in previous year		
Provided fee waivers in previous year		
Organization assisted parks maintenance in the previous year or provided facility improvements to parks		

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix E: Athletic Field Fee Schedule

### Athletic Fields, Courts, Diamonds Fees

#### Hourly Fees

	Athletic Fields	Baseball/Softball Diamond	Tennis/Pickleball Court	Basketball Court	Ball Field Lights	Ball Diamond Prep
Non-profit with more than 90% Stoughton residents	\$20	\$20	\$20	\$20	\$25	\$20
Non-profit with less than 90% Stoughton residents	\$40	\$40	\$40	\$40	\$25	\$40
For-profit	Please contact the Parks & Recreation Department					

## Appendix F: Alcohol Use

The following locations have been approved by the Stoughton City Council.

Approved alcohol use and sales in Mandt Park are allowed in the following areas and times:

1. Within 30 feet of the large shelter during reservations
2. Within the defined area at the band shell
3. Within 30 feet of, as well as within the grandstand, and the area between the grandstand and the Mandt Community Center.
4. No later than 10 PM.
5. Unless additional approvals are granted by the City Council.

Approved alcohol use and sales in Racetrack Park are allowed in following areas and times:

1. Within 50 feet of fencing currently used for eligible game.
2. Within 20 feet of Racetrack Building.
3. After 15 minutes of completion of Little League.
4. Within 15 minutes of, or 15 minutes after game start and finish times.
5. No later than 10 PM
6. Unless additional approvals are granted by the City Council.

Approved alcohol use and sales in Norse Park are allowed in the following area and times:

1. Within 50 feet of the baseball diamond fencing.
2. Only during Merchant Home Talent baseball games on Thursdays and Sundays from April through October.
3. Unless additional approvals are granted by the City Council.