



Distribution of Responsibility

The City of Kenosha Department of Parks manages the scheduling and maintenance for all athletic facilities to ensure equitable distribution, achieve maximum sustainable use, and maintain a safe high-quality environment.

The Department of Parks athletic facilities are intended to provide quality recreational experiences and activities.

Management of any event or tournament is the responsibility of the Renter and may not be sanctioned by or affiliated with the Department of Parks in any way. For any facility or field reservation, events and tournaments, Renters assume all responsibility for attendees.

The Department of Parks does not assume responsibility for any equipment provided by the Renter, participants or others. Please collect your belongings each day after play has ended.

It is the responsibility of the Department of Parks to share this information with each Renter.

All users are responsible for following any posted site-specific rules and regulations as well as the policies and procedures set forth in this document. Failure to comply with Department policies and/or damage to facilities may result in the cancellation of any current reservations as well as loss of any future consideration for use.

The Department of Parks promises to administer these policies and procedures in an equitable and fair manner. Please treat staff courteously.

Contact Us!

parks@kenosha.org

Office: 262-653-4080

City of Kenosha Department of Parks Business Hours

Monday-Friday 7 a.m. – 3 p.m.

After-Hour Concerns

For any issues at an athletic facility after hours, please contact the on-call Parks Staff at 262-945-4615 or 262-945-7945. The Parks Staff will be able to assist with any onsite situations (locked gates, bathroom upkeep, equipment malfunction, trash pickup, etc.)

Rental Process (how to rent a field/court)

The Department of Parks contracted organizations have priority use over certain facilities. Rentals to the public are available around outside programmed times.

Request deadlines are firm:

Renter Categories	Dates	Reservation Deadline
Tournaments	Spring: March-May* Summer: June-Aug Fall: Sept-Oct	Requests are accepted up to a year (12 months) in advance & no less than 30 days prior to the requested date. *Weather Dependent
Games (Address is within Kenosha City Limits)	Spring: March-May Summer: June-Aug Fall: Sept-Oct	Games: Requests are accepted no less than 21 calendar days prior to the requested date
Practices (Address is outside Kenosha City Limits)	Spring: March-May Summer: June-Aug Fall: Sept-Oct	Practices: Requests are accepted no less than 2 business days prior to the requested date

Step 1: Read/review this entire document.

Step 2: To check to see if dates are available, contact the Athletic Clerk @ 262-653-4080 or email cityathletics@kenosha.org.

Step 3: Complete the application packet for the *Athletic Facility Rental (PRK005)*. Return to the Department of Parks along with insurance and payment.

- Prior approved rentals do not guarantee future approval of the same or additional requests.
- Payments can be made by calling the Department of Parks at 262-653-4080 and providing your organization name. In-person or mailed to the Department of Parks, located at 625 52nd St. Rm 108, Kenosha, WI 53140. Checks must be made payable to: The City of Kenosha.

Step 4: To finalize the *Rental Permit* and secure the date(s), the renter must pay-in-full the rental fees, have all paperwork turned in, & any necessary insurance, etc needed.

Step 5: Once approved, a *Rental Permit* showing scheduled facilities and their intended use, approved dates, and paid fees will be emailed to the applicant.

Reservation requests are not final until all steps are completed.

Scheduling and Closures Guidelines

- Rentals can be made between **9 a.m. - 10 p.m.** All other times may be approved by the Director of Parks. Lights may only be scheduled until 10:00 p.m.
- **All fields are designated for sport-specific use only** except for the Multipurpose fields. Specific field marking or painted lines requests are subject to additional fees.
- **All fields have Seasonal Closures:** These fields may be closed to rentals except practice rentals for various holidays or park permitted events.
- The **Renter** requesting the reservation must be in good financial standing with the Department of Parks.
 - Field preparation and lighting services will not be activated with an outstanding balance.
 - It is the responsibility of the **Renter** to provide the Department of Parks with accurate and truthful information.
- Once rental requests are approved and fields are reserved, scheduled times **cannot be subleased** to other individuals or organizations.

During Rental - Guidelines and Responsibility

- All **maintenance** or repair of athletic facilities shall be performed by Department staff only. Renters shall not make any modifications to Kenosha athletic fields or facilities. Any requests for changes or accommodations should be made directly to the Department of Parks.
- The **Renter shall be responsible for expenses incurred** by the Department of Parks in correcting, cleaning, repairing or replacing any facility or property which was damaged by the Renter's actions, or the actions of anyone participating in or attending the event.
- Department of Parks-owned equipment (bases, pitching rubbers, soccer goals, goal posts, bleachers, nets, etc.) are not to be removed from or relocated to any athletic fields without expressed permission from the Department.
- The **Renter** must always be **present at each reservation carrying a copy of the permit** for the rental to avoid any potential conflicts.

Insurance

Per City of Kenosha General Ordinance Chapter 6 (G.13.), insurance is required for all athletic reservations.

Procure and maintain one (1) or more liability insurance policy(ies) written by one (1) or more insurance company(ies) licensed to do business in the State of Wisconsin, which contain an endorsement of contractual liability, and which covers death, personal injury and property damage in the following amounts:

- a. Class I Risk—One million dollars (\$1,000,000.00) for events and activities which involve a moderate risk, a noncommercial activity, and/or a gathering of less than five hundred (500) persons.
- b. Class II Risk—One million dollars (\$1,000,000.00) for events and activities which involve a moderate liability risk or a commercial activity, or a gathering of more than five hundred (500) persons.
- c. Class III Risk—Over one million dollars (\$1,000,000.00), as determined by the Park Commission, for events and activities which involved a high liability risk, specifically including, but not limited to, circuses and carnivals.

Prohibited Items and Activity

- **Glass** containers are not permitted at any athletic facility.
- The use of all forms of **tobacco** (smoking, chewing tobacco, snuff, etc.) is not permitted at any athletic facility. Vaping / electronic cigarettes are not permitted.
- **Animals** (dogs, pets, horses, etc.) are not allowed at any athletic facility or complex.
- Fireworks, inflatables, waterslides and confetti are not permitted at any athletic facility.
- **Alcoholic** beverages, including unopened containers, are not permitted on playing fields, dugout areas, and during gameplay.
- No participant, renter or attendee shall intentionally throw, hit or kick balls into or over the fences, backstops or buildings.

Waste Management

- Renters are responsible for making sure the **garbage is properly disposed** of in the provided trash cans/dumpsters.
- Forfeiture of field time or additional fees may result from fields being left in unsatisfactory condition.

Parking

- Vehicles improperly or illegally parked may be ticketed or towed by the Kenosha Police Department.
- All clients and visitors park at their own risk. The Department of Parks is not responsible for theft or damage to vehicles.
- **Do not park in the grass.**
- Vehicles are not allowed on City of Kenosha's athletic fields or adjacent pathways.
- Overnight RV parking is prohibited at any of the city parks.

Concessions

Sale of concessions is not permitted at any Athletic Facility without a food permit from the Kenosha County Health Department and approval from the City of Kenosha Department of Parks.

Cancellation/Change Policy

Games/Tournaments: Any cancellations or changes to the schedule must be made 10 business days prior to the event date to receive a refund. There will be no refund(s) less than 10 business days prior to the event date. If there is a no show when the game begins, the fee is forfeited. In the event a game is canceled due to an emergency situation the day of, you must notify the Department of Parks (M-F 7am-3pm, 262-653-4080) prior to start time of the event. You will then have an opportunity to reschedule, when and if the field is available, otherwise all fees are forfeited.

Practices: In the event a practice is canceled, there is **one** opportunity to reschedule. All other fees will be forfeited.

Field Closures: The Department of Parks may close certain facilities due to weather conditions, safety concerns, repairs or maintenance. If a facility is closed, no activities may take place at that field/facility. It is the renter's responsibility to obtain field closure information.

Inclement Weather: Rain-outs and postponements, must be rescheduled through the Department of Parks. The rescheduling of rain-outs or postponements will be mutually agreed upon between the Department of Parks and organization. Field conditions may dictate relocation or cancellation of field use. Measurable amounts of rain (1 inch or more) within 24 hours of practice/games the Athletic Coordinator may cancel those activities. Knowledge of a group playing on and damaging turf will result in the immediate cancellation of that permit. No refund will be granted, and repairs to the damages will be billed to the organization. The Parks Director or his/her designee shall make the final decision to cancel games, in the event of inclement weather to prevent damage to the fields.

Outdoor Athletic Facilities and Amenities

The Department of Parks has 23 baseball/softball fields, 10 football/rugby fields, 27 soccer fields, and 12 tennis/pickleball courts. All fields/courts are available for rent. Other amenities include concession stands, restrooms, and playgrounds where applicable . Most fields/courts are able to be illuminated with tournament-quality lighting. Lights are not included in rental rates but are available for an additional fee.