



Exhibit B

Athletic Field and Court Rental Rules and Regulations for Practices and Games Park Department (rev. 01/2023)

1. 'Youth Group' definition: An organization whose primary goal is to provide services, programs or activities for children under the age of 18.
2. The Park Department holds the right to schedule field usage at their discretion. All athletic fields during the 4th of July are not available for rental.
3. All returning organizations, groups and/or individuals will be required to submit the application, their schedules and full payment for the upcoming season between January 1st and March 1st. After March 1st, all non-contracted fields will be available on a first come first serve basis. New organizations must make an appointment with the Park Department to review the application, schedule and accept payment. Schedules will NOT be considered if the previous year's fees have not been paid.
4. **Scheduling Policy:**
 - Practices: No application will be accepted less than 2 business days prior to the requested date.
 - Games: No application will be accepted less than 21 days prior to the requested date.
 - Each athletic field and season will be considered as a separate facility and may have specific restrictions.
 - An application will need to be filled out separately for each facility per season (Spring: March – May, Summer: June – August, Fall: September – October)
5. Organizations that have an agreement with the City have priority of those fields. The schedule shall be submitted based on the terms of your agreement.
6. All organizations, groups and/or individuals that reserve all fields at one facility for a game will have concession rights (for an extra charge), except at fields of those organizations that have an agreement with the City. Permittees shall contact the organization that has an agreement with the City regarding handling concessions. The permittee may be allowed to bring in their own concessionaire, however, the unit must be self-contained.
7. All tournaments please contact the Special Event Coordinator at 262-653-4000.
8. Restrooms will be open by April 15th each year. Game lights must be turned off no later than 30 minutes following the conclusion of the game, but no later than 10pm (for 10:30 p.m. special approval is needed by the Board of Parks Commission).
9. Open and closing dates for facility rentals will be determined by field and weather conditions.
10. All organizations, groups and/or individuals are prohibited from the use of motorized equipment in the preparation or maintenance of any City athletic field unless authorized by the Director of Parks. Hand tools (rakes, shovels and chalkers that are brought by the organization) may be used for routine field maintenance between games.
11. **Cleanup:** Organizations, groups and/or individuals are required to clean up the entire area(s) (field, dugout and/or stand areas) of all trash after each event. If the Park Department is required to clean the area, the permittee will be charged a fee of \$50 per hour/per employee. If this fee is not paid within 30 days of billing, all remaining games/practices will be canceled. Organizations that have an agreement with the City and that operate concession stands on a regular basis will be required to provide a dumpster. Said organization shall provide the dumpster at their cost and are also responsible for removal of the trash. The Park Department will identify the location for a dumpster at the facility.

12. **Diamond Dry:** 3 bags will be used per field for normal field preparation by the City. Additional bags requested (not to exceed an additional 3 bags per field) will be billed at \$25 per bag.
13. Field closure for the season will be determined by the Park Department. The closures will be subject to change each year.
14. 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 damages will be billed to the organization. The Park 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.
15. Rain-outs and postponements must be rescheduled through the Park Department staff. The rescheduling of rain-outs or postponements will be mutually agreed upon between the Park Division and organization.
16. Permits are not transferable. The permittee must be in attendance for the entirety of the event and will assume full responsibility. The permittee signing the application is the duly authorized representative for all damage, missing items and cleanup.
17. Permittees are only to use those fields and times specifically listed on the Athletic Facility Rental Permit. There may be another group prior to or following your game, so it is essential that the field not be occupied before and be vacated by the specified time(s) of the permit.
18. Permittee is responsible for supervising all persons using the park under authority of its permit. Profanity and/or unsportsmanlike conduct is grounds for revocation of the permit.
19. **Noise:** Use of a sound system shall be limited to the necessary operations and announcements as related to game play. Such noise level shall be in accordance with the Code of General Ordinances, Chapter XXIII "Noise Control," and is enforced by the Police and/or Health Departments. Sound system shall not be used between the hours of 10 p.m. - 8 a.m.
20. Any signage and/or banners placed at the site must have approval by the Board of Park Commission a minimum of 30 days prior to the event. All materials must be removed upon completion of the event. A written request for signage must be made to the Parks Department.
21. Insurance for all organizations scheduling games must be submitted a minimum of 14 days before the event in accordance with the Code of General Ordinances 6.05 G.13.a-c. Organizations must procure and maintain one (1) or more liability insurance policy(ies) licensed to do business in the State of Wisconsin as required. Endorsement need to be filed in addition to the Certificate.
22. The event(s) will be required to meet all requirements in the Code of General Ordinances for the City of Kenosha that are in affect at the time of the event.
23. The City reserves the right to cancel the event, require &/or amend an operational plan that shall limit activities under the public health requirements at the time of the event.
24. The applicant must procure any other license or permit required for the activity, such as food permit, etc.
25. **Cancellation/Change Policy:**
 - Games: Any cancellations or changes to the schedule must be made 14 days prior to the event date to receive a refund. There will be no refund(s) less then 14 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 Parks Department (M-F 7am-3pm, 262-653-4080 or cityathletics@kenosha.org) 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.
 - Tournaments: Please see the Special Event Application with Rules & Regulations.

26. IF AN ORGANIZATION, GROUP OR INDIVIDUAL IS FOUND TO BE IN VIOLATION OF THE RULES AND REGULATIONS IN THIS POLICY OR WITH THE CODE OF GENERAL ORDINANCES, THE PERMIT IS SUBJECT TO CANCELLATION WITH NO REFUND.

I have read the above rules and regulations:

Print Name: _____

Signature: _____

Date: _____

Organization: _____