THE CITY OF WATERTOWN
PARKS, RECREATION, & FORESTRY

WATERTOWN PARKS, RECREATION, & FORESTRY DEPARTMENT
514 S. First St.
Watertown, WI 53094
920-262-8080

2027 FACILITY USE CONTRACT

Organization Name	
Contact Name	
Contact Phone #	
Contact Email	
Contact Mailing Address	
Event Dates	
Event Location	

This contract applies to all renters of ~~diamond/field/court/complex~~ Parks, Recreation, and Foresty 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 garbage containers. Ball diamonds, courts, and fields must be prepared and marked by the department's staff on weekdays for 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, toilet paper, and field mats.

In needed, members of the Parks, Recreation, and Forestry Department may be contacted:

1. EMERGENCY: call 911, or non-emergency police call 920-261-6066
2. Parks Supervisor – 920-390-9208
3. Parks, Recreation, and Forestry Director – 920-342-0403
4. Recreation Manager – 920-342-3853

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~~ October 1 for the following year according to the following ~~criteria~~ priority list:

1. Parks, Recreation, and Forestry 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. If a tournament or event is cancelled two years in a row, those dates will become available for other organizations.
4. New renters deemed to be appropriate for the use of these facilities by the Department's administration.

Hours of Use: Park hours are 5:00 AM to 11:00 PM. ~~Ball~~ Games should not be scheduled prior to 8:00 AM and should end by 10:00 PM.

Contracts and reservations dates for previous Renters must be submitted by ~~November 1~~ October 31 annually ~~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~~ upcoming 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~~ must 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 those due to weather, and more than 10 cancellations ~~over~~ more than 14 days in advance of the 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 fully paid within 30 days after the reservation. Failure to ~~do so~~ fully pay within 30 days of use 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.

Condition of Facility Use

A Condition of Facility Use Agreement may be signed by the Renter indicating monetary donations to the Department wherein regular rental fees are waived. Agreements are to be approved by the Park, Recreation, and Forestry Director and Commission before facility use contracts will be accepted for the following year.

ACCESS/MAINTENANCE

1. Keys - 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) at the Parks, Recreation, and Forestry office located at 514 S. First St. during business hours. 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.

2. 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.

3. Bagged Garbage – All garbage 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.

4. Restrooms – The Department will provide clean restrooms at the start of each day. ~~The department~~ and will ~~also~~ provide initial trash can liners, soap, paper towels, and toilet paper. ~~which~~ The Renter will replace and restock on an as-needed basis, ~~at additional cost~~.with supplies provided by the Department; additional charges apply. The cleanup of unexpected messes during the course of the day ~~should~~ will be cleaned by the Renter.

   Restrooms at certain locations may have capacity limits for usage. 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~~ the same time, ~~at least~~ a minimum of two portable toilets will be required. The cost of additional portable toilets is fully the Renter's financial responsibility. The Department will reserve the portable toilets on behalf of the Renter.

5. Driving/Parking – The Renter may charge for specific tournament or event parking only at Brandt-Quirk Park, provided the general public is able to access the lot and park for free (with clear signage) and the soccer complex parking is also available for public parking. Renters must not use vehicles, barricades, or other obstructions that block or restrict traffic flow. All access points must remain open and passable, and any temporary setup must be easily movable to allow immediate access for emergency vehicles. All participants and spectators are to abide by the parking laws. Parking on grass is prohibited.

   If utilizing an ATV for field preparation, or any other use of a vehicle in the park is needed, a Driving/Parking Permit is required as well as permission from the Parks, Recreation, and Forestry Director.

Driving/Parking Permit needed? Yes___ No___

6. Advertising/Banners - No form of advertising may be ~~sold to be~~ hung, staked, displayed, etc. on the premises of any diamond, field, court, complex, shelter, restroom, fence, etc. without permission from the Department through a Banner Permit.

   Banner Permit needed? Yes___ No___

7. Scorepad (Brandt-Quirk) –
   Scorepads are in the east side storage room in the rack. When removing a scorepad, unplug the charger. Follow the instructions on the bottom of the pad to turn on. Instruction sheet is also in the shelf or on the breaker panel if any help is needed.

   To turn on:
   Press OFF/ON to turn on.
   It will ask "Scoreboard" press 1 regardless of field your on, then press enter
   It will ask "Use last setup" press Yes, then enter. Scorepad and scoreboard will now be working.

   When games are done put pad in correct shelf and plug charger in.

8. Lighting (Brandt-Quirk) –
   Keys for the lights are in the east side storage room. There is a red paddle on a key set that is hanging on the small breaker box to the left of the scorepad rack.

   Diamond lights 1 and 2 are controlled from the panel behind field 5 outfield fence. When keying, turn the key to "ON". Lights should start to light up.
   Diamonds 2, 3 & 4 the control panel is between diamonds 3 and 4. When keying, turn the key to "ON". Lights should start to light up.

   When games are done turn switches with key to OFF. Please return key to storage panel.

9. Field 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. Check with the Department for any uses of irrigation and field equipment.

CONCESSIONS

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

The concession stand should be kept reasonably clean during the hours of operation by the concessions operator. At the end of each day or week the stand and equipment should be cleaned to a standard at which it was when opened, and left as found at the end of the tournament, and product removed. The Department and other renters are not liable for any product or equipment which is left in the concession stand after the Renter's use. Grease from food preparation must be taken with the concessions operator. All doors should be locked prior to leaving the facility. Renters are responsible for any equipment or stand damages which may occur during their reservation. A list of equipment available at each stand is available by request.

Renters must comply with all applicable public health and food safety requirements and are responsible for contacting the appropriate local health department to obtain any required permits, licenses, inspections, or approvals before operating.

Concession Permit needed? Yes___ No___

WEATHER CONDITIONS AND PLAYABILITY

The Department will evaluate conditions and make final decisions regarding the playability of the ~~diamonds/fields/complex~~ facilities during times of adverse weather conditions on weekdays until ~~3pm~~ 2:00 PM. Evaluations and playability determination after ~~3pm~~ 2:00 PM on weekdays and at all times on weekends will be handled by the ~~program/event coordinator;~~ Renter. If play does occur, the Renter will accept all responsibility for any damages ~~which may occur~~.

~~Fields~~ Facilities are rented and billed rain or shine. No refunds will be granted unless a letter or verbal appeal is submitted to and approved by the Parks, Recreation, and Forestry Commission.

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 Parks, Recreation, and Forestry Department 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
6. Use more than 2 bags of turface per diamond (need for additional ~~may~~ likely means the diamond is in ~~an~~ unplayable condition)

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

Brandt-Quirk Park:

1. 5 lighted and 1 unlit youth baseball diamonds (see attached)
2. Remote controlled baseball scoreboards for fields 1-5, no scoreboard for at field 0
3. 5 full-size, 9 multi-size soccer fields
4. 10 tennis courts
5. 21-hole disc golf
6. Concession Stands (1 baseball, 1 soccer)
7. Men's and Women's Restrooms
8. 3 Small Covered Shelters
9. Picnic tables and garbage/recycling/charcoal cans
10. Playground
11. Bleachers at 5 diamonds, none at field 0
12. Sun Protection at dugouts

Riverside Park:

1. 2 lighted softball fields (see attached)
2. 1 youth field
3. 4 tennis courts
4. 8 pickleball courts
5. 7 volleyball courts
6. Scoreboards at Diamonds 1 and 2; no scoreboard at diamond 3
7. Concession Stand
8. Playground
9. Restrooms located within walking distance
10. Bleachers at Diamond 1; terraced seating at Diamonds 2 and 3
11. Covered shelter and restrooms at volleyball courts
12. Grills

Washington Park

1. 1 lighted hardball field (see attached)
2. Remote controlled scoreboard
3. Team dugouts
4. Concession Stand
5. Restrooms
6. Covered Shelter
7. Bleachers, picnic tables, benches, garbage/recycling/charcoal cans
8. Playground

Grinwald Park:

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

Clark Park

1. 2 tennis courts
2. 1 diamond
3. 1 basketball court
4. 1 volleyball court
5. 1 soccer field
6. Playground
7. Restrooms

8. 2 Covered Shelters

Union Park
1. 1 basketball court
2. Playground
3. Restrooms
4. 1 Covered Shelter

Lincoln Park
1. 1 basketball court
2. 1 diamond
3. 1 volleyball court
4. Playground
5. Restrooms
6. 1 Covered Shelter

Timothy Johnson Park
1. 1 basketball court
2. 1 diamond
3. 1 soccer field
4. Playground
5. Restrooms
6. 1 Covered Shelter

Brandt/Quirk Park Field Dimensions

Diamond 0
Bases: 50, 60
Pitching: 35, 40, 43, 46
150' outfield fence/down the line

Diamond 1
Bases: 50, 60, 65, 70
Pitching: 35, 40, 43, 46, 50
215' outfield fence/down the line

Diamond 2
Bases: 60, 65, 70
Pitching: 40, 43, 46, 50
215' outfield fence/down the line

Diamond 3
Bases: 50, 60, 65, 70, 80
Pitching: 35, 40, 43, 46, 50
215' outfield fence/down the line

Diamond 4
Bases: 50, 60, 65, 70
Pitching: 35, 40, 43, 46, 50
215' outfield fence/down the line

Diamond 5
Bases: 50, 60, 65, 70
Pitching: 35, 40, 43, 46, 50
215' outfield fence/down the line

Riverside Park Field Dimensions

Diamond 1
Bases: 60, 70, 80
Pitching: 40, 43, 46, 50, 54
275' outfield fence/down the line; 290' to center

Diamond 2
Bases: 60, 70, 80
Pitching: 40, 43, 46, 50, 54
275' outfield fence/down the line; 290' to center

Diamond 3

Bases: 50, 60
Pitching: 35, 40, 46
140’ outfield fence/down the line; 180’ to center

Washington Park Dimensions

Diamond

Bases: 60
Pitching: 90
325’ outfield fence/down the line; 375’ to center

INDEMNIFICATION

Neither the Commission, the City of Watertown, or the Director of the Parks Recreation, and Forestry, Department, nor his/her agents shall be liable, and the 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

___ Facility Use Contract ___ Condition of Facility Use

___ Concession Permit ___ Banner Permit

___ Driving/Parking Permit (paid parking map if applicable)

___ COI