



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

June 3, 2025

Kristine Butteris  
Director of Parks, Recreation & Forestry  
514 S. First Street  
Watertown, WI 53094

Dear Kristine,

I hope this message finds you well. I am writing on behalf of the Watertown Area YMCA to respectfully request consideration for a reduction in reservation fees for the use of park facilities/green spaces for our youth programs.

Our organization is dedicated to serving local families by providing affordable, enriching, and active programs for children and teens. We believe that by offering accessible opportunities for physical activity, teamwork, and social connection, we contribute meaningfully to the overall well-being of our community. When organizations like ours work together, we can achieve a greater collective impact—one that creates lasting benefits for the entire community.

Reducing facility fees would allow us to keep program costs low, ensuring that more families—regardless of income—can participate. In turn, this helps us promote equity in access to recreational and developmental opportunities for youth.

When young people are active and engaged in structured programs, we see positive outcomes: increased physical and mental health, stronger social bonds, and a deeper sense of community belonging.

We would be grateful to explore the possibility of a reduced community partner rate or an annual rate that reflects our shared mission of serving the youth of our community.

Thank you for your time and consideration. We value the partnership with your department and the vital role you play in supporting a thriving, connected, and healthy community.

Sincerely,

  
Kim Schooley  
Branch Executive Director

WATERTOWN AREA YMCA • 415 S. Eighth Street • Watertown, WI 53094  
P 920 262 8555 • F 920 262 8543 • [www.glcymca.org](http://www.glcymca.org)

**YMCA MISSION:** To put Christian principles into practice through programs that build healthy spirit, mind and body for all.



## Watertown Parks, Recreation, and Forestry Department

514 S. First Street / Watertown, WI 53094

920-262-8080 office / 920-262-8087 fax

### 2025 General Facility Use Contract

Organization Name	Watertown Area YMCA
Contact Name	Kim Schooley / Caleb Gross
Contact Phone #	920-262-8555
Contact Email	KSchooley@glcyymca.org
Event Dates	Various dates: Fall / Sp / Su
Event Location	Clark - Summer Programming Fall / Sp / Su - Betty Sports, learn to play + leagues

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 prepared facility including restrooms and refuse containers. Ball diamonds, courts, and fields must be prepared and marked by the department's staff on weekdays. The renter will be responsible for their own preparation on all other weekend days & holidays, if applicable. The department will remove bagged refuse and recyclables from the premises daily. The department will also provide initial trash can liners, soap, paper towels, and toilet paper.

#### SCHEDULING

Priority for scheduling is as follows:

1. Programs and events sponsored by the department.
2. The Watertown Unified School District (WUSD).
3. Previous renters in good standing will have an opportunity to schedule on the same dates they used the previous year, starting September 1 for the following 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. Games should not be scheduled prior to 8 AM and should end by 10 PM.

All contracts and schedules are due by January 1, 2025 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.

## 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, unless the program spans a season and may be billed after the season is complete. Failure to do so will result in forfeiture of the next year's reservation. Any cancellations by the renter within 14 days of a reservation, including due to weather, will be billed according to the Fee Schedule.

*Per the Parks, Recreation, and Forestry Commission meeting on April 21, 2025, a motion was approved to "charge fees only for game fields and not practices in 2025." The reservations for game fields include all program days (\$75/day) and league games (\$75/day). These reservations offer sole use of the open space and/or fields and basic maintenance of the fields. If additional fields are reserved or programs or games added to the schedule, this contract may be amended and fees charged in accordance with the Fee Schedule.*

*The use of fields in 2025 will include: spring and fall flag football, track & field, various camp programs, and may include additional programs and games as scheduled.*

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.

## CONCESSIONS

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

## CLEANING

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. Full bags should be left in a designated, central spot at each location determined by department staff and renter, for pick up by department staff.
3. Concession Stand and Equipment – The concession stand should be kept reasonably clean during the hours of operation by the concessions operator. At the end of each day the stand and equipment should be cleaned to a standard at which it was when opened. Grease from food preparation should never be disposed of in any drains in the building or anywhere else on the premises. All doors should be locked prior to leaving the facility.
4. Bathrooms – The department will provide clean bathrooms at the start of each day. The department will also provide initial trash can liners, soap, paper towels, and toilet paper which the renter will replace, on an as-needed basis, at additional cost. The cleanup of unexpected messes during the course of the day should be cleaned by the renter.

## **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.

## **ACCESS**

The department will provide the keys necessary to access any areas needed for the operation of the event(s). The renter should make arrangements to pick up keys at least two days in advance of the event(s). All keys must be returned to the office or placed in the drop box located at the front of the main entry doors at 514 S. First St. by the next business day.

The renter may charge for specific tournament or event parking at Brandt-Quirk Park, provided the general public is able to access the lot and park for free and the soccer complex parking is also available for public parking.

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

1. Kristine Butteris – 920-342-0403
2. Jeff Doyle – 920-285-0242
3. Andrea Draeger – 920-567-8157

## **GENERAL MAINTENANCE**

At the end of the renter's event(s), the renter is required to rake dirt into depressions around home plate and the pitching rubber and any other areas as needed. At Washington Park, at the end of the event(s), and after any field maintenance, tarps must be placed and secured over home plate and pitcher's mound.

Restrooms at certain locations may have use capacity limits. If your game/tournament/event is expected to or does exceed the capacity limit, portable toilet rentals will be required at the renter's expense. (e.g. if all diamonds/fields are in use at one time, at least two portable toilets will be required.)

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.

## **FACILITIES & AMENITIES AVAILABLE**

### **Brandt-Quirk Park:**

1. 5 lighted and 1 unlit youth baseball diamonds (see attached)

## **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.

Kim Schawley  
Renter Signature

6/2/2025  
Date

Approved by agent of the department.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **OFFICE USE**

\_\_\_ Contract

\_\_\_ Banner Permit

\_\_\_ Concession Permit





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/3/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER R & R Insurance Services, Inc P.O. Box 1610  Waukesha WI 53187-1610	CONTACT NAME: Sue Finney PHONE (A/C, No, Ext): (262) 574-7000 FAX (A/C, No): (262) 574-7080 E-MAIL ADDRESS: clcertificates@rrins.com
INSURED Glacial Community YMCA 1750 Valley Road Oconomowoc WI 53066	INSURER(S) AFFORDING COVERAGE INSURER A: National Specialty Insurance INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

## COVERAGES

CERTIFICATE NUMBER: CL2482950988

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Blkt Addl Insd by contract GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			2185191 WB1890 01/2013	9/1/2024	9/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employee Benefits \$ 1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			2185191	9/1/2024	9/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Medical payments \$ 10,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			2185191	9/1/2024	9/1/2025	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	A056010	9/1/2024	9/1/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

\*\* FOR INFORMATION ONLY \*\*

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Mike Walden/SF843

## Additional Named Insureds

### Other Named Insureds

Collective YMCA Condominium	Condo Association, Additional Named Insured
fka YMCA at Pabst Farms	Doing Business As
HAWC Holdings	Additional Named Insured
The Health & Wellness Center of Watertown	Additional Named Insured
Watertown Area YMCA	Additional Named Insured
YMCA at Pabst Farms Endowment Trust	Trust, Additional Named Insured