2020 Athletic Field Policy Memo
Dan Glynn, Parks & Recreation Director

This policy is needed as we transition away from having contracts with youth sport organizations to an hourly booking policy. This policy formalizes the current policies and procedures we have with youth sport organizations, and puts into one place. These organizations are all volunteer ran which causes a lot of turnover. Many times there is miscommunication between incoming and outgoing board members. This document will be helpful for their incoming board members as they will know what their expectations are and how the City does things.

Anything that is new in the document is listed below.

Priority Groups

Sanctioned status provides benefits such as priority scheduling and lower field fees. In return, these organizations must meet several criteria. These criteria will not be anything new for the youth sport organizations that have had contracts with the City in the past. For example, youth sport organizations currently pay a $5 per season per player fee for access to City fields. They also help with facility improvements like the batting cages at Racetrack Park. Having this status will protect field space for local youth sport organizations from organizations outside of the Stoughton area.

Field Modifications.

The new area in this is that permanent structures should be made available for community use. I'm not sure if this has been policy or if it has been communicated in the past, but it is my belief that it should be.

Athletic Field/Facility Allocation and User Guide

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Introduction

This manual contains general information and guidelines. It is not intended to be comprehensive, all-inclusive, or to address all of the possible applications of or exceptions to the general policies and procedures described. Rather, this manual has been prepared as a general reference guide. The City of Stoughton Parks & Recreation Department reserves the right to unilaterally revise, supplement, or discontinue any of the policies, guidelines, or procedures described in this manual. Nothing in this manual is intended, either expressly or impliedly to provide any right or benefit of any kind whatsoever to any person or entity, or to acknowledge, establish or impose any legal duty to a third party.

The City of Stoughton Parks & Recreation Department issues permits for the use of athletic fields to organizations and the general public for recreational activities and programs. The purpose of this guide is to outline the procedures, regulations, and allocation priority for the permitted use of athletic fields. Due to the increase demand for the use of City fields it is imperative that all user groups abide by the policies and procedures set forth in this guide.

Athletic Fields are allocated and permitted in two time periods, April 1 through August 15 and August 16 through October 31. The Parks & Recreation Department will monitor proper use of field allocations and permits. Priority will be given to City of Stoughton Parks & Recreation Department activities and programs, Stoughton Area School District, sanctioned organizations, Stoughton youth and adult non-profit organizations, and City residents. The City will charge fees to recover costs to operate, maintain, and administer the use of facilities.

The Director of Parks & Recreation will make interpretation of language in the Athletic Field/Facility Allocation and Usage Guide. An appeal of the Director of Parks & Recreation's decision may be made to the Mayor and must be submitted in writing with justification within ten (10) business days from the decision. The Mayor's decision is final.

Commented [DG1]: This should work for the sport group seasons

Commented [DG2]: Will need to be decided by Parks & Rec Comm.

Commented [DG3]: Parks & Rec Comm. Or Mayor?

Definition of Terms

Resident Status - Resident status is defined as groups or organizations with at least 90% or more Stoughton Area School District residents. Team rosters and/or individual participant utility bills/photo ID may be required by Parks & Recreation Department staff to verify residency status.

School District Resident (SDR) – A School District Resident (SDR) is a person who lives within the boundaries of the Stoughton Area School District, but may not contribute to City of Stoughton taxes. This would include those who live in a neighboring township such as Pleasant Springs.

Youth Status – Youth Status is defined as persons under the age of 18 years old.

Non-Profit Status – To qualify for non-profit status, the organization must meet all the criteria below:

1. The organization must be registered as a not-for-profit corporation with the State of Wisconsin, or if not registered with the State, must have a constitution, bylaws, or mission statement which clearly states the objectives of the organization are of a non-profit, non-commercial nature.
2. The organization's board of directors must be comprised of volunteers, with at least 90% or more Stoughton Area School District residents. The organization must submit the following:
    a. If incorporated, submit State Incorporation papers and bylaws; if not incorporated, submit constitution and bylaws or mission statement.

b. A summary of their annual budget showing all anticipated revenue, expenditures, and schedule of fees.
c. A roster of board member with addresses.
d. Contact information for the Field Representative authorized to make reservations for the organization

Sanctioned Status – To qualify as a sanctioned organization with the City of Stoughton Parks & Recreation Department the organization must meet the following qualifications and have a signed Sectioned Organization Agreement with the City.

Commented [DG4]: Will need to create

Sanctioned Qualifications

1. The organization shall have its own volunteer board with a set of bylaws adopted to guide the board in policy-making decisions.
2. Provide a summary of their annual budget showing all anticipated revenue, expenditures, and schedule of fees.
3. The organization and its bylaws must be compatible with the City of Stoughton Parks & Recreation Department's philosophy.
4. The organization shall require signed and dated waivers be completed by all participants (in the case of minors, by their parent or legal guardian) carrying language as specified by the City. "In consideration of the permission extended to the undersigned to participate in _____, and for other good and valuable consideration, the undersigned voluntarily, knowingly, and expressly assumes the risk and liability and fully and forever release, discharge, indemnify, defend and hold harmless the City of Stoughton, its Board, officers, employees, volunteers, successors and assigns, from and against any and all claims, causes of action, bodily or personal injury claims, causes of action, bodily or personal injury claims, property damages, liability, costs, expenses including but not limited to attorneys' fees, the undersigned now has or which may hereafter accrue, on account of, arising out of or in any manner relating to the undersigned's participation in_____. "
5. The organization must appoint a Field Representative to serve as the liaison between the group and the Parks & Recreation Department for purposes of scheduling, planning, and dealing with problems and issues that may arise. The group's Field Representative is expected to attend the Parks & Recreation Department's annual athletic organization meeting. All correspondence between the organization and the City shall be communicated through the Parks & Recreation Department.
6. The organization must understand and agree that it is solely responsible for determining whether any staff, employee, or volunteer is qualified and suitable for any group position and/or activity and that the Parks & Recreation Department is not responsible for any hiring or retention decision.
7. The organization shall provide a roster listing addresses of all participants prior to the start of each season.
8. The organization shall provide certificates of insurance listing the City of Stoughton as additionally insured. The organization is responsible for securing and maintaining the following minimum insurance coverage:

   Comprehensive general liability and property damage insurance in the following amounts:

Commented [DG5]: AJ – Do we want to keep this and/or change the language?

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Bodily Injury:	$500,000 per occurrence
	$500,000 aggregate
Property Damage:	$500,000 per occurrence
	$500,000 aggregate
Umbrella:	$1,000,000

Commented [DG6]: AJ - I took this off previous contracts with local sport groups. Please update if it needs to be changed.

9. At least 90% of the participants must reside within the Stoughton Area School District boundaries.
10. Organization must recognize the Parks & Recreation Department as a partner in all publicity. In return, the Parks & Recreation Department will recognize the organization as sanctioned and provide web links and/or contact information.
11. Organizations must provide a copy of their game schedules to the Parks & Recreation Department 10 business days prior to the start of the season.
12. Organizations must pay all invoices for field use, lights, and or other services in a timely manner.
13. Organizations must adhere to all Athletic Field/Facility Rules & Regulations included within the Athletic Field/Facility Allocation and Usage Guide, and all pertinent City ordinances.
14. Each organization's sanctioned status will be reviewed on an annual basis by the Parks & Recreation Department.
15. The number of affiliate organizations may be limited based upon available Parks & Recreation Department resources.
16. The Director of Parks & Recreation shall be notified in writing regarding any complaint and/or litigation involving any league/organization or its personnel.
17. No organization shall conduct or sponsor any formal instructional training/clinic where a fee or registration is required on any City owned property.
18. Organization shall assist Parks Maintenance in athletic field preparation pertinent to their individual sport to be determined by the Parks Maintenance Supervisor.
19. Organization shall assist the City in facility development to be determined by the Parks & Recreation Director.
20. Provide access to Stoughton residents regardless of the ability to pay

Commented [DG7]: Pat – I included this line so it is outlined in the policy. You can be more specific if you want.

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Athletic Field Use Policy

Due to the limited number of fields available, the City of Stoughton has established the following Athletic Field Use Policy for the allocation and use of athletic fields.

The Stoughton Parks & Recreation Department recognizes the necessity to afford Stoughton residents the opportunity to rent athletic fields owned by the City of Stoughton. Priority will be given to Stoughton Parks & Recreation Department activities and programs, Stoughton Area School District activities and programs, sanctioned organizations, Stoughton youth and adult non-profit organizations, and City of Stoughton residents. The Parks & Recreation Department will charge fees to recover costs to operate, maintain, and administer the use of athletic fields.

The City of Stoughton Parks & Recreation Department has established the following priority use.

Priority Group Qualification: Groups 1 – 8

Priority use of athletic fields/facilities will be allocated as follows:

Group 1: Stoughton Parks & Recreation Department sponsored or co-sponsored activities and programs.

Group 2: Stoughton Area School District programs and activities

Group 3: Sanctioned organizations

Group 4: Non-profit youth organizations with at least 90% Stoughton Area School District residency status

Group 5: Non-profit adult organizations with at least 90% Stoughton Area School District residency status

Group 6: Non-profit youth organizations with less than 90% Stoughton Area School District residency status

Group 7: Non-profit adult organizations with less than 90% Stoughton Area School District residency status

Group 8: All other organizations

Commented [DG8]: TBD by Parks & Rec Comm. The new software has the ability to open up field reservation ability early for sanctioned groups.

The Parks & Recreation Director shall develop and publish procedures which define the terms and implement the allocation of athletic fields in accordance with this policy.

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Process for Obtaining Permits

Disclaimer

The City of Stoughton makes no representations whatsoever that any of its fields are appropriate and/or compatible with any contemplated activity. Applicants and permit holders are solely responsible for determining if any field is safe and appropriate for any intended use. Permit holders are expected to inspect any field/facility prior and subsequent to each use to identify any unsafe condition and shall promptly advise the City of Stoughton Parks & Recreation Department in writing of any perceived unsafe or dangerous condition.

Application

Fields are permitted and allocated in two time periods. This semi-annual allocation is not intended to interrupt field assignments for teams and/or organizations during the course of a season that has already started. Each organization is required to sign and submit an Athletic Field/Facility Use Rules and Regulations form (see page 16), Hold Harmless and Indemnity Agreement form (see page 17), Application for Use of City of Stoughton Parks & Recreation Fields/Facilities form (see page 18), and provide a certificate of insurance naming the "City of Stoughton" as an "Additional Insured" prior to the issuance of a permit. (see insurance requirements on page 9) *Roster information may be required for verification of residency status.*

Multiple-use reservations may be made for more than one date or with recurring weekly use. Any person or organization missing the scheduling deadlines will have access to any remaining fields on a first-come, first-served basis after the allocation process is finalized. Submission of a request does not constitute approval. Approval is given according to the allocation policy, after a deposit is paid and when a permit is issued. Every effort will be made to accommodate the user group's use of fields.

Permit Procedures

Requests to permit the use of City of Stoughton fields and facilities are made through the Parks & Recreation Department at 207 S. Forrest St, Stoughton, WI 53589, 608-873-6746, or online at www.stoughtonrec.com. Organizations wishing to utilize a field for a game must complete the appropriate application forms. Each organization must assign a Field Representative who will be the main contact with the Parks & Recreation Department for field scheduling.

Pre-Season Scheduling Permit Requests

An Application for Use of City of Stoughton Parks & Recreation Department Fields/Facilities is required and must be submitted according to the dates listed in ***Table 1***.

Table 1

Applications Due	Events/Dates
November 1	All tournaments for the following calendar year
March 1	All April 1 through August 15 field rentals
July 1	All August 16 through October 31 field rentals

*Tournament request must be submitted using the "Special Events in Parks Application" form. (see page 19)

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Block permits may be issued to organizations for league scheduling purposes. Game schedules shall be provided to the Parks & Recreation Department prior to the start of each season. The Parks & Recreation Department reserves the right to modify any requests.

Permit Changes, Reschedules, and New Requests

Any permit changes, reschedules or new requests for use of City of Stoughton facilities must be submitted in writing by the group's Field Representative a minimum of 5 business days prior to the requested use date. Scheduling requests received less than 5 business days prior to the requested use date will be processed as resources allow. Scheduling of fields will be based on availability.

Fee Payment

Payment for field use will be invoiced to sanctioned organizations at the conclusion of each season. Invoices must be paid within 30 days of issuance. All other organizations or groups shall pay at the issuance of the permit.

Permit Cancellation

Permits may be canceled and/or rescheduled. Permits canceled by the Stoughton Parks & Recreation Department or due to inclement weather may be rescheduled as availability allows. Any organization that has been allocated space and does not intend to use the space according to the permit shall notify the Parks & Recreation Department so that the fields may be reallocated or otherwise used to their maximum. Permits canceled by the user at least 5 business days prior to the event will not be charged to the user. Permits canceled with fewer than 5 business days notice may be charged to the user, except if the cancellation is due to inclement weather or unplayable field conditions.

Fields may be closed at the discretion of the Director of Parks Recreation and/or Parks Maintenance Supervisor or their designated representatives. Closures are kept to a minimum when fields remain in playable condition. Priority is given to maintenance needs and rest and renovation periods for all fields. The Parks & Recreation Department may cancel use of City maintained fields for reasons including, but not limited to:

- Field/facility renovations
- When the health and safety of participants are threatened due to impending conditions, including but not limited to, heacy rains, pesticide applications, etc.
- When "poor or unsafe" field conditions exist (see definition on page 13)
- Non-adherence to Athletic Field/Facility Allocation and Use Guidelines, or City ordinances
- At all other times when deemed to be in the best interest of the City of Stoughton

Field Rest and Renovations

The Parks & Recreation Department reserves the right to cancel permits due to poor field/turf conditions. The health and safety of users and the condition of the fields takes priority over scheduling.

Athletic Field Lining/Marking

Lining of fields on City property is prohibited unless permission is granted by the Parks & Recreation Department. Only the City of Stoughton may apply chemicals/fertilizers to City property. Athletic fields are included in the City's Turf Management Policy. Any user failing to comply with established guidelines

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and notification requests are subject to pay for all damages occurring to the facility and the termination of field use permit(s).

Field Modifications

Requests to modify or improve any City of Stoughton facility shall be submitted in writing to the Stoughton Parks & Recreation Department for consideration. No permanent structures or equipment shall be erected on any City facility unless approved by the City of Stoughton Parks & Recreation Committee and Stoughton City Council, and is dedicated for community use. All permanent field/facility improvements shall become the property of the City of Stoughton.

Commented [DG9]: AJ – This may be new for groups. I'm not a fan of the groups placing storage sheds, concession buildings, etc on City property and having no authority over them. We ran into dilapidated storage sheds that should have been removed, but they are not City property. We should have authority over this.

Requests to modify field size for multiple-use shall be submitted in writing to the Stoughton Parks & Recreation Department for consideration. Users may not modify a field for use without approval noted on the permit.

Tournaments/Special Events

All organizations wishing to host a tournament using City of Stoughton maintained fields/facilities must complete and submit a Special Events in Parks Application form. (see page 22). Tournament request requirements include:

- Tournament Applications must be submitted by November 1st for all tournaments to be conducted during the following calendar year. Applications received after the deadline will be processed based on availability.
- Tournament requests must be submitted separately from regular game requests.
- The special event fee is a separate fee than the athletic field/facility fee.

Liability Insurance Requirements

Athletic Field Users shall secure and maintain throughout the period of use comprehensive general liability insurance and property damage insurance with policy limits of not less than:

Comprehensive general liability and property damage insurance in the following amounts:

Bodily Injury:	$500,000 per occurrence
	$500,000 aggregate
Property Damage:	$500,000 per occurrence
	$500,000 aggregate
Umbrella:	$1,000,000

The City of Stoughton shall be named as additional insured by endorsement. The types and limits of insurance may be changed from time to time as determined by the City of Stoughton. The Athletic Field User agrees to hold the City of Stoughton harmless and free from any liability of any nature arising out of the use of City of Stoughton Recreational Facilities, to include reimbursement of any legal costs and fees incurred in defense of such claims.

Commented [DG10]: AJ – Please review

Errant Shots

Athletic field users will reimburse any third party for uninsured and/or out-of-pocket expense arising out of third party property damage caused by errant balls; provided that the third party is an intended and permitted user of any City of Stoughton property. This provision is intended solely for the contracting parties and is not intended to acknowledge, recognize or impose any duty to any third party.

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Athletic Field/Facility Allocation Procedures

Allocation of athletic fields and facilities will follow the Athletic Field/Facility Allocation and Usage Guidelines. The following procedures will be followed:

- Field/facilities will be allocated by priority use.
- Fields/facilities will be allocated to organizations based on the percentage and number of verifiable total Stoughton Area School District residents participating in that organization.
- Verification of Stoughton Area School District residency will be established by providing such documentation as Parks & Recreation Department staff deems necessary, up to and including team rosters and player addresses.
- Fields will be allocated without regard to competitive level or skill.
- Organization representatives must provide game schedules to Parks & Recreation Department 10 days prior to the start of their season.
- Tournaments and other special events may be hosted at City facilities throughout the year. The Parks & Recreation Department reserves the right to re-assign field assignments to accommodate the needs for these tournaments and/or special events.
- After all requirements for application of field use are met, a formal permit will be issues authorizing use of City of Stoughton maintained fields.

Any requests for additional use or programs not covered by the Athletic Field/Facility Allocation and Usage Guidelines should be addressed in writing to the Parks & Recreation Department.

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Athletic Field Use Rules & Regulations

In addition to the Application for Use of City of Stoughton Fields/Facilities form, a completed copy of the Athletic Field Use Rules and Regulations form is required each season. (see page 14) Applicants are required to abide by the specific rules of the application as well as other City ordinances. Failure to comply may result in a cancellation of any current or future permits. The Athletic Field Use Rules and Regulations include, but are not limited to:

- Groups wishing to utilize a field for a game or practice must acquire a permit from the Stoughton Parks & Recreation Department.
- It is the responsibility of the organization's Field Representative and/or the individual identified as the person in charge of the permit to enforce the rules and regulations regarding the conduct of the group while using City facilities.
- Field use begins and ends at the times stated on the permit, including set-up and clean-up. Groups are not allowed on fields prior to the start time on the permit and are required to exit the fields and have adjacent areas cleaned up at the ending time indicated on the permit. Check your permit for specific times you may access the fields. All litter must be picked up and placed in trash cans after each use.
- City fields may be permitted as available beginning at 8 a.m. Use will end at dusk on unlighted fields and at the pre-determined permit time on lighted fields. Variances to these times must be approved by the Parks & Recreation Department and noted on your field use permit.
- Permits are not transferable. All users will ensure that no unauthorized third party is granted permission to use the field without Parks & Recreation Department approval.
- Practices are not allowed on softball and baseball fields that have been prepped for games (i.e. dragged and chalked).
- Parking is allowed in designated areas only. Vehicles are not allowed on City fields or property, other than parking lots, without written permission noted on the permit issued by the Parks & Recreation Department. User groups must inform their participants and spectators to park in facility parking lots and public parking areas.
- Alcohol use and sales need to be permitted and are only allowed in certain areas of Mandt Park, Racetrack Park, and Norse Park. Alcohol may not be sold or consumed 15 minutes before or after youth games. Please see Appendix E: Alcohol for designated locations and more information.
- Selling food or other items is not allowed without Parks & Recreation Department approval.
- The display or distribution of handbills, pamphlets, flyers, signs or any other printed material containing advertising matter, information or announcements is prohibited on City property.

Commented [DG11]: Based on City ordinance and current policy

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- Amplified sound is not allowed on any field without Parks & Recreation Department approval and must be noted on the permit.

- Balls and any other equipment thrown, batted, kicked, or otherwise that land on private property must not be retrieved without the property owner's permission.

- Property boundary walls, buildings, signs and fences are not to be used as backstops at any time.

- No hitting or kicking balls into backstops or fences ("pepper").

- Portable goals and/or markers are allowed, but must be removed daily.

- Permit holders shall inspect the field/facility prior to and subsequent to each use to identify any dangerous or unsafe condition and to determine whether the field/facility is safe and appropriate for any contemplated activity. Permit holders shall promptly advise the Parks & Recreation Department of any perceived dangerous or unsafe condition.

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Athletic Fields/Facilities Inclement Weather Closure Policy

Purpose

City of Stoughton athletic fields have been designed and are maintained for the enjoyment and use of Stoughton residents. The purpose of this policy is to guide the use of City athletic fields, to prevent damage to the playing surface and injuries to field users brought upon by inclement weather or unsafe playing conditions. An effective field maintenance program is essential for safe, quality fields and sports complexes. User groups are asked to help by accepting and adhering to these rules. Groups who use City athletic facilities are expected to assist in protecting their participants and fields during periods of rain or inclement weather. It only takes one practice or game to destroy a field that is not ready for play.

Policy

The Stoughton Parks & Recreation Department reserves the right to cancel or suspend approved outdoor facility or field use permits for games and other uses whenever it is anticipated that weather or field conditions could result in damage to the fields or injury to players. Permits may also be cancelled when the health and safety of participants are threatened due to impending conditions.

Procedure

The Director of Parks & Recreation and/or Parks Maintenance Supervisor or their designated representatives shall have the authority to close any or all athletic fields whenever weather or field conditions dictate.

It is the user group's responsibility to call the Parks & Recreation Department Cancellation Hotline at (608) 873-6724 or check the Parks & Recreation Department website at www.stoughtonrec.com after 4:00 p.m. Monday through Friday. Groups using the fields on Saturday and/or Sunday must use their own discretion if a field is playable. If a field becomes damaged, an organization may be responsible for any necessary repairs and/or have their future permits canceled. Groups cannot play on fields that have been closed.

Commented [DG12]: Current procedure

Groups who use City athletic facilities are responsible for canceling games and/or practices on-site if "poor or unsafe field conditions" exist. The Parks & Recreation Department's definition of "poor or unsafe field conditions" includes:

1. Presence of lightning or thunder
2. Standing water in an area on the field
3. Water surfacing or bubbling up when walking on turf
4. Infield areas of baseball/softball diamonds that are saturated where a person walking sinks in
5. Field is muddy to the point that footing becomes unstable (players slipping and sliding)
6. Sharp or other dangerous objects on field (i.e. broken glass, large unmovable rocks, broken base pegs, holes, etc.)
7. Unsecured goals

Field users shall inspect all fields prior to and subsequent to each use to determine the suitability of the fields for any contemplated use and to identify any safety hazards. Field users shall take reasonable measures to protect participants and spectators from known safety hazards. Field users shall promptly advise the Parks & Recreation Department of any known safety hazards.

Appendix A: Athletic Field/Facility Use Rules and Regulations Form

Athletic groups must submit a signed copy of this form each season with their Application for Use of Athletic Fields/Facilities.

1. Groups wishing to utilize a field for an organized game or practice must acquire a permit from the Stoughton Parks & Recreation Department.
2. It is the responsibility of the Field Representative and/or the individual identified as the person in charge of the permit to enforce the rules and regulations regarding the conduct of the group while using City facilities. These rules include, but are not limited to:
    a. Field use begins and ends at the times stated on the permit, including inspections, set-up and clean-up. Groups are not allowed on fields prior to the start time on the permit and are required to exit the fields and have adjacent areas cleaned up at the ending time indicated on the permit.
    b. Field use will begin no earlier than 8:00 a.m. Use will end at dusk on non-lighted fields and by the time designated on the permit for all lighted fields. Variances to these times must be approved by the Parks & Recreation Department and noted on your field use permit. Permits are not transferable. All users will ensure that no unauthorized third party is granted permission to use the field/facility without Parks & Recreation Department approval.
    c. Practices are not allowed on softball and baseball fields that have been prepped for games (i.e. dragged and chalked).
    d. Parking is allowed in designated areas only.
    e. Alcohol use and sales need to be permitted and are only allowed in certain areas of Mandt Park, Racetrack Park, and Norse Park. Alcohol may not be sold or consumed 15 minutes before or after youth games.
    f. Selling of food or other items is not allowed without Parks & Recreation Department approval. The display or distribution of handbills, pamphlets, flyers or any other printed material containing advertising matter, information or announcements is prohibited on City property.
    g. Amplified sound is not allowed on any field without Parks & Recreation Department approval and will be noted on your permit.
    h. Balls and any other equipment thrown, batted, kicked, or otherwise that land on private property must not be retrieved without
    i. the property owner's permission.
    j. Property boundary walls and fences are not to be used as backstops at any time.
    k. Portable goals and/or markers are allowed but must be removed daily.
    l. All litter must be picked up and placed in trash cans after each use.
    m. Groups shall inspect the field/facility prior to and subsequent to each use to determine whether condition are safe and/or appropriate for any intended use. Groups shall promptly advise the Parks & Recreation Department of any unsafe/dangerous condition.
3. Inclement Weather Closure Policy: Groups may not play on fields closed due to poor field conditions. It is the user group's responsibility to call the Parks & Recreation Department Cancellation Hotline at (608) 873-6724 or check the Parks & Recreation Department website at www.stoughtonrec.com after 4:00 p.m. Monday through Friday. Groups using the fields on

Commented [DG13]: Based on City ordinance and current policy

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Saturday and/or Sunday must use their own discretion if a field is playable. If a field becomes damaged, an organization may be responsible for any necessary repairs and/or have their future permits canceled. Groups cannot play on fields that have been closed.

4. Non-adherence to any part of the Athletic Field/Facility Use and Allocation Guidelines or City ordinances may result in the cancellation of permits and/or prohibition of future use.
5. No permit will be issued without a copy of the organization's Certificate of Insurance. The organization shall provide certificates of insurance listing the City of Stoughton as additionally insured. The organization is responsible for securing and maintaining the following minimum insurance coverage:

Comprehensive general liability and property damage insurance in the following amounts:

Bodily Injury:	$500,000 per occurrence
	$500,000 aggregate
Property Damage:	$500,000 per occurrence
	$500,000 aggregate
Umbrella:	$1,000,000

Commented [DG14]: AJ – You will need to review this.

Applicant Name: _____

(Printed Representative Name) (Group/Organization)

_____

(Signature) (Date)

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Appendix B: Hold Harmless and Indemnity Agreement Form

The City of Stoughton does not assume responsibility of liability for claims, damages, or injuries, of whatever nature, which may arise from use of the fields.

I, _____ the authorized representative of _____, do hereby acknowledge that I have read the terms and conditions of the Athletic Field/Facility Allocation and Usage Guide; that the terms and conditions are acceptable and User Group agrees to abide by, comply with, and accept full and complete responsibility therefore.

Dated this _____ day of _____, 20_____.

By: _____, Authorized Representative

Commented [DG15]: AJ – This may need to be changed

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Appendix C: Application for Use of Athletic Fields/Facilities

Application for Use of Athletic Fields/Facilities

Please complete and return to the Parks & Recreation Department. Submission of an application does not constitute approval. Approval is given according to the Athletic Field Use policy, field/facility availability, and when a permit is issues.

Name of Organization: _____

Type of Organization (non-profit, church, for profit, etc.): _____

Organization's Address: _____

Name of Main Contact: _____

Address: _____

Email Address: _____

Daytime Phone Number: _____ **Evening Phone Number:** _____

Field/Facility Type & Size Requested: _____

Age Range of Expected Participants: _____

Number of Participants Expected: Players: _____ **Spectators:** _____

_____**% of Participants within the Applicant's Organization who are Stoughton Area School District Residents**

Day of Week Requested	Date(s) or Span of Dates	Start Time	End Time

I verify that the information on this Application for Use of Athletic Fields/Facilities form is correct as defined in the Athletic Field Use Policy and understand the possible consequences if the information is incorrect or misleading as described in the Athletic Field/Facility Allocation and Usage Guide. I have read the Application and agree to all provisions listed in the Athletic Field/Facility Allocation and Usage Guide, Rules and Regulations and disclaimers applied to issued permits and will communicate this information to our coaches and participants.

Name of Representative (print): _____

Signature of Representative: _____ Date: _____

Office Use Only

Date Received: _____ Initials: _____ Priority Group: _____

Stoughton Parks & Recreation Department
207 S. Forrest Street
Stoughton, WI 53589

Appendix D: Sanctioned Organization Application

Insert form

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Appendix E: Athletic Field Fee Schedule

Insert Table

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Appendix F: Alcohol Use

The following locations have been approved by the Stoughton City Council.

Approved alcohol use and sales in Mandt Park are allowed in the following areas and times:

1. Within 30 feet of the large shelter during reservations
2. Within the defined area at the band shell
3. Within 30 feet of, as well as within the grandstand, and the area between the grandstand and the Mandt Community Center.
4. No later than 10 PM.
5. Unless additional approvals are granted by the City Council.

Approved alcohol use and sales in Racetrack Park are allowed in following areas and times:

1. Within 50 feet of fencing currently used for eligible game.
2. Within 20 feet of Racetrack Building.
3. After 15 minutes of completion of Little League.
4. Within 15 minutes of, or 15 minutes after game start and finish times.
5. No later than 10 PM
6. Unless additional approvals are granted by the City Council.

Approved alcohol use and sales in Norse Park are allowed in the following area and times:

1. Within 50 feet of the baseball diamond fencing.
2. Only during Merchant Home Talent baseball games on Thursdays and Sundays from April through October.
3. Unless additional approvals are granted by the City Council.

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Appendix G: Special Events in Parks Application

Insert form

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SPECIAL EVENTS IN PARKS

City of Stoughton Parks and Recreation

Version ~~3-7-16~~7-12-2019

Event Information

Name of Event_____ **Park** _____

Charitable Event? ☐No ☐Yes, Proceeds donated to_____

Event Category ☐Run/Walk ☐Athletic Tournament ☐Concert ☐Festival ☐Other _____

Date of Event _____

Rain Date _____

Expected Attendance _____

Alcohol Sales ☐No ☐Yes

Food/Beverage Sales ☐No ☐Yes

Amplification ☐No ☐Yes

Dumpster Needed? ☐No ☐Yes

Electric/Water Usage ☐No ☐Yes

Shelter Needed? ☐No ☐Yes

Digging Needed? (fence stakes, tents etc.) ☐No ☐Yes

Portable Restrooms Required _____

Number of ADA Portable Restrooms Required (Min of 1 or 10%, whatever is greater) _____

Commented [DG1]: New. The larger tournaments at Racetrack were causing the plumbing to backup because the shelter was not designed for the really large tournaments.

Mandt Park Only

Mandt Center Needed? ☐No ☐Yes

Mandt Center Restrooms Needed? ☐No ☐Yes

Grandstand Needed? ☐No ☐Yes

Racetrack Park Only

Concession Stand Needed? ☐No ☐Yes

Admission or parking fees are not allowed at Racetrack Park

Time of Event

Set-up _____ Event Starts _____ Event Ends _____ Take-down _____

Does this require time in the park the day before your event? ☐No ☐Yes

Event Organizer Information

Name of Group _____ ~~**Group**~~ **Contact Name**_____

Address _____ **City/State/Zip** _____

Phone #1 _____ **Phone #2** _____

E-mail _____

Is Host Organization a 501(c)-3? ☐No ☐Yes, #ES - _____

Special Event Fees

	Sanctioned Organization	*Non Profit*	*For Profit*
Event Fee	**$150**	**$250**	**$400**
Cleanup Dep. - (Refundable	**$500**	**$750**	**$1000**
Labor Charge/per hour	**$50 per hour**	**same**	**same**
Damage or loss of property	**Fees to be calculated**	**same**	**same**

*Sanctioned organizations must meet the qualifications in the Stoughton Athletic Field Policy and have a signed agreement form on file for the current year.

Commented [DG2]: Changed from Stoughton Non Profit to Sanctioned Organization to conform to the Athletic Field Policy.

Permit Fees

Temporary Class "B" Picnic Beer/Wine License	**$10**	**$10**	**$10**
Beer Selling Charge	**No Charge**	**$200**	**$400**

Facility Fees

Grandstand or Grounds (Jr. Fair Exempt)	**No Charge**	**$400+10%gate**	**$550+10%gate**
Ball Field Lights	**$25/hour**	**same**	**same**
Scoreboard Controller	**$25/day**	**same**	**same**
Portable Scoreboard	**$25/day**	**same**	**same**
Electric Charges	**Use + $50 Meter Fee**	**same**	**same**
Water Charges	**Use + $50 Meter Fee**	**same**	**same**

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Commented [DG3]: This is new. The controllers are roughly $750 to replace.

Supply Fees

Diamond Dry	**City cost. Please contact for current price.**
Diamond Chalk	**City cost. Please contact for current price.**
Toilet Paper	**City cost. Please contact for current price.**
Trash Bags	**City cost. Please contact for current price.**

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Commented [DG4]: This is new. Groups have been using a lot of supplies during their events.

Event Fee (per day): _____ $_____

Dumpster Fee (Event organizer fills dumpster) _____ $_____

Beer Selling Charge _____ $_____

Grandstand or Grounds (Jr. Fair Exempt) _____ $_____

Ball Field Lights (Per diamond per hour) _____ $_____

Scoreboard Controllers (Racetrack Park diamonds #1 and #2 only) $_____

Portable Scoreboard $_____

Electric Charges _____ $_____

Water Charges _____ $_____

Supply Charges $_____

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Total _____ $_____

Cancellation of any event, for any reason, shall result in charges for actual services, labor and materials provided as well as 20% of the event fee.

GENERAL INFORMATION

All Special Events held in Stoughton Parks require the approval of the Stoughton Parks and Recreation Department. Special Events are defined as events that include selling alcohol, vending, a run/walk component, fireworks, and/or the attendance is expected to exceed 200 people. Please include a one page description of the event with this application. The packet and description will be reviewed by the Stoughton Parks and Recreation Director and any applicable City committees. We recommend submitting your application a minimum of 45-60 days in advance to assure time for review and approval of your event. Also, keep in mind that you must have approval to use the park before you can begin marketing your event.

Park Hours

All Stoughton Parks close at 10 p.m. The park hours are established and regulated in accordance with the City of Stoughton Code of Ordinances. What this means for your special event is that all of the clean up of the event must be completed by 10 p.m.

Requests for extended hours will require administrative review and must be submitted no later than 30 days prior to the reservation date.

Parking, Security, Medical Needs, and Accessibility

As an Event Organizer, you are required to provide a safe and secure environment for your event. This is accomplished through sound planning. We require all special events to have a plan, which covers parking, security, medical needs and handicapped accessibility. The plan description should include, but is not limited to the hiring of private security companies and licensed professional emergency medical services, crowd control, venue safety, communication plan in case of an emergency, site and route descriptions, etc. The plan may be subject to review by City of Stoughton Police and Fire Departments who may make additional recommendations.

As the event organizer, you are responsible for informing all participants, volunteers, attendees, and vendors of the parking and other regulations. Parking at events will not impede access to facilities for emergencies.

Remember to structure activities to ensure that they are barrier-free and offer equal opportunities for accessibility by persons who are disabled. When using the grandstand or other facilities, remember to keep aisles and exits open and observe capacity limits.

Event Set-up and Takedown

As the Event Organizer it is your responsibility to make proper arrangements for set-up and clean up of your event. This includes making proper reservations of the park and park shelter, and sufficient event staff and volunteers to set up, clean up and safeguard the park and the park property during your event.

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For events at Racetrack Park, the Event Organizer is required to meet with City Staff for a pre-event and post-event inspection of the park and its facilities prior to setting up and after take-down. The Event Organizer is responsible for trash removal. Dumpsters are available on request. Some events will be required to pay a damage deposit. It is also your responsibility as the Event Organizer to reserve the appropriate park shelter. Submission of this Special Events packet or holding the event during the previous year does not guarantee your event the use of the park.

Special Event Permits for Alcohol Use

The Event Organizer is responsible for obtaining all permits that the City of Stoughton requires for special events containing the use of alcohol requiring a a temporary Class "B" retailer's license. See pages 8-15 for more information. Completed applications should be filed with the City Clerk.

Other City/County/State Requirements

As the Event Organizer, it is your responsibility to contact the following departments or sections concerning specific requirements of your event. Not all of these will be pertinent to your event.

- Diggers Hotline (800-242-8511) must be contacted, whenever erecting a tent or structure on parkland involves any excavation.
- Dane County Public Health for temporary restaurant guidelines and inspection requirements if serving food. (242-6511)

Certificate of Insurance

Please note that the City of Stoughton requires a "Certificate of Insurance" from you or your parent organization's insurance company. The Event Organizer shall submit a general liability insurance policy certificate in the amount of $1,000,000 naming the City of Stoughton as an additional insured party. The City of Stoughton Recreation Department must receive this certificate 30 days prior to the event date.

Parking Plan

As an event organizer, it is important that you plan for safe arrival, departure and parking of the event attendees, participants and vendors. The Parks staff does monitor and ticket illegally parked vehicles at the events. As the event organizer, you are responsible for informing all participants, volunteers, attendees, and vendors of the parking regulations. If your parking plan includes using neighborhood streets or neighboring businesses, churches, etc, you will need to include the approval of such agreements in this parking plan. See the Parks and Recreation Department for Mandt Park parking plan.

Security and Medical Plan

As an event organizer, you are required to provide a safe and secure environment for your event. This is accomplished through sound planning. If your event will have over 200 attendees, you must submit a security and medical plan for your event. This description should include, but is not limited to the hiring of private security companies and licensed professional emergency medical services, crowd control, venue safety, communication plan in case of an emergency, etc.

Site & Route Plan

To ensure proper review of your event, please attach a site and route plan (if applicable).

Site and route plans should include, but are not limited to, the following information: location of tents, stages, fencing, vendors, portable toilets, beer gardens, dumpsters, placement of vehicles, exit location for outdoor events that are fenced, clear signage, accessible paths for wheelchairs as well as ample disabled parking and any other related event components not listed above.

Your site plan will also include the areas within the requested park you will need for the event: including the parking lot, shelter, band shell, grandstand and any other specific park features.

If your event includes a run/walk component you will need to contact the Stoughton Police Department for route approval.

Electrical Usage

Any event needing electrical will meet with the Parks Maintenance Supervisor (873-6746) to go over the needs and capabilities of the park. This should be done before signing this agreement.

Portable Restrooms

Many of City parks have permanent restroom facilities. However, they are not designed for special event use. The City of Stoughton requires one portable toilets for every 100 people beyond what the permanent facility is designed for. This figure is based upon the maximum number of attendees at your event during peak time. For example, Racetrack Park is designed for 400 people at one time. If your event has 500 people at peak times, then you will be required to provide one portable restroom. For parks besides Racetrack Park, please contact us for the load capacity of the permanent restroom.

We are requiring a minimum of 10 percent (10%) of portable toilets, but never less than one (1) unit must be accessible. Further, the ADA Standards require when clusters of portable units are provided at various locations around the event site, at least one unit in each cluster must be accessible. Accessible units should be located on an accessible route and equipped with all the accessible elements such as maneuvering space, grab bars, toilets paper dispensers within reach, etc. In addition, when all units are not accessible, the International Symbol of Accessibility must be posted on the units that are.

Peak Event Attendance _____ - 400 (Racetrack Park Load Capacity) = _____ / 100 = _____ (Number of Required Portable Restrooms)

10% X Number of Required Portable = _____ (ADA Restrooms Required)

_____ ADA Restrooms (Min. of One)
_____ Total Restrooms Required

Commented [DG5]: This is new

Calendar of Events

The Stoughton Chamber of Commerce maintains a calendar of upcoming special events in the City of Stoughton at www.stoughtonwi.com. Check for competing activities before choosing your date. If approved, your event will be added to the internet calendar if all of the permits and applications are approved. If this section is not filled out, we will assume you do not want to be included on the calendars.

Official Name of Event _____
Park Location _____
Public contact phone _____ Website _____
Admission Cost _____

Date of event _____ Beginning/End time of event _____
Two sentence description of event (for internet calendar)

_____

_____

Mandt Community Center Usage

The Mandt Community Center is a privately owned arena that sits within the borders of Mandt Park. The facility is available for rental or restroom usage by contacting the Mandt Community Manager at 873-7528.

Equipment Rental

To assist with your special event, the Stoughton Recreation Department rents some equipment for use by the Event Organization. The location of this equipment must be noted on the site and route plan you have attached to this application. The Event Organizer must have the ability to pick up and return all equipment.

Rented from Stoughton Junior Fair Board, but picked up by Event Organizer

Trash Barrels = $5 per barrel per day
Snow Fencing & Stakes = $10 per roll/w 4 fence stakes per day
Stage = $500 per day
Public address system = $500 plus deposit for microphone

Rented from Stoughton Parks & Recreation

Electrical pods = $50 fee for each ($1000 deposit)
Scoreboard controllers (Racetrack Park Diamonds #1 & #2) = $25 fee for each ($1000 deposit)
Portable scoreboard = $25 fee for each

Rented from Private Vendors

Portable toilets (Possible Vendors: Stoughton Lumber 873-4141, Bucky's Portable Restrooms 271-1291

Supplies

The City will provide everything needed for a regular day at the park. Any additional supplies such as extra toilet paper, diamond dry, etc are the responsibility of the event organizer. We can provide additional supplies at our cost and you will be billed after your event. Please let us know if there are any supplies needed prior to your event beginning and the parks staff can arrange for the park to be supplied sufficiently.

Commented [DG6]: Pat – Do you want to change this so they are charged accordingly? The cost of items change, so maybe have them contact you for prices?

Commented [DG7R6]: Has been updated after talking to Pat

Application Signature

The person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved park area. This permit is subject to all Municipal Ordinances as defined by the City of Stoughton. The applicant agrees that during the use of the park facility, the sponsoring organization will not exclude anyone from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of the person's race, color, creed, national origin or handicap.

The applicant for her/himself, and for other persons, organizations, firms and corporation, if any listed in this application, does hereby contract to agree that he/she (and they) will jointly and severally indemnify and hold the City of Stoughton harmless against liability for any and all claims for damages to property, injury to or death of person or persons arising out of or resulting from the negligence of the applicant.

Permit holders shall submit a general liability insurance policy certificate in the amount of $1,000,000 naming the City of Stoughton as an additional insured party.

The applicant has read the Special Events ~~Explanation~~ packet. The applicant has completed all of the appropriate permit applications for this event.

_____ _____

Applicant Signature Date

SPECIAL EVENT LICENSE
FOR AN INDOOR OR OUTDOOR EVENT

General Information

Per City Ordinance 14-13, each applicant for a Temporary Class "B" Fermented Malt Beverage License and/or a Temporary "Class B" Wine License is required to first obtain a Special Event License. The steps in this process are as follows:

1. Complete:
    a. "Special Event License application"
    b. "Application for Temporary Class "B"/"Class B" Retailer's License"
    c. "Application for a TEMPORARY Alcohol Beverage Operator's License" for those individuals who will be serving alcoholic beverages and are employed by or donating their services to your nonprofit corporation. (One licensed operator **must** be on the premises whenever alcohol is being sold or served.)
2. Submit the applications listed above to the City Clerk, at least 30 days prior to the date of the event in order for your request to be placed on the next Public Safety Committee agenda. The Public Safety Committee normally meets at 6:00 p.m. on the 4th Wednesday of the month in Hall of Fame Room at Stoughton City Hall.
3. Make arrangements to meet with Police Chief Greg Leck (873-3374) before the Public Safety Committee meeting.
4. Give a presentation of your request to the Public Safety Committee.
5. The Public Safety Committee will forward a recommendation for approval or disapproval to the City Council at their next meeting*. The City Council meets the 2nd and 4th Tuesday of the month.
6. If your applications are submitted completely and correctly 30 days prior to the 4th Wednesday of the month, and you receive a recommendation from the Public Safety Committee at their first meeting, and approval or disapproval from the City Council at their first meeting following the Public Safety Committee, the process takes approximately one month between submission of application to issuance of license.

* **Please complete your applications and review the attached Standards CAREFULLY AND COMPLETELY. The submission of incomplete applications and/or the inability to satisfactorily address the Standards could delay the timeliness and/or approval of your request.**

Standards

- Sale of fermented malt beverages and/or wine must be physically separate from locations where any other items are sold.
  - No food or other sales of any kind to underage individuals allowed from alcohol locations.

- Location of fermented malt beverage and/or wine sales shall not be accessible to the public except at the selling point.
  - The alcohol area must be separated by impassable walls or a double fence with only a single point of entrance and exit. Double fencing must be a minimum of six feet apart to prohibit the passing of alcoholic beverages to persons outside of the designated area.
  - The entrance and exit must be monitored at all times during sales or storage of fermented malt beverages and/or wine in the designated area.
  - No underage persons are allowed in the designated area.

- The applicant shall keep a book, as required by Wis. Stats. 125.07(7), available at the point of entrance to the designated area.
  - Please refer to the attached copy of Wis. Stats.125.07(6) and 25.07(7).

- The City shall provide and the applicant shall post conspicuous notices at the point of sale which prohibit the presence of minors and the sale of fermented malt beverages and/or wine to minors or intoxicated persons.

  - Notices shall be placed at the entrance and on each side of the designated area.

- The applicant shall meet with the Chief of Police or designee and City Clerk or designee prior to the application being submitted to the Public Safety Committee. The Chief of Police or designee shall provide instruction on the proper sale of fermented malt beverages and/or wine. The applicant and the Chief of Police shall arrange for routine onsite police protection and patrol.
  - Based on the size of the anticipated event, the Chief of Police will determine the adequate amount of police protection and patrol to be designated to the area.
  - The costs of police protection and patrol shall be the responsibilities of the applicant.

- You must provide proof that all property owners or occupants immediately adjacent to the event site have been notified of the type of event and the dates and hours of operation, and you must adhere to City Noise Ordinances.

SPECIAL EVENT LICENSE
FOR AN INDOOR EVENT

Standards

- The sale of fermented malt beverages and/or wine must be physically separate of all other locations where any other items are sold.
  - No food sales of any kind to underage persons from the alcohol sales point.

- Location of fermented malt beverage and/or wine sales shall not be accessible to the public except at the selling point.
  - In an indoor setting all fermented malt beverage and/or wine sale points must have a single entrance and exit.
  - The entrance and exit must be monitored at all times when fermented malt beverages and/or wine are being sold.
  - Storage of fermented malt beverages and/or wine must be locked or monitored at all times.

- The applicant shall keep a book, as required by Wis. Stats. 125.07(7), available at the point of entrance to designated area.
  - Please refer to the attached copy of Wis. Stats. 125.07(6) & 125.07(7)

- The City shall provide and the applicant shall post conspicuous notices at the point of sale prohibiting the presence of minors and the sale of fermented malt beverages and/or wine to minors or intoxicated persons.

  - The notices shall be placed at the entrance and on each side of the designated area.

- The applicant shall meet with the Chief of Police or designee and City Clerk or designee prior to the application being submitted to the Public Safety Committee. The Chief of Police or designee shall provide instruction on the proper sale of fermented malt beverages and/or wine. The applicant and the Chief of Police shall arrange for routine onsite police protection and patrol.
  - Based on the size of the anticipated event, the Chief of Police will determine the adequate amount of police protection and patrol to be designated to the area.
  - The costs of police protection and patrol shall be the responsibilities of the applicant.

SPECIAL EVENT LICENSE
FOR AN INDOOR OR OUTDOOR EVENT

Wis. Stats. 125.07(6) and (7)

(6) DEFENSES. In determining whether or not a licensee or permittee has violated subs. (1)(a) and (3)(a), all relevant circumstances surrounding the presence of the underage person or the procuring, selling, dispensing or giving away of alcohol beverages may be considered, including any circumstance under pars. (a) to (d). In addition, proof of all of the following facts by a seller of alcohol beverages to an underage person is a defense to any prosecution for a violation of this section:

(a) That the purchaser falsely represented that he or she had attained the legal drinking age.

(b) That the appearance of the purchaser was such that an ordinary and prudent person would believe that the purchaser had attained the legal drinking age.

(c) That the sale was made in good faith and in reliance on the representation and appearance of the purchaser in the belief that the purchaser had attained the legal drinking age.

(d) That the underage person supported the representation under par. (a) with documentation that he or she had attained the legal drinking age.

(7) BOOK KEPT BY LICENSEE AND PERMITTES. (a) Every retail alcohol beverage licensee or permittee may keep a book for the purposes of sub. (6). The licensee or permittee or his or her employee may require any of the following persons to sign the book;

1. A person who has shown documentary proof that he or she has attained the legal drinking age, if the person's age is in question.
2. A person who alleges that he or she is the underage person's parent, guardian or spouse and that he or she has attained the legal drinking age, if the licensee or permittee or his or her employee suspects that he or she is not the underage person's parent, guardian or spouse or that he or she has not attained the legal drinking age.

(b) The book may show that date of the purchase of the alcohol beverages, the identification used in making the purchase or the identification used to establish that a person is an underage person's parent, guardian or spouse and has attained the legal drinking age, the address of the purchaser and the purchaser's signature.

SPECIAL EVENT LICENSE
FOR AN INDOOR OR OUTDOOR EVENT

City of Stoughton Municipal Code

Chapter 14 SPECIAL EVENTS

Sec. 14-13 Definitions.
The following definition shall be applicable to this Chapter:
(a) Special Event. Any planned extraordinary occurrence on the public right-of-way or public premises including, but not limited to, parades, processions, bicycle or foot races, festivals or celebrations; any event occurring on public or private property in which alcoholic beverages are to be served which require the issuance of a temporary Class "B" retailer's permit or street use permit.

Sec. 14-14 Application and Permit Procedure.

(a) Permit Required.
No person/organization may hold a special event on the public right-of-way or public premises or be issued a Temporary Class “B” retailer’s permit without obtaining a special event permit (Addendum A). Applications for permits and copies of this ordinance are available from the City Clerk. All applications must be submitted at least 30 calendar days prior to the event. Any Special Event in which alcoholic beverages are to be sold will require a Special Event Permit. Annual events must obtain a permit each year the event is planned.

(b) Approval Procedure.
Completed applications shall be filed with the City Clerk. The City Clerk shall forward copies of the application to the Police Chief and Director of Public Works. The Police Chief shall review the application, determine if on-site Police Personnel will be required, including overtime or additional staff labor cost thereof and make recommendations for approval, denial or modification based upon expected number of participants, sale of alcoholic beverages, traffic and parking issues and consideration of prior events. The Director of Public Works shall review the application to determine any additional services or equipment necessary, including any costs thereof and make recommendations for approval, denial or modification. The approval of both the Chief of Police and the Director of Public Works constitutes approval of the Permit. The Permit fee shall not include reimbursement for fixed administrative costs incurred by the City (i.e., salaried employees, regularly scheduled hourly staff costs, insurance, etc.) and shall not exceed the amount as listed in the City Fee Schedule.

(c) Appeal of Permit Denials.
Any applicant who has been denied a special event permit or has had an application modified may, upon written request to the City Clerk, have the denial reviewed by the Public Safety Committee. The Public Safety Committee may affirm, reverse or modify the initial action on the application. Such determination by the Public Safety Committee shall constitute final action.

Sec. 14-15 Permit Requirements and Regulations.

(a) Route/Location.
All permit applications for special events shall include a detailed map of the proposed route for parades, races or processions and location for festivals or celebrations. Routes/locations for annual events must be submitted each year the event is planned. Recommendations for alteration of the planned route or location may be made by the Police Chief or Director of Public Works.\

(b) Fee/Refunds.
The applicant for the special event permit shall pay permit fee within five (5) days of the permit approval and prior to the event. The permit fee shall be estimated additional costs of the event to the City, Public Works and Police Department for additional labor and/or equipment during the event. Refunds due to overestimation of additional costs will be made within 25 working days after the event; no interest will be paid on refunded amounts, less actual costs incurred. Refunds of permit fee may be obtained upon written request if event is canceled. The applicant for the special event permit shall not be responsible for additional fees if actual costs for additional labor and/or equipment exceed the permit fee.

(c) Insurance.
Each applicant of a special event permit shall furnish the City Clerk with a certificate of insurance written by a company licensed in the State of Wisconsin, approved by the City Clerk, and covering any and all liability or obligations which may result from the operations by the applicant, the applicant's employees, agents, or contractors and including worker's compensation coverage in accordance with Ch. 102, Wis. Stats. This certificate shall be written in comprehensive form and shall protect the applicant and City against all claims arising out of any act or omission of the applicant, its employees, agents, or contractors.

(1) The policy of insurance shall provide minimum combined single limits for bodily Injury and property damage of $1,000,000 or such other insurance limits as deemed adequate by the City Clerk or Public Safety Committee.
(2) The certificate of insurance, naming the City of Stoughton as an Additional Insured must be submitted to the City Clerk at least 5 working days prior to the event's occurrence.

(d) Indemnification. The applicant shall indemnify and save the City harmless from and against all liabilities, claims, demands, judgments, losses, and all suits law or in equity, costs, and expenses, including reasonable attorney fees, for injury or death of any person or damage to any property arising from the holding of such special event.

(e) Clean Up. It shall be the responsibility of the applicant to clear the route or location of the special event of any signs, litter, materials or equipment left as a result of the event within twenty-four (24) hours of the event's completion. Applicant will be responsible for any damage to any public premises other than normal wear and tear.

Sec. 14-16 Penalty.

Any person who shall violate any provisions of this Article shall be subject to a penalty as provided in Section 1-3 of this Code. Additionally, failure to comply with any provisions of this Article may result in the withholding of approval on any subsequent permit applications for this or other permits required by the City.

Sec. 14-17 Severability.

If any portion of this Section, or its application to any person or circumstances, is held invalid, the validity of this Section as a whole, or any other provision herein and its application to other persons or circumstances, shall not be affected.

Stoughton Parks & Recreation Sanctioned Group Application Form

Organization Name: _____

Organization Address: _____

Organization Contact (Field Representative): _____

Organization Contact Phone Number: _____

Organization Board Members:

_____ _____

_____ _____

_____ _____

_____ _____

Are all fees, charges, monies, and expenditures handled by the group? Yes No

Does your organization have a bank account in its own name? Yes No

What was the total number of players in your organization during the previous year? _____

What was the number of players in your organization that lived outside of the Stoughton Area School District during the previous year? _____

Did your organization reduce or waive fees for players in need of a scholarship during the previous year?

Yes No Number of Scholarships: _____

Please attach the following documents to your application:

- ☐ Organization Bylaws
- ☐ Summary of Annual Budget
- ☐ Registration Form
- ☐ Certificate of Insurance

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Stoughton Parks & Recreation Sanctioned Group Application Form

Provide a summary description of volunteer work or facility improvements to City parks provided by the organization:

_____

_____

_____

_____

Office Use Only

Checklist Item	Yes	No
Volunteer Board		
Annual Budget Provided		
Bylaws and organization compatible with department philosophy		
Waivers that indemnifies the City		
Field representative		
Certificates of insurance provided		
90% or more of participants live within the school district boundaries		
Previous invoices paid in a timely manner		
Adherence to athletic field/facility rules and regulations in previous year		
Provided fee waivers in previous year		
Organization assisted parks maintenance in the previous year or provided facility improvements to parks		

Completed by: _____ Date:_____