



SUSSEX RECREATION DEPARTMENT ATHLETIC FIELD RESERVATION POLICY

The Village of Sussex provides outdoor recreation fields for the use and enjoyment of the citizens of Sussex. This policy is designed to be used by the Recreation Department when reviewing requests for the use of these facilities.

Personal/Individual Field Use

Individuals wishing to use the public recreation fields under the jurisdiction of the Village may do so at their leisure on a first-come, first-serve basis, providing the fields have not been previously reserved by another party. Reservations will be listed on the Village website at www.village.sussex.wi.us.

Group/Team use and Reservations

Groups and teams wishing to utilize the recreation fields on an on-going basis may do so with prior scheduling approval from the Recreation Department. All requests must be made in writing using the Park/Facility Rental Permit form available at the Village Hall, Recreation Department office or online at www.village.sussex.wi.us.

A – Priority in scheduling Village owned fields

1. Village sponsored programs
2. Hamilton School District, Sussex Baseball Land 'O Lakes, private schools, associations, businesses and resident-based leagues (75% of participants are residents of Sussex). Leagues must provide rosters with individual player addresses prior to the first field reservation date.
3. Non-resident based leagues.

B – Facility Use Requests

1. All requests for facility reservations must be made in writing using the Park/Facility Rental Permit form.
2. Reservations will be accepted starting the first working day in January and will be considered on a priority basis until February 15 each year. After February 15, reservations are accepted on a first-come, first-serve basis. Payment is due by March 15.
3. Tournament requests will be taken November 1, and priority will be given to those tournaments that have been booked in the past, for that same weekend as well as any regular season play that would occur on those dates. All others will then be considered.
4. Requests filed after the dates listed above will be handled on a space available basis. Priority scheduling does not apply after this date.
5. **Game and practice requests must be submitted on separate Park/Facility Rental Permit forms**, but can be filed at the same time.
6. Make sure that all of the dates, times and field preparation needs are listed on the permit request submitted. Game use will have top priority with practices being secondary.
7. The usage fee paid will provide exclusive use of the field for a three (3) hour block of time (excluding the Hardball Diamond) and is charged whether the use is for a game or practice.
8. The Hardball Diamond usage fee paid will provide exclusive use of the field for a five (5) hour block of time and is charged whether the use is for a game or practice.
9. No reservations for athletic fields will be issued for use prior to April 1.
10. In the event that an official WIAA high school softball 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.
11. All reservations will be given priority over walk-on use.
12. Groups/teams using the athletic/recreation fields must comply with all park regulations.

C – Reservation Fees and Charges

2012 Fees

Softball & Baseball Fields

Priority Level	Field Rental Fee	Field Preparation Fee	Deposit
1	\$0	\$0	\$0
2	\$10/Field	\$15/ Field	\$100 per League
3	\$100/Field	\$15/ Field	\$100 per League
Priority Level 2 Youth League Phased Discount for 150 rentals or more. Field Rental: Subtract \$5 per Field Rental			

Soccer Fields

Priority Level	Field Rental Fee	Deposit
1	\$0	\$0
2	\$25 – Fields 1-6	\$100 per League
3	\$100 – Fields 1-6	\$100 per League

2013 Fees**Softball & Baseball Fields**

Priority Level	Field Rental Fee	Field Preparation Fee	Deposit
1	\$0	\$0	\$0
2	\$10/Field	\$15/ Field	\$100 per League
3	\$100/Field	\$15/ Field	\$100 per League
Priority Level 2 Youth League Phased Discount for 150 rentals or more. Field Rental: Subtract \$2.50 per Field Rental			

Soccer Fields

Priority Level	Field Rental Fee	Deposit
1	\$0	\$0
2	\$25 – Fields 1-6	\$100 per League
3	\$100 – Fields 1-6	\$100 per League

2014 Fees**Softball & Baseball Fields**

Priority Level	Field Rental Fee	Field Preparation Fee	Deposit
1	\$0	\$0	\$0
2	\$10/Field	\$15/ Field	\$100 per League
3	\$10/Field	\$15/ Field	\$100 per League

Soccer Fields

Priority Level	Field Rental Fee	Deposit
1	\$0	\$0
2	\$25 – Fields 1-6	\$100 per League
3	\$25 – Fields 1-6	\$100 per League

1. The deposit must be made at the time of the reservation and all other fees must be paid prior to March 15. The deposit will be retained for violation of any of the established policies and procedures, for damages to the field or for failure to properly clean the area.
2. The field reservation fee includes mowing of the grass, dragging of the diamonds and moving bases as needed. The field preparation fee includes raking and lining of the diamonds.
3. NO REFUNDS will be made on reservation fees for fields not used for games or practices.
4. Groups may cancel up to 20% of their field reservations by March 30 (April 11 for Hardball Diamond) and receive a full refund. If field reservations are cancelled after March 30 (April 11 for Hardball Diamond) or more than 20% of field reservations are cancelled, there will be no refund.
5. Priority 1 and Priority 2 organizations may hold tournaments/scrimmages using the regular field rental fees.
6. Tournaments/scrimmages involving teams outside of Priority 1 and Priority 2 organizations are charged according to the tournament charges under the Park Rental Fees.
7. All group reservations will be confirmed with a contract.

D – Weather cancellations

1. Village staff shall make determination whether or not the field conditions allow for the field to be used. Following the start of field use it is the responsibility of the organization scheduled for the field to make the decision as to whether or not field conditions allow the game to continue. If continued use of the field in inclement conditions creates excessive wear or damage to the fields or facilities, the Parks & Recreation Department may invoice the organization for the repair costs. Failure to compensate the Parks & Recreation Department for any invoiced charges will result in the loss of field use privileges.

2. Rain cancellations may be rescheduled at no additional cost, but they will not be refunded. Games will be rescheduled on a space available basis.

E – Levels of maintenance

1. The Village is responsible for the mowing of all fields.
2. The Village is responsible for aerating, over-seeding and weed control.
3. The field reservation fee includes mowing of the grass and dragging of the diamonds as needed. The field preparation fee includes moving of the bases to the desired field dimensions, raking and lining of the diamonds.
4. Lining of soccer fields to be done by users with permission from the Village of Sussex.
5. Grooming and lining of softball fields to be done by Village of Sussex crews only in order to prevent damage to the infrastructure including base peps, bases and fields.
6. Absolutely no non-Village vehicles of any type are permitted on the fields. Additionally, no materials (sand, sawdust, Diamond Dry, etc.) are to be added to the baseball and softball infields by any field users.

F – Inspection of fields and site amenities prior to use

1. Upon arrival to each facility, the permit holder is responsible to inspect the site for unsafe conditions, which may be caused from vandalism, severe weather conditions or prior use. In the event that the facility is not suitable for use and an emergency repair is needed, the permit holder should not use the site and should contact On-call Operations Staff at 414-587-1965.

G – Insurance

1. Liability insurance coverage is 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 Village of Sussex as an additional insured.
3. A certificate of insurance shall be filed with the Village of Sussex along with the Park/Facility Rental Permit. This certificate shall confirm said coverage and provide the Village with 30 days advance written notice of cancellation, change or termination of said insurance policy.

Date adopted by the Sussex Park and Recreation Board
Date adopted by the Sussex Board of Trustees
Date to be effective

October 15, 2013
October 22, 2013
November 1, 2013