

## Mount Pleasant Park and Recreation Athletic Field/Court Rules and Regulations

### What Requires an Athletic Field Permit?

An Athletic Field Permit Application must be submitted and approved by the Mount Pleasant Parks and Recreation office in order to reserve any Village of Mount Pleasant athletic field for any organized practice, game, league or tournament play.

### Athletic Field Permit Application Process

1. Complete the Athletic Field Permit Application and submit to the Mount Pleasant Park and Recreation manager for approval. The application can be submitted to George Baumgardt by email at [gbaumgardt@mtpleasantwi.gov](mailto:gbaumgardt@mtpleasantwi.gov), by mail or in-person to the Parks and Recreation office at 8811 Campus Drive, Mount Pleasant, Wisconsin, 53406.
2. After receipt of your application, you will be notified regarding the status of your request. It is the responsibility of the applicant to submit any amendments and/or revisions to the original application in writing. Revisions are subject to the review and approval of the Mount Pleasant Parks and Recreation office.
3. If your request(s) is approved, payments will be charged IN FULL to your account upon verification of rental. Payments must be made via check or in person at the Mount Pleasant Village Hall during open hours Monday – Friday, 8:00 am - 5:00 pm. If paying by check, payment must be submitted at least 3 weeks prior to the rental date and it should be written to the order of the Village of Mount Pleasant. 100% of all fees must be received prior to the event date.

### Athletic Field Permit Rules and Regulations

All athletic field events, applicants and guests, vendors and exhibitors shall abide by all municipal codes and rules governing the parks and parkways.

1. The Village of Mount Pleasant in its sole discretion may grant, deny, revoke or suspend any permit, at any time and for any reason. Cancellation of the permit for cause will result in forfeiture of all fees. For cause means if the terms of the application are misrepresented, violated or when public safety is threatened.
2. The Athletic Permit is subject to all local municipal and Racine County ordinances in addition to all rules and regulations governing parks and parkways and can be terminated at any time at the sole discretion of local law enforcement authorities when public safety is threatened.
3. The permit holder agrees at all times during the existence of this permit to indemnify the Village of Mount Pleasant, its employees, agents representatives, and hold it harmless from all liability, claims and demands on account of personal injuries, property damage and loss of any kind whatsoever, including workers' compensation claims, which arise out of or are in any manner connected to this permit, based on any injury, damage or loss being caused by any wrongful, intentional, or negligent acts or omissions of the permit holder, its agents or employees. The permit holder shall, at its own expense, investigate all claims and demands, attend to their settlement or disposition, defend all actions based thereon and pay all charges of attorneys and other costs and expenses arising from any such injury, damage or loss, claim, demand or action.
4. All permittees are required to pay for any extra arrangements needed. The Park Representative will provide a detailed cost estimate in writing. You will receive an invoice for these charges after the event, which will be due thirty (30) days from the date of your event.

5. Permits are not assignable and not transferable and sub-leasing is not permitted. Permit holder must have official permit on-site on all permitted dates.
6. Insurance Requirements
  - a. Liability insurance coverage is required for group/team/organization use only, not individuals. Required coverage is a minimum of \$1,000,000 per occurrence.
  - b. Permit holder shall obtain and maintain a policy of liability insurance written by an insurance company licensed to do business in the State of Wisconsin. This policy shall contain an endorsement for contractual liability to support the indemnity and hold harmless provision of this policy, covering death, personal injury and property damage in the amount of one million dollars while naming the Village of Mount Pleasant as an additional insured.
  - c. A certificate of insurance shall be filed with the Village of Mount Pleasant along with the Park/Facility Rental Permit. This certificate shall confirm said coverage and provide the Village with 30 days advance written notice of cancellation, change or termination of said insurance policy.

## Cancellations and Reschedules

All special events, applicants and guests, vendors and exhibitors shall abide by all municipal codes and rules governing the parks and parkways.

1. The applicant must make all cancellations in writing.
2. Athletic Permit cancellations must be received at the Village Hall no later than 30 days before the event to receive a full refund. The Village will charge all cancellations a \$50.00 administrative fee.
3. Cancellations received at the Village Hall less than 30 days before the event date will receive a 50% refund. The Village will charge all cancellations a \$50.00 administrative fee. Cancellation under 7 days, Village will retain 100% of fees.
4. An athletic permit may be rescheduled if, and only if, the Park Representative can accommodate a make-up date.
5. Village of Mount Pleasant reserves the right to cancel, reschedule, or relocate any rental if rental facility is not in playable condition. Every attempt possible will be made to avoid any and all inconveniences to customers. Groups who fail to follow field condition decisions could be charged for damages regardless if permits are taken out.
6. If any permitted activity is rained out during the season, it is the responsibility of the permit holder to notify the parks manager of the rain make-up date no later than 48 hours after cancellation. If rescheduling is not possible, a refund will be issued to the permit holder 30 days after the last permitted date for all dates cancelled and not rescheduled by the Mount Pleasant Parks Department. Cancellations requested by permittee are subject to the cancellation policy above.

## Miscellaneous Rules and Regulations

### League and Tournament Play

1. League Play
  - a. Groups or organizations coordinating league play in which their participants are being charged a fee must pay an Organizational League Fee in addition to the Hourly Usage Rates. This fee is assessed to the organization based on

the TOTAL number of teams participating in each league in the season. The Organizational League Fee is due one (1) week prior to the start of the league(s). The total Hourly Usage Rates for the season are due at the midpoint of the season. Any additional rain dates or extra days added must be paid for before they can be played. The parks and recreation office will make the final determination as to the classification of the activity

## 2. Tournaments

- a. Groups and organizations looking to host tournaments/events using Village of Mount Pleasant athletic facilities must submit a special event application to the parks and recreation office. A tournament is defined as an athletic or sports competition that meets the criteria listed. End of league or season tournaments may be considered a tournament, for permitting purposes, and not a continuation of league play.
- b. A tournament includes:
  - i. Athletic or sports competition
  - ii. Bracketed or pool play (or other typical tournament format) designed to determine a winner(s)
  - iii. Open to the general public to participate/spectate
  - iv. Collection of fees prior to and/or day of event for participants and/or spectators
  - v. Requires exclusive use of athletic fields/complexes
  - vi. Event infrastructure that includes tents, tables, chairs, goods and services vending, food and beverage sales/service, vendors or sponsors

## Cleanup & Damage

1. The permit holder shall be responsible for the daily pickup, collection, and removal of all garbage and litter from the site and surrounding areas, which is due to the Event. The applicant shall in good faith negotiate details for the pickup and removal between the permit holder and the Park Representative. All garbage collection and removal shall be to the satisfaction of the Village of Mount Pleasant. The Village will bill the permit holder for any additional cleanup and damage to park facilities.
2. Permit holder needs to have a recycling program in place before the event. A copy of the program must be submitted a minimum of 30 days before the event date. The permit holder is responsible for the removal of recycling from the premises.
3. The permit holder shall be responsible for any actual documented physical damage to the Premises caused by its Event, employees, agents, representatives, and guests. The Permit holder shall restore the Premises within five days of the conclusion of the Event to the satisfaction of the Parks Representative.

## Amenities

The Village of Mount Pleasant does not provide amenities such as portable restrooms, sound systems, stages, tables, chairs, tents, canopies or other equipment.

## Amplified Sound

The Village requires a municipal Noise Variance Permit for all amplified sound. It is the responsibility of the Event Organizer to provide electrical requirements to support the event.

## Vehicles

The Village prohibits vehicles from driving on grass, athletic fields, park walkways, and trails. Contact the Park Representative regarding any special parking needs or vehicular access. A pass will be made available to you if there is a need to be driving in the park.