



Watertown Parks, Recreation, and Forestry Department

514 S. First Street / Watertown, WI 53094

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2026 General Facility Use Contract

Organization Name	
Contact Name	Laura Lizbeth Gomez Garcia/Genner Rubelsey
Contact Phone #	Laura – 262-449-3016
Contact Email	Lauranoelea1955@gmail.com
Event Dates	4/19/2026-8/30/2026
Event Location	Grinwald Park

This contract applies to all renters of diamond/field/court/complex facilities in the city of Watertown; and whereas the organization name listed above will be hereinafter referred to as “the renter” or “renters,” and the Watertown Parks, Recreation, and Forestry Department referred to as “the department.”

SERVICES

The department will provide a clean and maintained facility including restrooms and refuse containers. Ball diamonds, courts, and fields must be prepared and marked by the department’s staff on weekdays (games and tournaments only). The renter will be responsible for their own preparation on all other weekend days & holidays, if applicable. The department will provide initial trash can liners, soap, paper towels, and toilet paper.

SCHEDULING

Programs and events sponsored by the department will have priority when scheduling. Other tournaments and events may be scheduled using this contract starting September 1 for the following year according to the following criteria:

1. Parks and Recreation programs and events.
2. Watertown Unified School district programs and events.
3. Previous renters in good standing will have an opportunity to schedule on the same dates they used the previous year.
4. New renters deemed to be appropriate for the use of these facilities by the department’s administration.

Hours of Use: Park hours are 5 am to 11 pm. Ball games should not be scheduled prior to 8 AM and should end by 10 PM.

Contracts and reservations dates for previous renters must be submitted by November 1, 2025. Dates will be open to new renters on November 1. All contracts and schedules are due by January 1, 2026 for facility use in the following season. Specific facility use details (times, dimensions, equipment, etc.) are **due 30 days prior to the reservation**. All other reservations will be subject to availability on a first-come, first-served basis. Rain dates may not be prescheduled.

CANCELLATIONS

The department should be notified of any and all reservation cancellations, unrelated to weather, at least 14 days prior to the reservation. Rescheduling and scheduling new reservations will be completed by the department when notified by the Renter and is subject to availability. Any cancellations by the renter within 14 days of a reservation, including due to weather, and more than 10 cancellations over 14 days in advance of a reservation will be billed according to the Fee Schedule

FEES

Fees are determined by the department Fee Schedule and are subject to change at any time. Fees associated with the reservation (including, but not limited to, field rental, concession stand rental, and supplies) must be paid within 30 days after the reservation. Failure to do so will result in forfeiture of the next year's reservation.

Additional supplies and equipment the department agrees to provide will be charged to the renter. Also, any additional cost of cleanup required by the department due to the operation of the renter's events will be billed to the renter in accordance with the Fee Schedule. Any additional fees must be paid within **30 days** after reservation.

• Grinwald Park Rental \$40.00 for 20 dates	= \$ 800.00
• 1 field rental @ \$75.00 for 20 dates	= \$1,500.00
• 1 regular porto @ \$95.00 for 5 months	= \$ 475.00
• 6 extra trash cans @ \$4.00 for 20 dates	= \$ 480.00
Total owed = \$3,255.00	

ACCESS/MAINTENANCE

1. Litter/Grounds – The renter is responsible for keeping the diamonds/fields/courts/complex litter free and should do a complete litter pick up at the end of each day's games.
2. Bagged Garbage – All refuse should be bagged in bags provided by the department. Bags should be left in a designated spot at each location for pick up by department staff. At Brandt-Quirk, bags should be placed in the Department truck. The designated spots are at any garbage cans at the park. Any excess refuse that does not fit in the trash receptacles should be removed from the premises by the organizer. If this is not followed, it will be billed back to the organization at the fees listed in the Fees and Charges Policy.
3. Driving/Parking – All participants and spectators are to abide by the parking laws. You are not to park on the grass unless you have a permit for loading/unloading or food trucks.
4. Advertising/Banners - No form of advertising may be sold to be hung, staked, displayed, etc. on the premises of any diamond/field/court/complex without permission from the department through a Banner Permit.

In an emergency, members of the Park & Rec Department may be contacted:

1. Kristine Butteris – 920-342-0403
- 2.

CONCESSIONS

If the renter is interested in providing or selling concessions, please use the Concession in Parks Permit; rental fees apply.

- All food and/or beverage vendors must obtain a transient food license from Watertown Health Department and concessions in parks permit before any food can be sold on premises.
- All intoxicating beverage vendors must also obtain a Temporary Class “B” before any intoxicating beverages can be sold on premises.

Any selling of food or beverages without proper licensing or permits that occurs during a rental is a direct violation of this contract and will be grounds for immediate termination of this contract unless renter self-reports the violations to the Watertown Police Department prior to the Police or Parks department becoming aware of the violation.

WEATHER CONDITIONS AND PLAYABILITY

The department will evaluate conditions and make final decisions regarding the playability of the diamonds/fields/complex during times of adverse weather conditions on weekdays until 3pm. Evaluations and playability after 3pm on weekdays and weekends will be handled by the program/event coordinator; if play does occur, the renter will accept all responsibility for any damage which may occur. Fields are rented and billed rain or shine.

The renter may hand rake or use an approved drying agent but should never:

1. Disperse standing water onto any grass areas
2. Rake saturated dirt off the playing surface
3. Use any power equipment on the fields without permission
4. Attempt to use any type of flammable substance to aid the drying
5. Use any other tactics that could jeopardize the continued quality and contour of the playing surfaces or facility

In a large weather event (e.g. flooding, tornado, etc.), the department will determine playability and accept responsibility for the condition of the fields.

FACILITIES & AMENITIES AVAILABLE

Grinwald Park:

1. 2 full-size soccer fields
2. 1 portable toilet
3. Playground
4. Small bleachers

INDEMNIFICATION

Neither the Commission, the City of Watertown, or the Director of the Park and Recreation Department, nor his/her agents shall be liable, and Renter waives all claims for damages to persons or property sustained by the Renter or any occupant of the premises resulting from an accident occurring in or about the Premises resulting from the disrepair of any part of the Premises or resulting from an act or negligence of any tenant occupant, or any other person, including the Commission's agent.

In addition to, and not to the exclusion or prejudice of, any provisions of this Agreement or documents incorporated herein by reference, the Renter shall indemnify and save harmless and agrees to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering, and other expenses relating to the defense of any claim asserted or imposed upon the municipality, its officers, agents, employees and independent contractors growing out of this Agreement by any party or parties. The Renter shall also name as additional insured on its general liability insurance the City, its officers, agents, employees, and any independent contractors hired by the City. The Renter shall provide evidence of the same upon request by the City.

INSURANCE

The Renter shall provide a certificate of insurance written by a company licensed in the State of Wisconsin, approved by the City Attorney and covering any and all liability or obligations which may result from the operations by the Renter its employees, agents, contractors or subcontractors, and including workers' compensation coverage in accordance with Ch. 102, Wis. Stats. The certificate shall provide that the insurance provider will furnish the City with a ten-day prior written notice of cancellation, nonrenewal or material change. The insurance shall be written in comprehensive form and shall protect the applicant and City against claims arising from injuries to members of the public or damage to property of others arising out of any act or omission of the applicant, its employees, agents, contractors and subcontractors. The policy of insurance shall provide minimum combined single limits for bodily injury and property damage of at least \$1,000,000 per person/aggregate.

AGREEMENT

I, as the renter, have read the preceding information and agree to abide by the policies and procedures as set forth by the department.

Renter Signature

Date

Approved by agent of the department.

Signature

Date

OFFICE USE

___ Contract

___ Banner Permit

___ Concession Permit

___ Condition of Facility Use