

APPLICATION FORM FOR USE OF ATHLETIC FIELDS

Person in Charge: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City/State/Zip Code)

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Percentage Muskego residents \_\_\_\_\_ Tournament: Percentage teams Muskego residents \_\_\_\_\_

BASEBALL/SOFTBALL FIELD(S) LOCATION

(Please check the fields you are requesting. \*90'-base pegs available):

_____ Bay Lane #1	_____ Bluhm Farm I	_____ Denoon Park*	_____ Mill Valley #1	_____ MHS JV
_____ Bay Lane#2	_____ Bluhm Farm II	_____ Horn Park*	_____ Mill Valley #2	_____ Hardball
_____ Bay Lane #3	_____ Bluhm Farm III	_____ Jensen Park	_____ Mill Valley #3 (Lighted)	
_____ Bay Lane #4	_____ Bluhm Farm IV	_____ Kurth Park	_____ MHS Varsity Hardball	

SOCCER FIELD(S) LOCATION: \_\_\_\_\_ Denoon (regulation) \_\_\_\_\_ Manchester Hill  
\_\_\_\_\_ Kurth Park #1 (regulation) \_\_\_\_\_ Kurth Park #2

FOOTBALL FIELD LOCATION: \_\_\_\_\_ Bluhm Park \_\_\_\_\_ MHS Practice Football Field

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 Recreation Board. 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.

\_\_\_\_\_  
Applicant's Signature Date

\_\_\_\_ Approved \_\_\_\_ Disapproved \_\_\_\_\_  
Authorized Signatory, Parks and Recreation Department

\_\_\_\_ Approved \_\_\_\_ Disapproved \_\_\_\_\_ Parks & Recreation Board (when necessary)

Written application 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 AND RECREATION DEPARTMENT

**ATHLETIC FIELD USAGE  
POLICIES AND PROCEDURES**

*Priority Levels for Field Usage*

- Priority I—*Parks and Recreation Department Adult/Youth Programs* (e.g., youth soccer program, adult men’s 35+ softball league).
- Priority II—*Muskego-based Youth Leagues*. Those programs and organizations that retain no less than a 100% residency rate and are based within Muskego city limits (e.g., Muskego Athletic Association, Muskego High School leagues).
- Priority III—*Muskego-based Adult Leagues*. Those programs and organizations that retain no less than a 75% residency rate and are based within Muskego city limits (e.g., couples softball league, men’s softball league, women’s softball league).
- Priority IV—*Non-Muskego-based Traveling Leagues, Adult/Youth*. Those programs and organizations that retain less than a 75% residency rate and are not based within Muskego city limits (e.g., church leagues, Waukesha County leagues, Wind Lake Colt League, All American Youth Football League).
- Priority V—*New Team/League Requests*. The Parks and Recreation Board must review any new team/league requests. If approved, the Board 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.

Priority III—Exempt from field usage charge.

Priority IV—Field usage fee to be assessed.

Priority V—To be determined.

B. Field Usage Fee

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 and Recreation Department.
3. Field usage fees do not include bases, nets, or other equipment needs.
4. Daily Non-tournament or Daily Tournament (less than 2 hours) Usage:
  - Youth Organization—Resident (\$10.00/field)  
Non-resident (\$20.00/field)
  - Adult Organization—Resident (\$15.00/field)  
Non-resident (\$30.00/field)
5. Daily Tournament or Daily Non-tournament (more than 2 hours) Usage:
  - Resident (\$25.00/field); Non-resident (\$50.00/field)
  - Resident status for tournament requests will be if 75% of participating teams are from Muskego.

6. Lights: \$20.00/night
7. Security Deposit:       Resident (\$250/tournament);  
                                  Non-resident (\$500/tournament)  
                                  (usage only, for both)

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.

The Parks and Recreation Board would look at waiving tournament fees if the donation is greater than the actual charge and if it can be applied toward some project the Board wishes to pursue, at the Board's discretion. These issues must be negotiated and paid prior to tournament.

#### C. Maintenance Fees

Maintenance for games was a discontinued optional service for the 2009 season. Leagues are responsible for performing their own game field preparation. Leagues must submit league certificate of insurance along with insurance copies for field prepping services naming the city as an additional insured.

#### Mill Valley Complex Lights Usage

- A. All keys are the property of the City of Muskego.
- B. A key deposit of \$25.00 will be required should you request the use of the Mill Valley 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 Board feels necessary, such as lock changes, etc.
- C. An individual/league/organization will not be assessed a fee higher than \$50.00 for key deposits at one time. The user would still be liable for any additional charges for loss of keys which could result in having to have facilities rekeyed, new keys made, etc.
- D. For baseball/soccer 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 of 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).
- E. Any individual/league/organization will assume responsibility for the securing of the shed 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 Board, will be the responsibility of the individual/league/organization.
- F. Lights not turned off after individual/league/organization usage will result in a \$5.00 charge for the 1<sup>st</sup> offense, a \$10.00 charge for the 2<sup>nd</sup> offense and forfeiture of remaining deposit and key usage for a 3<sup>rd</sup> 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 Recreation Board.
- 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 Recreation Board—charity, profit, etc.).
- C. Daily events must conclude by 10:00 P.M. unless an extension is granted by the Parks and Recreation Board.

- 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 parks maintenance division of the department. Dumpsters are provided at each location for refuse disposal. Park staff is not responsible for this clean up.**
- E. All tournament requests must be made in writing to the Parks and Recreation Department at least six (6) weeks prior to the scheduled event(s).
- F. Softball/baseball tournaments may only be scheduled from June 15 through August 15.
- G. A local team must be eligible to participate in a tournament where non-resident sponsorship has been granted.
- H. Requests for the Muskego High School's Varsity and Junior Varsity fields **MUST BE** Received by the Parks and Recreation Department forty (40) days prior to requested usage date.
- I. All keys are the property of the City of Muskego. No duplication of keys is permitted. Anyone caught duplicating keys will lose their field privileges.**
- J. Parking on the grass is strictly prohibited unless the Parks & Recreation Board 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*

CITY OF MUSKEGO  
PARKS AND RECREATION DEPARTMENT

**ATHLETIC SOCCER FIELD USAGE  
POLICIES AND PROCEDURES**

*Priority Levels for Field Usage*

- Priority I—*Parks and Recreation Department Adult/Youth Programs* (e.g., Mikrosoccer program, introduction to soccer, etc.).
- Priority II—*Muskego-based Youth Leagues*. Those programs and organizations that retain more than a 75% residency rate and are based within Muskego city limits (e.g., Muskego Kickers/MK United).
- Priority III—*Muskego-based Adult Leagues*. Those programs and organizations that retain no less than a 75% residency rate and are 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 based within Muskego city limits. Also, a letter on letterhead must be on file from the league of the team requesting said field that indicates the league will be responsible for any damages incurred as a result of their team's use.
- Priority V—*New Team/League Requests*. The Parks and Recreation Board must review any new team/league requests. If approved, the Board will then determine the priority level in which the request will be placed for future field use consideration.

*Fees and Charges*

**B. Current Charges in Relation to Priority**

Priority I—Program fee charged directly to participants/teams

Priority II—Exempt from field usage charge.

Priority III—Exempt from field usage charge. Equipment fee to be assessed.

Priority IV—Field usage fee to be assessed. Equipment fee to be assessed.

Priority V—To be determined.

**C. Field Usage Fee**

2. Field usage fees allow for “exclusive use” of the reserved athletic field.
3. Athletic field usage excludes the reservations of athletic fields for practice purposes. Practice requests must follow the established guidelines of the Parks and Recreation Department.
4. Field usage fees do not include use of goals, nets, or other equipment needs.
5. Daily Non-tournament or Daily Tournament (less than 2 hours) Usage:
  - Youth Organization—Resident (\$10.00/field)  
Non-resident (\$20.00/field)
  - Adult Organization—Resident (\$15.00/field)  
Non-resident (\$30.00/field)

Resident status for practice requests is determined by resident status of person requesting field.
6. Daily Tournament or Daily Non-tournament (more than 2 hours) Usage:
  - Resident (\$25.00/field); Non-resident (\$50.00/field)

Resident status for practice requests is determined by resident status of person requesting field.

7. An equipment fee will be charged for use of the soccer goals, nets, etc. at a rate of \$30/field.
8. Lights: \$20.00/night
9. Security Deposit: Resident (\$250/tournament);  
Non-resident (\$500/tournament)  
(usage only, for both)

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.

The Parks and Recreation Board would look at waiving tournament fees if the donation is greater than the actual charge and if it can be applied toward some project the Board wishes to pursue, at the Board's discretion. These issues must be negotiated and paid prior to tournament.

#### D. Equipment Fees

The Muskego Kickers are responsible for all equipment associated with soccer (i.e. soccer goals, nets, benches, corner flags, and stripe their own fields). In order to ensure that all equipment is functioning properly and is in good condition, equipment fees will be assessed to all Priority III, IV, and V users. These fees will be used by the Kickers to replace worn out equipment.

#### Mill Valley Complex Lights Usage

- B. All keys are the property of the City of Muskego.
- C. A key deposit of \$25.00 will be required should you request the use of the Mill Valley 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 Board feels necessary, such as lock changes, etc.
- D. An individual/league/organization will not be assessed a fee higher than \$50.00 for key deposits at one time. The user would still be liable for any additional charges for loss of keys which could result in having to have facilities rekeyed, new keys made, etc.
- E. For baseball/soccer 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 of 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).
- F. Any individual/league/organization will assume responsibility for the securing of the shed 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 Board will be the responsibility of the individual/league/organization.
- G. Lights not turned off after individual/league/organization usage will result in a \$5.00 charge for the 1<sup>st</sup> offense, a \$10.00 charge for the 2<sup>nd</sup> offense and forfeiture of remaining deposit and key usage for a 3<sup>rd</sup> offense.

#### ***General Rules and Regulations***

- B. User must be a City of Muskego civic organization, team, or individual. All usage must be subject to approval by the Parks and Recreation Board.
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- D. Daily events must conclude by 10:00 P.M. unless an extension is granted by the Parks and Recreation Board.
- E. The user/applicant is responsible for the general clean-up and also parking and crowd control on the grounds as determined by the parks maintenance division of the department.
- F. All tournament requests must be made in writing to the Parks and Recreation Department at least six (6) weeks prior to the scheduled event(s).
- G. A local team must be eligible to participate in a tournament where non-resident sponsorship has been granted.
- K. Requests for the Muskego High School's Varsity (game only) and Junior Varsity fields **MUST BE** Received by the Parks and Recreation Department forty (40) days prior to requested usage date.
- L. **All keys are the property of the City of Muskego. No duplication of keys is permitted. Anyone caught duplicating keys will lose their field privileges.**
- M. **Parking on the grass is strictly prohibited unless the Parks & Recreation Board gives special approval.**

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