



VILLAGE OF RICHFIELD, WISCONSIN

**PARK AND RECREATION FACILITY USE APPLICATION AND AGREEMENT**  
(Reservation & Deposit Fees Listed Below)

To the Clerk of the Village of Richfield, County of Washington, Wisconsin:

The undersigned hereby applies to use the below listed Village park and/or recreation facility. Having read and understanding the conditions of use and general rules of the facilities (see back) the undersigned agrees to comply with and indemnify and save harmless the Village of Richfield from liability which might be occasioned to said Village by virtue of granting reservation as per application.

The applicant agrees to comply with and be bound by all the laws, ordinances, rules, regulations, and penalties governing the business for which this license is applied for:

<b>Organization/Group:</b>							
<b>Applicant:</b>				<b>Phone (H):</b>		<b>Phone (C):</b>	
<b>Address:</b>				<b>City:</b>		<b>Zip:</b>	
<b>Nature of Activity:</b>							
If picnic, identify type:    General <input type="checkbox"/> Company <input type="checkbox"/> Family Reunion <input type="checkbox"/> Church <input type="checkbox"/> Other <input type="checkbox"/>							
<b>Day(s) / Date(s) Requested:</b>				<b>Time (include set-up &amp; clean-up time):</b> to			
<b>Facility Requested (Check and identify all areas that will be used):</b>							
<b>Fireman's Park:</b>		<b>Richfield Nature Park:</b>		<b>Heritage Park:</b>		<b>Bark Lake Park:</b>	
\$25.00	<input type="checkbox"/> Tennis Courts/Pickle Ball	\$25.00	<input type="checkbox"/> Observation Deck	See back	<input type="checkbox"/> Baseball Fields	\$25.00	<input type="checkbox"/> Playground
\$25.00	<input type="checkbox"/> Basketball Courts	\$40.00	<input type="checkbox"/> Shelter	\$25.00	<input type="checkbox"/> Soccer Fields	\$40.00	<input type="checkbox"/> Shelter
See back	<input type="checkbox"/> Baseball Fields	See back	<input type="checkbox"/> Other	\$40.00	<input type="checkbox"/> Playground	See back	<input type="checkbox"/> Other
\$25.00	<input type="checkbox"/> Other		(no electric)	\$40.00	<input type="checkbox"/> Shelter 1 (North)		
				See back	<input type="checkbox"/> Shelter 2 (South)		
					<input type="checkbox"/> Other		
<b>Deposit Fees are as follows: Village Park Shelter: \$50.00 Baseball Field: \$35.00 All other park and open space: \$25.00</b> (Deposits shall be returned within 10 days after the event.)							
Specify "Other" areas:							
Please Check All That Apply:    Profit <input type="checkbox"/> Non-Profit <input type="checkbox"/> Beverages Serves <input type="checkbox"/> Food Served <input type="checkbox"/>							
<b>Estimated Attendance:</b>		<b>Adult:</b>		<b>Youth:</b>			
I, the undersigned (representing the sponsor), have read the conditions of use and general rules of the Village regulating use of facilities (see back) and agree to comply with them and further agree to indemnify and save harmless the Village of Richfield from liability which might be occasioned to said Village by virtue of granting reservation as per application.							
<b>Signature of Applicant:</b>				<b>Date:</b>			

Check box if submitting payment online

For Village Use Only

<b>Insurance Needed:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		<b>Approval Granted:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Key Issued to (If Applicable):</b>		<b>Signature:</b>	
<b>Date Issued:</b>	<b>Date Returned:</b>	<b>Date:</b>	
<b>Reservation Fee:</b>	\$	<b>Comments/Conditions:</b>	
<b>Deposit:</b>	\$		
<b>Key/Damage/Clean-up Fee:</b>	\$	<b>Date Inspected by DPW:</b>	<b>Initial:</b>
<b>Total:</b>	\$	<b>Date Deposit Returned:</b>	<b>Initial:</b>
<b>Received By:</b>		<b>Signature:</b>	

## Village of Richfield Park and Recreation Facility Use and Reservation Policy

### 1.0 PURPOSE:

The Village of Richfield's Village Hall facility is provided for use by Richfield citizens primarily for community-sponsored activities, for informational, educational, intellectual, or charitable activities. The following shall serve as a use and reservation policy for the parks within the Village of Richfield in order to ensure the environmental and aesthetic benefits of the system for current and future residents. The Village of Richfield reserves the right to cancel a reservation.

### 2.0 ORGANIZATIONS AFFECTED:

This policy shall apply to all Village of Richfield staff, elected/appointed officials, and the public.

### 3.0 POLICY:

It is the policy of the Village to enforce all guidelines dictated in this policy and in local ordinances regarding use of Village park and recreation facilities in the Village of Richfield.

### 4.0 GENERAL REQUIREMENTS AND GUIDELINES:

- 4.1 No individual, business, or entity shall be able to reserve and have exclusive use of any portion of a public park in the Village of Richfield without first submitting and receiving an approved application (provided by the Village Clerk's office). Any use of public park facilities by groups over 20 persons must also register with the Village Clerk's office no less than two weeks prior to the scheduled event.
- 4.2 No application will be considered by the Village unless it is completed in its entirety, signed by an authorized representative of the entity seeking use of the park, and has the accompanying fee (see below).

### 5.0 USE OF THE FACILITY:

In the event that more than one event or function is planned for the same facility on the same date, priority for functions other than Village uses shall be on a "first come, first serve" basis, except that for applications received on the same date, priority shall be in the order as shown below. Applications for use during a calendar year will first be received on January 1 of that year. Displaced groups shall be notified of scheduling conflicts as soon as possible.

- 5.1 Functions of Village government shall always take precedence in scheduling the use of Village facilities.
- 5.2 Activities under Village sponsorship and community sponsored organizations such as Boy/Girl Scouts, Richfield Historical Society, Lion/Lioness Clubs, etc.
- 5.3 Not for profit and educational organizations.
- 5.4 Residents of the Village of Richfield.

### 6.0 AVAILABILITY:

The Village parks are available from dawn until dusk.

### 7.0 SCHEDULING USE OF THE FACILITY:

Scheduling of the park and recreation facilities for events must be done during Village Hall business hours of 7:30 am and 4:00 pm and can be done by telephone, E-mail, or in person through the Office Assistant. The Village Park Commission, identified as Commission hereafter, shall have the ultimate authority for resolving any scheduling conflicts regarding the use and reservation of any park. Unless specifically authorized by the Village, on an event-by-event basis, the Village of Richfield will not insure sporting events or other uses of Village Parks. Depending on the use, applicants may be required, in the application process, to provide proof of general comprehensive liability insurance, naming the applicant as the insured in minimum amounts deemed necessary, reasonable, and appropriate by the Commission. The Commission may also require that the Village be named as an additional insured in any such policy. Applicants are further encouraged to seek all insurance necessary to insure any personal property brought to the park by applicants or as a result of park use. Approval for use may be granted once the responsible party has signed the Village Park and Recreation Facility Use Agreement, paid the applicable security deposit, and provided the required insurance certificate.

### 8.0 CHARGES FOR USE OF FACILITIES:

- 8.1 A reservation fee of \$40.00 as well as a \$50.00 deposit is required to reserve Village park shelters. The \$50.00 deposit will be returned if the park area is left in a clean condition. The refund will be made within 10 days after the event.
- 8.2 A reservation fee of \$115.00 is required for single games on Village baseball fields. Double-header games require a \$150.00 reservation fee and a fee of \$180.00 per field is required for full day events. A \$35.00 deposit is also required for each single game, double-header, and all day event. The \$35.00 deposit will be returned if the reserved fields are left in a clean condition. The refund will be made within 10 days after the event.
- 8.3 A reservation fee of \$25.00 as well as a \$25.00 deposit is required for all other park and open space areas (i.e. soccer fields, basketball courts, observation deck, etc.). The \$25.00 deposit will be returned if the reserved area is left in a clean condition. The refund will be made within 10 days after the event.

### 9.0 PROHIBITED USE OF THE FACILITY:

A list of prohibited acts can be found in Sec. 270(1-6) of the Richfield Village Ordinances.

### 10.0 FACILITY SPECIFIC POLICIES:

- 10.1 Heritage Park: Electricity is available at the concession building (southwest side of the park). Rental includes the picnic area around the concession building only.
- 10.2 Fireman's Park (Shelter): A separate request must be made to the Richfield Volunteer Fire Company at least two weeks prior to the event date requested. All cars must park in the designated parking lot located on the south end of the park. It is strictly forbidden to park vehicles behind the concession stand. The road leading to the concession stand is also restricted. Fireman's Park is a no carry-in facility. All drinks and food consumed by spectators must be purchased from the Fireman's Park Concession stand if it is open.  
Picnic Policy: All beverages to be consumed at the picnic must be purchased from the concession stand and the Fire Company if it is open. If the picnic will include grilling of any items that are typically sold by the concession stand (i.e. hot dogs, bratwurst, hamburgers), these items must be purchased through the Richfield Volunteer Fire Company. A food request should be made while requesting the facilities in order to ensure availability when required. The picnic/pavilion area must be left in the same condition it was found.

### 11.0 RELEASE AND ACKNOWLEDGEMENT:

The applicant shall release the Village from any and all liability of any kind resulting from the applicant's use of the park, unless caused by the negligence or intentional act of the Village, its employees, agents, or representatives. Such release shall include, but not be limited to, personal injuries resulting from participation in events at the park, loss due to theft, or injuries and liability of any kind caused by the applicant, its coaches, agents, representative, and assigns.