



City of Sun Prairie Parks, Recreation & Forestry Department

Athletic Facility Reservation Policy & Handbook

This policy guide covers reservations for:

*Athletic Fields
Basketball Courts
Open Space
Softball Diamonds
Tennis Courts
Volleyball Courts*

*Revised: 01/23/2020
Approved by PRFC:*

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Athletic Facility Reservation Policy

Purpose: The purpose of Athletic Facility Reservation Policy is for coordination and cooperation among the City of Sun Prairie Parks, Recreation and Forestry Department, the Sun Prairie Area School District, partner organizations and other organizations seeking to use public facilities for sports programs.

Policy Objectives:

The objectives of the Athletic Facility Reservation Policy shall be to:

- Provide an adequate number of athletic facilities for Sun Prairie Parks, Recreation and Forestry Department programs and other user groups
- Utilize a fair and equitable system for field and facility reservations for all user groups
- Minimize wear and damage to fields and facilities by preventing overuse

I. Priority Classifications

- a. Due to the number of organizations that request usage of Sun Prairie Parks, Recreation and Forestry facilities, it is necessary to define and classify users by type of activities and establish a reservation priority to ensure that City facilities are made available to best meet community needs. As a result, the facilities will be scheduled in accordance with a scheduling priority policy as established herein.

Priority 1: All City sponsored activities, programs, games, practices, leagues and tournaments.

Priority 2: All Sun Prairie Area School District (SPASD) activities, games, practices, leagues and tournaments.

Priority 3: Sun Prairie Parks, Recreation & Forestry Department Partners

Priority 4: Non-profit youth sport organizations. The organization must primarily serve Sun Prairie youth.

Priority 5: Non-profit adult sport organizations. The organization must primarily serve Sun Prairie adults.

Priority 6: All other youth and adult user groups. This includes for-profit organizations, tournaments, club teams, clinics and camps with individual or team participation fees.

II. Recognized Sun Prairie Sports Organization Status

- a. To be a recognized sports organization for the purpose of Priority 4 and 5 status, the organization must:

- Be a registered not-for-profit sports organization.
- Have a governing board of directors and at least 75% of the voting members shall reside in the Sun Prairie Area School District boundaries.
- Have a minimum of 75% of the organization’s players residing within the Sun Prairie Area School District boundaries.
- If requested by the City, provide for the purpose of verifying residency, team and/or organization rosters including names, addresses and phone numbers; a board of directors roster including board member names, home and work addresses and phone numbers; other documents verifying non-profit status.

III. Field/Facility Allocation Process

- Allocation information. The allocation of fields and facilities will follow the guidelines of this document. Once allocations are determined by the City of Sun Prairie Parks, Recreation and Forestry Department, they will not be changed during the season. Permit-holders may change or rearrange dates, but no priority will be given. After allocations are set, all reservation requests will be done on a first come, first serve basis.
- Competing dates. If two or more organizations in the same priority level submit competing dates, the allocation(s) will be done by lottery.
- Right to adjust process. The City of Sun Prairie Parks, Recreation and Forestry Department reserves the right to adjust the athletic facility allocation process as needed to address needs or resolve conflicts.
- Deadlines for Requests. Each priority group has a deadline to submit their facility requests for the corresponding season. Any requests received after the deadline will be considered with the next priority grouping. The City of Sun Prairie Parks, Recreation and Forestry Department reserves the right to alter the request and notification of approval deadlines. In the event that these deadlines are changed, all user groups who rented in the previous calendar year will be notified with new deadlines.

Requests for Use January 1 – June 30

Priority Group	Request Deadline	Notification of Approvals by:
1	October 31	November 14
2 - 3	November 15	November 30
4-6	December 1	December 14

Requests for Use July 1 – December 31

Priority Group	Request Deadline	Notification of Approvals by:
1	March 1	March 15
2 - 3	March 15	March 31
4-6	March 31	April 15

- e. How to Make Requests. All facility requests shall be made online through the Parks, Recreation and Forestry Department’s online reservation system. Groups must create an online account with RecPro (visit <http://rec.cityofsunprairie.com> to create an account). Once dates and facilities are submitted, they will be reviewed after the submittal deadline.
- f. Process. Fields and facilities will be allocated in a fair and equitable manner. Allocations will be conducted with consistency as it relates to the group’s priority level.
- g. Notification of approval. Groups will be notified of their approved requests via e-mail or telephone.
- h. Payment. Groups will be invoiced for their total amount due for the season. Payment is due to the Parks, Recreation & Forestry Department within 30 days of the invoice date.
- i. Permit. An Athletic Facility Use permit will be issued with the receipt of payment. If payment is not received within 30 days of the invoice date, approved dates will be released without warning. If the first day of the reservation is prior to the net 30 deadline, then all dates after the due date will be released without warning with the total amount for the days used due to the Department immediately. No new requests will be allowed until payment is made and any new requests will require pre-payment prior to making a request.
- j. Reservation Requests after Deadline. Reservation requests for facilities may be made after the priority group’s deadline. In the event of a reservation after the deadline, reservations are made on a first come, first serve basis and no consideration will be given to the priority level of the requestor.

IV. Reservation Fee Schedule

- a. The fee schedule for reservations are outlined below. All rentals are reserved and charged on an hourly basis. Rentals are charged tax, unless the organization provides proof of tax-exemption.

	<u>Resident</u>	<u>Non-Resident</u>
Athletic Fields:	\$18.96/hour (\$20/hour w/tax)	\$37.91/ hour (\$40/hour w/ tax)
Softball Diamonds:	\$14.22/hour (\$15/hour w/ tax)	\$28.44/hour (\$30/hour w/ tax)
Green Space:	no fee	\$9.48/hour (\$10/hour w/tax)
Tennis Courts:	\$4.74/hour (\$5/hour w/ tax)	\$9.48/hour (\$10/hour w/tax)
Basketball Courts:	\$4.74/hour (\$5/hour w/ tax)	\$9.48/hour (\$10/hour w/tax)
Volleyball Courts:	\$4.74/hour (\$5/hour w/ tax)	\$9.48/hour (\$10/hour w/tax)

- b. Tax Exemption. Any tax-exempt organization must submit a Wisconsin Sales Tax exemption certificate to the Parks, Recreation and Forestry Department prior the Notification of Approval date as listed in Section D. The Wisconsin Sales Tax Exemption

form must be submitted each calendar year, and will stay on file for the duration of the calendar year.

V. Tournament Use/Reservations

- a. It is highly recommended that a pre-tournament meeting or conference call with Sun Prairie Parks, Recreation and Forestry staff to discuss facility conditions, facility capacity, staffing, weather and facility maintenance considerations prior to requesting reservation dates for a tournament.
- b. Fees for all-day tournaments. If the request for a facility shall exceed 10 hours per day and/or extends throughout multiple days for a given event for a tournament, the fee schedule for athletic facilities shall change to a full day, flat fee schedule to cover indirect costs such as, but not limited to utilities, administrative time, maintenance time, additional staffing, etc. The flat fee schedule shall be:

	<u>Resident</u>	<u>Non-Resident</u>
Athletic Fields:	\$236.97/day (\$250/day w/tax)	\$464.45 (\$490/day w/ tax)
Softball Diamonds:	\$180.09/day (\$190/day w/ tax)	\$350.71/day (\$370/hour w/ tax)
Tennis Courts:	\$66.35/day (\$70/day w/ tax)	\$123.22/day (\$130/day w/ tax)
Basketball Courts:	\$66.35/day (\$70/day w/ tax)	\$123.22/day (\$130/day w/ tax)
Volleyball Courts:	\$66.35/day (\$70/day w/ tax)	\$123.22/day (\$130/day w/ tax)

- c. Available Facilities. The following facilities are available for tournament use. Other facilities not listed shall not be used for tournament purposes:

<u>Athletic Fields:</u> Sheehan Smith’s Crossing Stoneridge Estates	<u>Tennis:</u> Orfan
<u>Softball Diamonds:</u> Sheehan Park Stoneridge Estates Youth Baseball Complex	<u>Basketball</u> Sheehan Park
	<u>Sand Volleyball</u> Family Aquatic Center Sheehan Park

- d. Shelter Rentals. Any shelters that cannot be rented to the public during tournament play will be charged to the permit holder according to current shelter fees.

VI. Cancellation

- a. Cancellation Policy. All reservation cancellations must be made by request to the Parks, Recreation & Forestry Department in writing or in person. The cancellation request must be received at least ten (10) business days prior to the reservation date. The

permit holder may choose between a 50% refund issued by city check or a 100% credit to go on account with an expiration of one (1) year from the date of credit. Reservations made within ten days of the reservation date are not subject to a cancellation or refund credit.

- b. Inclement weather. In the event of inclement weather, it is the sole responsibility of the permit holder to request a transfer of their reservation to a new date within one business day before or after the reservation date. If a new date cannot be accommodated, a 100% credit will be issued to the permit holder's account with an expiration date of two (2) years from the date of credit. If the reservation has not been transferred and play has started, it is at the permit holder's discretion to delay or cancel the reservation due to inclement weather. Any damage to fields/facilities will be assessed by staff and billed to the permit holder.
- c. Need to reschedule. Requests to reschedule/transfer reserved dates must be made in writing or in person. In the event of the need to reschedule, the priority level will not be given consideration. Dates for rescheduling will be given on a first come, first serve basis.
- d. The Parks, Recreation and Forestry Department reserves the right to cancel any individual date(s) or an entire permit due to the following:
 - Conflict with a City-sponsored program, league, activity or event
 - Maintenance needs/issues
 - Overuse of a field
 - Unsafe conditions
 - Violations of the Sun Prairie Parks, Recreation and Forestry Department Facility Allocation Policy
- e. All attempts will be made to provide advanced notice and reschedule at an alternate location within the City. However, the City is not obligated to provide alternate fields. In the event of an emergency, or when only short notice or no notice can be given, groups must cooperate with the cancellation.

VII. Maintenance Responsibilities

- a. The following services are provided by the City of Sun Prairie as a basic level of maintenance and support.
 - a. Mowing
 - b. Aerating, seeding and weed control
 - c. Empty trash receptacles (Trash and litter collection by user)
 - d. General maintenance of facilities for normal wear and tear
- b. Maintenance and support provided by the City will be on a limited basis during October through April.

- c. All grooming and lining of fields is to be completed by the permit holder.
- d. Equipment must not interfere with reservation schedule and other user groups and must be removed when not in use.
- e. Sports equipment must be adequately anchored and secured during use.
- f. If approved by the Parks, Recreation & Forestry Department to leave equipment at the facility, any equipment left on field for more than a month must be moved to minimize damage to the turf and athletic field. Any wear and damage from equipment left on fields for over a month will be the responsibility of the permit holder to repair.
- g. Athletic Facility Amenity Matrix. Please see page 11 in this policy handbook to determine what equipment and amenities are included with the reservation. Any equipment or amenities not listed on the Athletic Facility Amenity Matrix will not be included with the reservation.
- h. Storage of Equipment on Site. Requests to store the permit holder's equipment on site must be approved by the Parks, Recreation and Forestry Department. During non-reserved times, the facilities are open to the public, therefore, the City is not liable for any use, damage, theft or loss of any equipment left on site.

VIII. Inspection of Facilities

- a. Permit holders agree to use facilities in an "as is" condition unless otherwise agreed in writing with the Parks, Recreation and Forestry Department. Upon arrival to the 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 suited for use, the permit holder should not use the site and should contact the Parks, Recreation and Forestry Department immediately or on the following business day.

IX. Excessive Damage

- a. Facility users are responsible for any and all damage or excessive use to City facilities, fields and property. If after a reservation additional maintenance is required (in excess of normal services or time) the permit holder will be charged accordingly.
- b. Failure to pay for additional maintenance caused by excessive use or damage of athletic facilities as set forth in this section may result in the immediate revocation of the existing permit(s) and the refusal of future allocation requests.
- c. To initiate a request for reimbursement for excessive damage, the Parks, Recreation and Forestry Department shall submit to the permit holder a detailed written accounting of the excessive damages and the cost of their repair as evidenced by cost estimates,

quotes and documentation of staff time. The accounting shall be submitted via first class mail, return receipt requested, to the address the permit holder provided at the time of the reservation request. The permit holder shall remit payment no later than thirty (30) days from the receipt of the accounting.

X. Indemnification and Hold Harmless

- a. To the fullest extent allowable by law, the permit holder shall indemnify and shall defend and hold harmless the City of Sun Prairie, its elected and appointed officials, officers, employees or authorized representatives or volunteers and each of them from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorney's fees, costs and expenses of whatsoever kind of nature weather arising before, during or after the use of the City facility and in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part or claimed to be caused, occasioned, or contributed to in whole or in part, by reason of any negligent act, omission, fault, or control or on its behalf in connection with or incident to the use of the City facility. The permit holder's aforesaid indemnity and hold harmless agreement shall not be applicable to any liability caused by the sole fault, sole negligence, or willful misconduct of the City of Sun Prairie, its elected and appointed officials, officers, employees or authorized representatives or volunteers. This indemnity provision shall survive the expiration of the permit.

XI. Insurance Requirements

- a. All leagues, sports camps, organizations, private renters (depending on the scope of the event) and other groups reserving athletic facilities shall be required to obtain and maintain liability insurance issued by a company or companies rated A-VII or better by AM Best and authorized to do business in the State of Wisconsin with the following minimum limits of coverage:

Commercial General Liability

- Each occurrence \$1,000,000.00
- General aggregate \$2,000,000.00

- b. Insurance coverage shall apply as a primary with the City of Sun Prairie named as an additional insured on the commercial general. Permit-holder will provide Certificates of Insurance and endorsements necessary to effectuate the indemnity requirements above.
- c. The certificate of liability insurance and necessary endorsements must be submitted to the Parks, Recreation and Forestry Department within two (2) weeks of submitting the reservation request.
- d. No permit will be issued without proof of proper insurance coverage.

SPPRF Athletic Facility Amenity Matrix

Softball Diamonds					
Park	Address	Diamond #	Anchors	Pitching Mound	Description
Renstone	1695 Steven Street	#1			
Sheehan Park	925 Linnerud Drive	#1	65' apart	Rubber	Limestone infield/Grass outfield 270' Outfield fence
		#2			
		#3			
Smith's Crossing	2298 Yellow Daisy Lane	#1			
Stoneridge Estates	300 Stonehaven Drive	#1	65' apart	Rubber	Limestone infield/Grass outfield 275' Outfield fence
Wyndham Hills	675 North Heatherstone Drive	#1			
Youth Baseball Complex	910 South Bird Street	#1	60' apart	Mound	Grass infield/Limestone baselines 200' Outfield fence
		#2			Limestone infield/Grass outfield 200' Outfield fence
		#3			
		#4			

Athletic Fields					
Park	Address	Field #	Field Dimensions	Goals	Goal Dimensions
Carriage Hills Estates	450 North Musket Ridge Drive	#1	170' x 260'	None	N/A
Renstone	1695 Steven Street	#1	140' x 250'	None	N/A
Sheehan Park	925 Linnerud Drive	#1	220' x 360'	1 Set	8' x 24'
Smith's Crossing	2298 Yellow Daisy Lane	#1	180' x 240'	None	N/A
Stoneridge Estates	300 Stonehaven Drive	East #1 (North)	220' x 315'	None	N/A
		East #2 (South)	220' x 315'	None	N/A
		West #1	220' x 320'	1 Set	8' x 24'
Wyndham Hills	675 North Heatherstone Drive	#1	160' x 210'	None	N/A
		#2	210' x 315'	1 Set	8' x 24'

Tennis Courts

Park	Address	# of Courts	Court Type
Orfan Park	2050 St. Albert the Great Drive	2	Tennis

Basketball Courts

Park	Address	# of courts	Description
Birkinebine	435 Union Street	1 Full court	Asphalt w/ lines
Blooming Meadows	885 Foxglove Drive	1 Full court	Asphalt w/ lines
Carriage Hills	901 Woodview Drive	1 Full court	Asphalt w/ lines
Carriage Hills Estates	450 North Musket Ridge Drive	1 Full court	Asphalt w/ lines
Evergreen	1900 Pennsylvania Avenue	1 Full court	Asphalt w/ lines; ADA access
Glacier Crossing	645 Granite Way	1 Half court	Asphalt
Grandview	135 Grandview Drive	1 Full court	Asphalt w/ lines
Hunter's Ridge	951 Huntington Drive	1 Full court	Asphalt w/ lines
Liberty	1270 Tara Drive	1 Full court	Asphalt w/ lines
Orfan	2050 St. Albert the Great Drive	1 Full court	Asphalt w/ lines
Renstone	1695 Steven Street	1 Full court	Asphalt w/ lines; ADA access
Sheehan Park West	925 Linnerud Drive	2 Full courts	Asphalt w/ lines; ADA access
Smith's Crossing	2298 Yellow Daisy Lane	1 Full court	Asphalt w/ lines; ADA access
Stoneridge Estates	300 Stonehaven Drive	1 Full court	Asphalt w/ lines
Sunny Valley	900 Castle Drive	1 Full court	Asphalt w/ lines; ADA access
Vandenburg Heights	1020 Vandenburg Street	1 Full court	Asphalt w/ lines
Westwynde	855 Eddington Drive	1 Full court	Asphalt w/ lines; ADA access
Windy Ridge	3161 Bull Run	1 Full court	Asphalt w/ lines
Wyndham Hills	675 North Heatherstone Drive	1 Full court	Asphalt w/ lines

Sand Volleyball Courts		
Park	Address	# of courts
Carriage Hills Estates	450 North Musket Ridge Drive	2
Evergreen	1900 Pennsylvania Avenue	1
Family Aquatic Center	920 Linnerud Drive	2
Hunter's Ridge	951 Huntington Drive	1
Sheehan Park West	925 Linnerud Drive	2
Stoneridge Estates	300 Stonehaven Drive	1
Vandenburg Heights	1020 Vandenburg Street	1
Westwynde	855 Eddington Drive	1

Green Space		
Park	Address	Description
Hunter's Ridge	951 Huntington Drive	170' x 280' Open Lawn
Renstone	1695 Steven Street	150' x 260' Open Lawn
Wetmore	555 North Street	200' x 500 ' Open Lawn
Windy Ridge	3161 Bull Run	150' x 300' Sloped Open Lawn