



ATHLETIC FACILITY 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 Parks & 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, provided the fields have not been previously reserved by another party. Reservations will be listed on the Village website at www.villagesussex.org.

Group/Team use and Reservations

All organized groups shall reserve a field/court before utilizing Village of Sussex facilities. An organized group is any group that consists of 10 or more people. In order to guarantee facility availability, unorganized groups (groups of less than 10 people) must reserve the facility they wish to use. Groups and teams wishing to utilize the recreation fields on an on-going basis may do so with prior scheduling approval from the Parks & Recreation Department. All requests must be made in writing using the Athletic Facility Rental form available at the Sussex Civic Center or online at www.villagesussex.org.

A – Priority in scheduling Village owned fields

1. Village sponsored programs and events.
2. Hamilton School District, Sussex Baseball Land 'O Lakes, private schools, associations, businesses and resident-based leagues (Leagues which 75% of the 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 Athletic Facility Rental form.
2. Reservations will be accepted starting the first working day in January. On-going field rental requests should be submitted no later than January 15. These will be considered on a priority basis until February 15 each year. A schedule of reservations will be posted by February 15. After February 15, reservations are accepted on a first-come, first-serve basis.
3. New tournament requests will be taken, beginning on November 1 of the preceding year of the tournament.
4. Requests for large returning reoccurring special events (i.e. tournaments) may be submitted up to two years prior to the event date. 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 other requests will then be considered.
5. Requests filed after the dates listed above will be handled on a space available basis. Priority scheduling does not apply after this date.
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 Village Ordinances and Park Regulations.
13. All changes to a reserved date must be made one week in advance.
14. No field reservations will be allowed after September 30.

C – Reservation Fees and Charges

Fees

Softball & Baseball Fields

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

Soccer Fields

Priority Level	Field Rental Fee	Deposit
1	\$0	\$0
2	\$30 – Fields 1-6, \$5 – Field 7	\$100 per League
3	\$30 – Fields 1-6 \$5 – Field 7	\$100 per League

1. The deposit must be made at the time of the reservation. 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 31 without penalty. If field reservations are cancelled after March 31 or more than 20% of field reservations are cancelled, they will be charged for those reserved dates. Any additional reservations or changes to existing reservations made after April 1 will be subject to an additional \$5 administrative fee per reservation addition or change unless deemed an emergency by the Deputy Parks & Recreation Director.
5. Priority 1 and Priority 2 organizations in the scheduling priority list above 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 field schedule provided by February 15.
8. An invoice of all reserved dates will be sent at the conclusion of the season and must be paid within 30 days of receipt.

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 pegs, 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 without approval by the Parks and Recreation Dept.

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.

Policy Adopted: October 22, 2013; Amended: January 23, 2018