

CITY OF APPLETON POLICY		TITLE: MIRACLE LEAGUE FIELD - RENTAL AND FEE SCHEDULE POLICY	
ISSUE DATE: August 19, 2009	LAST UPDATE: August 12, 2009, October 22, 2014	TEXT NAME:	
POLICY SOURCE: Parks and Recreation Department		TOTAL PAGES: 5	
Reviewed by Attorney's Office Date: August 5, 2009	Parks and Recreation Committee Approval Date: August 12, 2009 October 22, 2014	Council Approval Date: August 19, 2009, November 5, 2015	

I. Purpose:

To provide a policy to authorize the Parks Recreation and Facilities Management Department to equitably administer rules and regulations, policies, fees and charges and manage the schedule and use of the Miracle League Field and associated amenities for personal use, tournaments and/or community events.

II. Policy:

This policy authorizes the Parks, Recreation and Facilities Management Department to charge fees and schedule the use of the Miracle League Field and associated amenities within the rate structure and scheduling priorities established by the Parks and Recreation Committee and Common Council. To effectively schedule, manage, protect facilities, and promote the wise use of the Miracle League Field, this policy authorizes the Parks, Recreation and Facilities Management Director and/or designees to:

- Cancel and/or relocate any reservation that potentially threatens the integrity of the park and/or facility due to misrepresentation of information on the Facility Reservation Agreement, conditions of the facility or grounds would potentially create an unsafe situation, or if continued use of the facility by the group/organization may result in damage to the facility that is beyond the normal wear and tear of facility.
- Limit the number of weekend reservations for facilities for anyone or any group, organization or individuals that would dominate the use of a facility and/or restrict equal opportunities to reserve facilities by members of the public at large.
- Deny any facility reservation application if the expected attendance would exceed the safe capacity of the facility so as to endanger public health and safety, or compromise the condition of facilities and/or nearby facilities and/or natural resources.
- Enforce park rules, regulations, and policies.
- Require insurance coverage with limits established by the City Risk Manager, for activities or events that are beyond the scope of the “normal and intended guidelines” established by the Parks Recreation and Facilities Management Department.

- Require a security deposit and/or performance bond for activities or events that may impact the integrity of the facilities and require significant repairs to the facilities that would limit the future use of the facilities.

III. Definitions:

- Miracle League Field – This field is located in the northwest corner of the Appleton Memorial Park Ball Diamond complex.
- Category A – Local non-profit organizations that provide ball diamond related recreational services or provide services to individuals with physical, mental, or emotional disabilities to Appleton and the Fox Cities community.
- Category B – For-profit, other non-profit or private groups and organizations.
- Concessions/Sales/Exchange of Money - The sale of food, beverage and other associated products or the exchange of money at an event or program that is held in a city park and/or special area specifically reserved for that event or program.
- Late Reservation - Request for a reservation of city park facility and/or special area that is received less than five (5) business days before the reservation date.
- Normal and Ordinary Use of City of Appleton Parks - Is defined by guidelines established and published by the Parks, Recreation Facilities Management Department.
- Processing Fee - Fee charged to process a refund and/or cancellation request that is received before the reservation date.
- Session – A designated period of time that is used to determine the rental fee for the ball diamonds at Appleton Memorial Park.
- Special Event – An event or activity that meets the City of Appleton’s requirements for a special event activity, is held in a city park and/or special area, and exceeds the normal and ordinary use of the park and/or special area.

IV. Use of Miracle League Field:

The use of the Miracle League Field is managed and maintained by the Parks Recreation and Facilities Management Department and is available to individuals, groups and organizations for exclusive use for practice, league play, and tournaments. The following shall direct the use of athletic facilities:

- All park ordinances shall apply to use of athletic facilities.
- Any additions or modifications to the athletic facilities shall be approved in writing by the Parks, Recreation and Facilities Management Director or designee.
- Individuals, groups and organizations must obtain a permit from the Parks Recreation and Facilities Management Director or designee.
- The display of any advertising, signs, etc. must be approved by the Parks Recreation and Facilities Management Director or designee.
- Access to the athletic facilities will be limited to the times listed on the reservation request form.

- The overnight storage of equipment, supplies, vehicles, etc. is prohibited unless approved by the Parks and Recreation Director or designee.
- No games shall begin before 8:00 A.M. or end after 11:00 P.M. unless approved by the Parks and Recreation Committee.
- The Parks Recreation and Facilities Management Director or designee reserves the right to cancel and/or relocate any reservation if it threatens the integrity of the park and/or athletic facilities due to misrepresentation of information on the reservation request, unsafe facility conditions or weather conditions, or if continued use of the facility by the group/organization may result in damage to the facility that is beyond the normal wear and tear of facility.

V. **Reservations:**

The reservation of Miracle League Field shall be directed by the following policies and procedures:

- The use by the Miracle League of the Fox Valley, Appleton Parks, Recreation and Facilities Management Department and other groups and/or organizations shall follow the Miracle League Field Use Policy.
- All groups, individuals and organizations reserving the Miracle League Field will be charged in accordance with the established rate schedule on file with the Parks, Recreation and Facilities Management Department or City Clerk. Reservations that meet certain criteria will be required to obtain a Special Events License.
- All reservations for the Miracle League Field shall submit the necessary deposit with the reservation request. Full payment of the reservation fee shall be included with all other athletic facilities reservation requests. Reservations are not valid until a “Field Reservation Agreement” form has been signed by all parties and the required deposits/payments have been made.
- Organizations/groups that have reserved the Miracle League Field and other athletic facilities for special events shall have thirty (30) days after the date of the special event to reserve the Miracle League Field and other athletic facilities for the same weekend and/or date for the following year. After thirty (30) days, the Parks, Recreation and Facilities Management Department will make the Miracle League Field and other athletic facilities available to other interested parties. The reservation may be cancelled if the appropriate facility rental fees are not paid within 30 days of receipt of invoice.
- The Miracle League Field schedule will be held open for events that meet “tournament rental fee” criteria for a period of 6 months to one year before the scheduled event. The Miracle League Field will be available for all events, including non-tournament events on a first- come, first-served basis beginning 6 months before the proposed date.
- All other reservations for the Miracle League Field are on a first-come, first-served basis and may be made no more than one (1) year in advance. Reservations for state, regional and/or national tournaments and/or events that must be scheduled more than one (1) year in advance may submit a written request to the Parks and Recreation Committee for approval.

- All applications for facility reservations must be made at least five (5) business days in advance of the reservation date. Applications not made before this time period will be charged an additional \$20.00 for each reservation.
- Groups and/or organizations may be required to reserve pavilions and/or special areas if the Parks, Recreation and Facilities Management Department determines the event or activity warrants the additional reservations to minimize impact on other facility users or enhance the event.

VI. Scheduling Priorities:

The Appleton Parks, Recreation and Facilities Management Department will schedule the Miracle League Field according to the following priorities:

1. The Miracle League of the Fox Valley will have the first opportunity to schedule regular programs (games, scheduled practices, instructional programs and scheduled tournaments) Monday through Friday from 4:00 PM to park closing and two weekend days between June 1 and August 15, before any other programs are scheduled with the approval of the Parks, Recreation and Facilities Management Department.
2. All Parks, Recreation and Facilities Management Department programs (games, scheduled practices, matches, camps, instructional programs) will be scheduled after the Miracle League program and before any other programs are scheduled.
3. Local non-profit organizations (Category A organizations) that provide services to individuals with physical, mental, or emotional disabilities to Appleton and the Fox Cities community will be scheduled after programs offered by the Miracle League of the Fox Valley and the Parks, Recreation and Facilities Management Department.
4. Programs sponsored by schools and other local non-profit organizations that offer youth sport programs.

VII. Cancellation/Refunds:

A full refund of the deposit/rental fee will be made if the reservation for the Miracle League Field is cancelled more than 90 days in advance of the event. A full refund of the deposit/rental fee for the cancellation of the Miracle League Field less than 90 days in advance of the event will be made only if the facility can be rented to another party for the date canceled. Refunds are subject to a \$10.00 processing fee.

A full refund of the rental fee will be made if the reservation is cancelled by the Parks Recreation and Facilities Management Department due to park closings, construction activities, etc. These refunds are not subject to the \$10.00 processing fee.

Miracle League Field- Fees & Charges
(Effective January 1, 2015)

The Miracle League of the Fox Valley - \$1.00 for each yearly season.

Session Ball Diamond Rental Fees –

<u>Category A</u>	<u>Category B</u>
Session \$50.00 per session	Session \$75.00 per session
Daily..... \$100.00 per day	Daily \$150.00 per day

Sessions are defined as:

- Morning Session – 7:00 AM – Noon
- Afternoon Session – Noon – 5:00 PM
- Evening Session – 5:00 PM to Close

Session rental includes Facility Supervisor, field preparation and use of concession stand in the west restroom facility.

Hourly Ball Diamond Rental Fees –

	<u>Category A</u>	<u>Category B</u>
Ball Diamond Rental Fee ...	\$15.00 per hour	\$20.00 per hour
Concession Stand	\$ 5.00 per hour	\$10.00 per hour
West Restroom Facility		
Facility Supervisor (AMP)...	\$10.00 per hour	\$15.00 per hour

Ball Diamond Preparation Fees – (Other than tournament rental)

Weekday preparation without overtime.....	No Fee
Preparation beyond regular hours and Saturdays ..	\$35.00 per hour, per person
Preparation Sunday and Holidays	\$45.00 per hour, per person

Other permits that must be obtained at the Appleton Parks Recreation and Facilities Management Department office at least 5 working days prior to the event:

Tents over 200 square feet	\$15.00 per tent, per day
Fire Department inspection of the tent	\$15.00 per tent
Selling or serving concessions	\$20.00 per event

This policy shall become effective January 1, 2015, and shall remain in effect until it is modified, changed, and/or repealed.