



**BOARD OF PARK COMMISSIONERS  
WEDNESDAY, JULY 22, 2020 – 6:30PM  
CITY HALL, COUNCIL CHAMBERS**

**THE CITY OF LAKE GENEVA IS HOLDING MEETINGS VIRTUALLY WITH LIMITED CAPACITY (NO MORE THAN THIRTEEN) IN COUNCIL CHAMBERS TO COMPLY WITH SOCIAL DISTANCING DUE TO THE CORONAVIRUS (COVID-19) PANDEMIC. HERE'S HOW YOU CAN PARTICIPATE:**

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## **AGENDA**

**Committee Members:** Cindy Feuredi, Brian Olsen, David Quickel, Barbara Phillips, Peggy Schneider, Obdulia Alvarez, Meaghen Madden-VanDyke, and Mary Jo Fesenmaier- Alderperson

1. Call to order – Alderman Fesenmaier
2. Roll call
3. Election of Park Board Chair

4. Election of Secretary
5. Review of the Ordinance governing the Board of Park Commissioners
6. Review of the Park Rental fees
7. Request from American Legion – Sculpture in Library Park
8. Future agenda Items
9. Next meeting date – (tentative Tuesday, August 18, 6:30)
10. Adjournment

## Chapter 54. Parks and Recreation

### Article III. BOARD OF PARK COMMISSIONERS

#### Sec. 54-61. Composition.

[Code 1992, § 1.33(1); Ord. No. 08-02, 3-10-2008; amended 7-13-2009 by Ord. No. 09-14]

There shall be nine members on the Board of Park Commissioners. One of the members shall be the Mayor, one member shall be an Alderman, and the rest shall be citizens of the City.

#### Sec. 54-62. Officers.

[Code 1992, § 1.33(2); Ord. No. 08-02, 3-10-2008; amended 7-13-2009 by Ord. No. 09-14; 12-10-2012 by Ord. No. 12-26]

The members of the Board of Park Commissioners shall elect a President (Chairman) from amongst its citizen members. The Commissioners may elect other officers necessary or appropriate to aid in the efficient running of the Board.

#### Sec. 54-63. Appointment.

[Ord. No. 08-02, 3-10-2008; amended 7-13-2009 by Ord. No. 09-14]

The members shall be appointed to the Board of Park Commissioners by the Mayor. The appointments shall be subject to approval of the Common Council.

#### Sec. 54-64. Term.

[Ord. No. 08-02, 3-10-2008]

The members shall serve three-year terms. The terms of members shall be staggered so as to have three members' terms expire each year.

#### Sec. 54-65. Vacancy.

[Ord. No. 08-02, 3-10-2008]

Any vacancy shall be filled through the appointment procedures described above for the remainder of the term.

#### Sec. 54-66. Salary.

[Ord. No. 08-02, 3-10-2008; amended 7-13-2009 by Ord. No. 09-14]

Members of the Board of Park Commissioners shall serve without compensation.

#### Sec. 54-67. Quorum.

[Ord. No. 08-02, 3-10-2008; amended 7-13-2009 by Ord. No. 09-14]

A majority of the membership of the Board of Park Commissioners shall constitute a quorum for the transaction of business.

## Sec. 54-68. Board powers and duties.

[Ord. No. 08-02, 3-10-2008; amended 7-13-2009 by Ord. No. 09-14]

The Board of Park Commissioners shall have the duties and powers set forth below:

- (1) Meeting. The Board of Park Commissioners shall meet at least quarterly. The Board may meet as necessary, or as called by the Chairman or as called by a majority of the Board. The Chairperson is responsible for the preparation of the agenda and shall provide a digital or electronic copy of such agenda to the City Clerk for posting and distribution to other Board members and the public at least 48 hours prior to such meeting. All meetings shall be at City Hall. The Acting Secretary shall submit in a timely fashion a digital copy of the meeting minutes to the City Clerk for posting and distribution. If action by the City Council is desired, such action shall be so noted in the minutes.  
[Amended 12-10-2012 by Ord. No. 12-26]
- (2) Duties. The Board of Park Commissioners shall serve as an advisory board to the Common Council. The Board of Park Commissioners shall advise the Council on all matters pertaining to parks, recreation, and forestry. Areas of responsibility shall include but are not limited to:  
[Amended 12-10-2012 by Ord. No. 12-26]
  - a. Creation of subcommittees to effectively monitor and advise on specific issues regarding parks, recreation, or forestry, including the City Tree Board;
  - b. The management, improvement, and care of public parks, parkways, boulevards, and pleasure drives of the City;
  - c. The development of policies, procedures, rules, and regulations pertaining to the use of public parks, City-sponsored recreation programs, and forestry;
  - d. The development of the annual operating and capital budgets for parks, recreation, and forestry;
  - e. The development of a broad variety of recreational programs and services to meet the needs and demands of the community;
  - f. The development of a master plan for the City's park system;
  - g. Advising the Council on issues of land acquisition, use of park impact fees, and leasing and/or land sales or exchanges affecting the City's park system; and
  - h. Advising the Council on levels of staffing required by the City's park system.
- (3) Tree Board. The Board of Park Commissioners shall create and appoint members of a Tree Board who shall carry out provisions of Wisconsin Statutes and Chapter **82** of the Municipal Code for the City of Lake Geneva, Wisconsin, and such other duties as required to report to the Board of Park Commissioners.  
[Amended 12-10-2012 by Ord. No. 12-26]
- (4) Powers. The Board of Park Commissioners shall, in accordance with the state law established in W.S.A., § 27.08, exercise the powers granted it, including:
  - a. Govern and maintain all public parks and other natural enjoyment areas in the City; improve those areas; secure the quiet and orderly enjoyment of the areas; and create rules and regulations to facilitate the above purposes.
  - b. Acquire property, money, trusts, rights, and privileges through gift, devise, bequest, or condemnation for the City parks.  
  
 Gifts shall only be accepted after the Board of Park Commissioners has recommended the gift to the Common Council and the Common Council has approved acceptance by a resolution.
  - c. Buy or lease lands in the name of the areas under the control of the Board of Park Commissioners, in accordance with W.S.A., § 27.08(2)(c).
  - d. Change or improve all areas under the Board's control.

## Sec. 54-69. Financial reports.

[Ord. No. 08-02, 3-10-2008; amended 7-13-2009 by Ord. No. 09-14]

In accordance with W.S.A., § 27.10, the Board of Park Commissioners shall, prior to October 1 of each year:

- (1) Make an estimate of the expenditures by the Board of Park Commissioners during the coming calendar year including:
  - a. All necessary incidental expenses.
  - b. The amount necessary for the purchase of land for parks, parkways, boulevards, and pleasure drives.
  - c. Transmit the report to Common Council.
- (2) The Board of Park Commissioners shall transmit to Common Council prior to March 1 of each year a report including:
  - a. All transactions for the preceding year;
  - b. An itemized account of all receipts and expenditures;
  - c. A list of employees; and
  - d. An inventory of property in the charge of the Board of Park Commissioners.

## Sec. 54-70. Care of funds.

[Ord. No. 08-02, 3-10-2008; amended 7-13-2009 by Ord. No. 09-14; 5-29-2012 by Ord. No. 12-08; 11-10-2014 by Ord. No. 14-08]

All moneys appropriated for park services or received through other means for the areas governed by the Board of Park Commissioners shall be paid over to the Treasurer to be disbursed by orders of the Treasurer.

## Sec. 54-71. Special assessments.

[Ord. No. 08-02, 3-10-2008; amended 7-13-2009 by Ord. No. 09-14]

The Board of Park Commissioners shall follow the report, notice, and hearing requirements outlined in W.S.A., § 27.10(4) for any and all special assessments.

# City of Lake Geneva- Event Permit Policy and Application



The purpose of this policy and event permit application is to guide organizations that are non-profit, not-for-profit, private, or for profit to plan and execute a successful event here in beautiful Lake Geneva. This policy and application will outline the requirements and possible fees associated with hosting an event in the City based on the estimated attendance.

For profit, private, non-profit and not-for profit groups will be able to plan their experience here in the City based on the following four tiers:

**Public Assembly Permit** – *\*Non-profit or Not-for-Profit (No Charge), For Profit \$60 per day* (Meet one or more criteria) Single day event use of City of Lake Geneva facilities with NO street, parking or intersection closures, attendance under 500, NO serving of alcohol in public space.

**Veteran's Park Sporting Event Tournament/Use:** \$25 per day  
Use of Baseball Diamonds and Soccer Fields within Veteran's Park only; does not include sporting equipment or use of the concession stand

**Block Parties or use of Gazebo for 1 Hour Photo Ops:** \$75.00  
Small event limited to one street with 4 barricades in a neighborhood or gazebo in Flat Iron Park.

**Tier 1 Events:** *\*Non-profit or Not-for-Profit (No Charge), For Profit \$250 for an event up to seven days, additional \$50 per day thereafter*  
(Meet one or more criteria) Rolling closure of streets, public walkway, limited parking stalls or intersection closures that do not impact public use, attendance of 501 to 3,000, four (4) hours or less of alcohol sales or serving, majority use of a city park(s), or other municipal facility.

**Tier 2 Events:** *\*Non-profit or Not-for-Profit (No Charge), For Profit \$500 for an event up to seven days, additional \$100 per day thereafter*  
(Meets one or more criteria) Non-profit or not-for-profit organization offering multiple-day events, attendance of more than 3,001+, more than four (4) hours of alcohol sales or serving, and/or exclusive use of City park(s), street(s), limited parking stalls, or other municipal facility.

**Note:** Seminary Park (includes the use of the Shelter) and Flat Iron Park (includes the use of Brunk Pavilion) have 3 available picnic tables and 10 benches which you can select as part of your event permit. Any additional picnic tables, benches, or barricades needed should be directed to a rental company. This event permit does not apply to the rental or use of the Riviera Ballroom.

Event permit application fees are not refundable whether wholly or partially. Any group using any municipal facility, park or property will be required to place a credit card number on file with the City of Lake Geneva's Clerk Office for any incidentals. Any charges will be fully explained and outlined to the applicant prior to any charge.

# City of Lake Geneva- Event Permit Policy and Application



All non-profits and not-for-profit groups will be required to provide a current tax form with EIN# to prove their organization's status.

All event dates are granted on a first come first served basis, although non-profit groups located within the City of Lake Geneva will be given preferential treatment when considered. For events that occur annually you will have the option to place a hold on future dates for no more than three years after the current event being applied for.

All applicants will be required to sign an indemnification agreement for organizations below a tier 1 and all tier 1 and tier 2 event applications will be required to include a copy of their Certificate of Liability insurance with this application.

Any non-profit or not-for-profit organization that is wishing to sell alcohol as part of their event with need to complete a Temporary Class "B"/ "Class B" Retailer's License and pay a separate application fee. This event permit application does not grant the right or privilege to any group to sell alcohol of any kind.

All events under a level tier 2 will only be considered by City Staff prior to approval. Tier 2 events will require approval of City Staff, the Finance, License, & Regulation Committee and the Common Council.



**CITY OF LAKE GENEVA EVENT PERMIT APPLICATION**

Please fill in all blanks completely, as incomplete applications will be rejected.  
Applications must be submitted  
AT LEAST 4 WEEKS prior to the proposed event date for approval.

**Section I- APPLICANT INFORMATION**

Name of Applicant: \_\_\_\_\_

Name of Event Organizer/Producer: \_\_\_\_\_

Production Company/Organization: \_\_\_\_\_ FEIN #: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Are you a  For-Profit OR  Non-Profit Organization 501(c) \_\_\_\_\_

EIN # (Tax Exempt Number): \_\_\_\_\_

\*All non-profits must present a copy of their current Tax ID- EIN#

**Section II- EVENT INFORMATION- Check the proper category**

**Public Assembly Permit- \*Non-Profit: No Charge; For-Profit: \$60.00 per day Fee**  
(Meet one or more criteria) Single day event use of City of Lake Geneva facilities with NO street, parking or intersection closures, attendance under 500, NO serving of alcohol in public space.

**Block Parties or use of Gazebo for 1 Hour Photo Ops: \* Non-profit: No Charge; For-Profit: \$75.00 Fee**  
Small event limited to one street with 4 barricades in a neighborhood or gazebo in Flat Iron Park.

**Veteran’s Park Sporting Event Tournament/ Use: \$25.00 per day Fee**  
Use of the Baseball Diamonds and Soccer Fields within Veteran’s Park only; does not include any sporting equipment, striping or painting of fields, or use of the concession stand

**Tier 1 Events: \*Non-Profit: No Charge; For-Profit: \$250.00 Fee for an event up to seven days; additional \$50.00 per day thereafter**  
(Meet one or more criteria) Rolling closure of streets, public walkway, limited parking stalls or intersection closures that do not impact public use, attendance of 501 to 3,000, four (4) hours or less of alcohol sales or serving, majority use of a city park(s), or other municipal facility.

**Tier 2 Events: \*Non-Profit: No Charge; For-Profit: \$500.00 Fee for an event up to seven days; additional \$100.00 per day thereafter**  
(Meets one or more criteria) Non-profit or not-for-profit organization offering multiple-day events, attendance of more than 3,000+, more than four (4) hours of alcohol sales or serving, and/or exclusive use of City park(s), street(s), limited parking stalls, or other municipal facility.

**Note:** Seminary (includes the use of the Shelter) and Flat Iron Park (includes the use of Brunk Pavilion) have 3 available picnic tables and 10 benches which you can select as part of your event permit. Any additional picnic tables, benches, or barricades needed should be directed to a rental company.

1. Title of Event: \_\_\_\_\_

2. Date(s) of Event: \_\_\_\_\_

3. Location(s) of Event: \_\_\_\_\_

4. Hours: \_\_\_\_\_

**Note:** Start Time & End Time

5. Event Chair/Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

6. Day of Event Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

7. Is the event open to the public?  Yes  No

8. Will you charge an admission fee?  Yes  No

9. Estimated Attendance Number: \_\_\_\_\_

10. Basis for estimate: \_\_\_\_\_

11. Will you be setting up a tent?  Yes  No

*If yes, list the location, size, Rental Company, and proof of completion of locates.*

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12. Will there be any animals?  Yes  No

*If yes, what type and how many:* \_\_\_\_\_

**13. Attach a detailed description of proposed event with map of the exact location of the event and/or route.**

14. Description of plan for handling refuse collection and after-event clean-up:

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15. Description of plan for providing event security (if applicable):

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16. Will there be fireworks or pyrotechnics at your event?  Yes  No

*If yes, please attach a fireworks display permit or application.*

17. Will your event include the sale of beer and/or wine?  Yes  No

*If yes, please attach a completed Temporary Alcohol License & Temporary Operator License Application.*

18. Will you or any other vendors be selling food or merchandise?  Yes  No

*If yes, please attach list of proposed vendors, including business name and type of food/merchandise sold.*

19. Do you intend to use the available picnic tables and benches in the location?  Yes  No

Continue to next page...

**Section III- STREET USE**

**Check if this section does not apply**

Required for any event using a public street. Per Sec. 62-243 of the municipal code, this application must include the following attachments:

Certificate of Comprehensive General Liability Insurance with the City, its employees and agents as additional insured with coverage for contractual liability with minimum limits of \$500,000 per occurrence for bodily injury and property damage limits of \$250,000 per occurrence.

Petition signed by more than half of the residential dwelling units and/or commercial units residing along that portion of the street designated for the proposed use or whose property is denied access by virtue of the granting of the permit.

**1. Description of portion(s) of road(s) to be used:**

*Road closures must include rental of barricades; must be coordinated with the City of Lake Geneva Department of Public Works*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Will any parking stalls be used or blocked during the event?**

Yes  No

*Parking Stall daily fees or bagging of Parking Stall fees are not included with the event permit fee; arrangements must be made with the City of Lake Geneva Parking Manager*

Dates of Use: \_\_\_\_\_

Total Number of Parking Stalls being Requested: \_\_\_\_\_

Parking Stall Number(s) and Location: \_\_\_\_\_

**3. Description of Signage to be used during event:** \_\_\_\_\_

*\*The use of City Street Banner poles will require a separate, complete Street Banner Display Application*

**4. Anticipated Services**

*Please indicate below any additional services you are requesting for your event. Estimated Fees or Deposits for these services may be required prior to issuance of permit(s)*

**Electricity;** Explain: \_\_\_\_\_

**Water;** Explain: \_\_\_\_\_

**Traffic Control;** Explain: \_\_\_\_\_

**Police Services;** Explain: \_\_\_\_\_

**Fire/EMS Services;** Explain: \_\_\_\_\_

**Other;** Explain: \_\_\_\_\_

**\*Please note:** The City of Lake Geneva, the Police Department and/or Fire Department have the right to cancel an event due to inclement weather or any safety risk.

**\*All Parks and Public Spaces must be left the way they were originally found. A credit card is required to be placed on file with the City Clerk's office should the park or public space incur any damage or has not been cleaned up. Any charges will be communicated to the card holder prior to credit card processing.**

**Name on Card:** \_\_\_\_\_

**Credit Card #:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_/\_\_\_\_ **CVV#:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

*The applicant for her/himself and for other persons, organizations, firms and corporations, if any listed in this application, being of sound mind and body, do hereby freely, voluntarily and knowingly, now and for all times, fully save and hold harmless and defend, the CITY OF LAKE GENEVA, a Wisconsin Municipal Corporation located in the Walworth County, and each and every of its elected and appointed officials, employees, representatives, agents, heirs, and assigns, jointly and severally from and against any and all claims, causes of action, actions, liabilities, demands, losses, damages, and/or expenses of whatsoever kind and nature including counsel or attorneys' fees, which I have or may, at any time, incur or sustain arising from, resulting from, incurred in consequence of, or pertaining to, any and all intentional and negligent acts, omissions, incidents, activities and transactions, of whatever kind and nature, direct or indirect, of mine own and those of or by the CITY OF LAKE GENEVA, and each and every of its elected and appointed officials, employees, representatives, and agents, regardless of when or where, occurring or arising from this event.*

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Office Use Only**

**Date Filed with Clerk:** \_\_\_\_\_ **Payment Amount: \$** \_\_\_\_\_

**Receipt #:** \_\_\_\_\_

City Clerk/Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approve  Denied Notes: \_\_\_\_\_

Police Chief Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approve  Denied Notes: \_\_\_\_\_

Fire Chief Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approve  Denied Notes: \_\_\_\_\_

DPW Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approve  Denied Notes: \_\_\_\_\_

Parking Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approve  Denied Notes: \_\_\_\_\_

Harbormaster Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approve  Denied Notes: \_\_\_\_\_

Tier I & Tier II Events Only:

FLR Meeting Date: \_\_\_\_\_

Council Meeting Date: \_\_\_\_\_



## City of Lake Geneva Veterans Park Field Rental Agreement

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### SECTION 1: DEFINITIONS

A. Recreation Programmer: The Recreation Programmer, or an authorized representative, is present during the use of the facility or grounds and has access to facilities and grounds at all times and is responsible for locking and unlocking.

B. Lease: As used herein means the written Rental Agreement issued to an applicant by the City of Lake Geneva or its authorized representative for use of Veterans Park or any portion thereof under the authority and conditions as herein provided, including any amendment or supplement to such an agreement.

C. Lessee: As used herein includes any person, association, public organization, partnership, company or corporation that is granted a contract to use any part of Veterans Park in accordance with these regulations. Person responsible must be an adult (age 21).

### SECTION 2: RIGHT TO ALTER REGULATIONS AND RENTAL RATES

The City of Lake Geneva reserves the right to change, alter, amend or cancel any or all of the regulations and rental rates contained herein at any time. The City of Lake Geneva also reserves the right to cancel any reservation for the use of Veterans Park due to local, state or federal emergency needs. A full refund will be given in this event. Lessee may not use the facility for any other than the stated purpose. Failure to comply can cause cancellation of the event.

### SECTION 3: AUTHORITY

Violations of these regulations and rental rates or any portion thereof may result in cancellation of use of facility which may impact future use of facility. The City of Lake Geneva, hereinafter referred to as "The City," shall have full responsibility for the operation of Veterans Park. The City shall be authorized to enter into agreements subject to Sec. 2 (above). The right is reserved by the manager or other duly authorized representative of the City of Lake Geneva to enter Veterans Park and all parts thereof at all times.

### SECTION 4: RENTALS AND RENTAL AGREEMENT

A. All rentals of Veterans Park facilities will require a signed rental agreement between the Lessee and the City of Lake Geneva through its duly authorized representatives. No verbal agreements for the use of Veterans Park will be valid.

B. A reservation for Veterans Park will be considered confirmed only upon the receipt in the City of Lake Geneva Clerk's office of a signed rental agreement accompanied by the prescribed required permit fee.

C. Reservations for an event can be made no more than one (1) year in advance.

## SECTION 5: RESERVATION INFORMATION

A. The City of Lake Geneva does not require a lump sum security deposit; however, a valid credit card associated with either the lessee organization or lessee themselves must be given on the attached application prior to a tournament or event will be confirmed as scheduled. The City of Lake Geneva Department of Public Works will have the sole responsibility to determine if the field and park area was left in an appropriate manner. Credit card holders will be notified in the event a charge will be made due to poor clean up or vandalism.

B. NO ONE IS ALLOWED TO RENT OR RESERVE FIELDS FOR SOMEONE ELSE. IF YOU ARE CAUGHT DOING THIS, YOU WILL LOSE ANY PERMIT FEE AND PERMANENT USE OF THE FIELDS AND FACILITIES.

## SECTION 6: RENTAL HOURS

A. Games may begin at 8:00 am, with staff and Lessee preparations beginning no earlier than 7:00 am.

B. There is an 11:00 p.m. curfew on all City-owned ball fields and parks. Any game in process must be called at 11:00 pm. It must not be continued for any reason. The lights must be turned off no later than 11:20 p.m. (This is to allow participants and spectators time to leave the park and allow Lessee time to clean up).

C. Lessee is responsible to be on site at all times during rental hours. If Lessee cannot be there, a designee should be appointed, and their name(s) should be turned into the City of Lake Geneva upon returning the lease agreement and paying all rental fees.

D. Fields used for league play will be on a limited basis and must be approved by the Lake Geneva City Clerk or designee.

## SECTION 7: CITY OF LAKE GENEVA RENTAL RATES

**Please see the attached map of Veteran's Park to determine field use and reservation.**

The City of Lake Geneva shall set the Park Reservation fees by resolution of the Common Council and may be subject to change.

### **BASEBALL FIELD USE:**

Fields 1B-4B & Moiltor Field are available for practice use for a four-hour interval (8:00 a.m. to Noon, Noon to 4:00 p.m., and 4:00 p.m. to 8:00 p.m.)

Fields 1B & 2B for a one four-hour time block: \$25

Fields 3B & 4B for a one four-hour time block: \$50

Molitor Field for the duration of a one four-hour time block: \$100

Reservations of all five fields (fields 1B-4B & Molitor Field) will be given a 15% discount.

City of Lake Geneva Residents will be given a 15% discount for Veteran's Park Use with proof of residency; proof of residency shall be a current Utility Bill that must be in the lessee's name.

Fields 1B-4B and Molitor Field are available for all day tournament use; this shall include the use of the electronic scoreboard.

Fields 1B & 2B: \$300 per day, per field

Field 3B & 4B: \$400 per day, per field **\*this includes field lighting\***

Molitor Field: \$500 per day **\*this includes field lighting\***

**SOCCER FIELD/OPEN FIELD USE:**

Fields 1A-4A available for practice use for a four-hour interval (8:00 a.m. to Noon, Noon to 4:00 p.m., and 4:00 p.m. to 8:00 p.m.)

Fields 1A-4A for a one four-hour time block: \$25

City of Lake Geneva Residents will be given a 15% discount for Veteran's Park Use with proof of residency; proof of residency shall be a current Utility Bill that must be in the lessee's name

Fields 1A-3A are available for all day tournament use

Fields 1A-3A: \$300 per day, per field

**\*\*Note: Fields 1A-3A do not have lighting or scoreboards\*\***

**Additional Fees/Terms for any Tournament Use:**

Tournaments with expected attendance of player/spectators over 300 people shall be required to obtain a 4-yard dumpster at a cost of \$200.

Tournaments with expected attendance of player/spectators over 300 people shall be required to obtain 1 portable restroom at the third party rate cost to be identified by the City; For every additional 100 participants a portable restroom is required.

Notification of expected portable restroom needs must be communicated to the Director of Public Works at least one week in advance of the tournament. The DPW Director will then notify lessee of associated costs.

Lessee must coordinate with the Director of Public Works for bleacher use and placement; bleachers are not available during the week of the Lake Geneva Venetian Festival.

The City of Lake Geneva will not be responsible for supplying any game officials or equipment. This shall be the sole responsibility of the lessee.

#### SECTION 8: CLEANING REQUIREMENTS

Lessee must clean up any and all trash placed anywhere other than within the dumpster or onsite trash containers and remove any equipment within the contract lease period; otherwise, additional fees may be charged. Lessee is responsible for cleanup of the facility similar to pre-event condition. If it is discovered that the facility is in disarray, an additional \$200 per hour clean up charge will be applied to the credit card on file.

Lessee or event coordinators shall be responsible for maintaining the cleanliness and order of the facility restrooms. The City of Lake Geneva shall supply toilet paper, paper towels, and garbage bags. The lessee or event coordinator shall call the City of Lake Geneva Police Dispatch Center with any extensive maintenance issues at 262-248-4455.

#### SECTION 9: SETUPS

A. Event Coordinators will need to work with a representative of the Lake Geneva YMCA staff to unlock and lock facilities before and after event. The Lake Geneva YMCA representative will also need to be notified of any field lighting needs.

B. Fields will be prepared and chalked prior to the event. Lessee can request the Lake Geneva YMCA to maintain the fields in between games. Lessee should request assistance from the Lake Geneva YMCA on field maintenance at the time the rental agreement is executed.

#### SECTION 10: LIABILITY FOR LESSEE'S PROPERTY

Neither the City of Lake Geneva, the Lake Geneva YMCA, nor its employees shall be liable for any lost, damaged or injury to property of any kind that is shipped or otherwise delivered to or stored in or on the premises. Property shall not be received until Lessee has made proper arrangements for receiving, handling and storage of such materials with the Lake Geneva YMCA management.

#### SECTION 11: OBSERVANCE OF LAWS AND REGULATIONS

Lessee shall comply with all city, county, state and federal laws, and with regulations pertaining to Veterans Park. Violations by Lessee or its agents or employees may result in cancellation of the lease and/or discontinuation of use of the facility with forfeiture of fees and deposit.

PLEASE ADHERE TO THE FOLLOWING GUIDELINES:

1. DO NOT PLAY ON THE FIELD IF IT IS WET OR MUDDY.
2. REPAIR ANY DAMAGED AREAS AFTER YOUR PLAY HAS ENDED.
3. PARKING ON ANY GRASS AREA IS STRICTLY PROHIBITED
4. DO NOT ADD ANY DRYING AGENTS OR UNAUTHORIZED MATERIALS TO THE FIELD FOR ANY REASON.
5. CLEAN UP ANY LITTER LEFT BY PARTICIPANTS AND SPECTATORS, AND TAKE WITH

YOU.

6. PROFANITY OF ANY FORM, WHETHER ON T-SHIRTS, OR SPOKEN WILL NOT BE ALLOWED IN THE PARK.

7. NO GAMBLING OF ANY FORM IS ALLOWED. VIOLATORS WILL BE PROSECUTED. RENTERS WILL LOSE THEIR DEPOSIT IF ALLOWED.

8. NO PETS ALLOWED IN THE PARK

9. NO ALCOHOL OR COMSUMPTION OF ALCOHOL IS PERMITTED

## SECTION 12: OBJECTIONABLE CONDUCT

Any person at Veterans Park whose conduct is disorderly or disruptive in one or more of the following respects, may be ejected from the premises by the City of Lake Geneva or Lake Geneva YMCA staff on duty or any police officer:

a. Intoxication;

b. Use of abusive, indecent, profane or vulgar language;

c. Making offensive gestures or displays;

d. Abusing or threatening another person in an obviously offensive manner or fighting with another person;

e. Making unreasonably loud noise;

d. Vandalism.

Lessee, for the event at which any such ejection occurs, shall hold harmless, indemnify and defend the City, its officers, agents and employees against any claim related to any such ejection. Alcoholic beverages of any type are not permitted in the park under any circumstances, per the City of Lake Geneva Ordinance. Lessee is responsible for the actions of the participants and spectators as it pertains to the presence of alcohol. Lessee is to ask violators to leave the park immediately and call for police assistance to enforce the City Ordinance or violations of any rules listed on this form. Failure to report violators will result in potential fine of Lessee and bar Lessee's right to reserve any field in the future. (It is suggested that a gate attendant be present at all times to discourage attendants from bringing alcoholic beverages into the park and to report any violators to Lessee and the Lake Geneva Police Department.) The Lake Geneva Police Department will be notified of the date and time that Lessee will be utilizing the facility. The City of Lake Geneva will press charges against ordinance violators, that the police arrest for drinking and any other violation(s) in the park. Uniformed and non-uniformed police officers may be patrolling inside the park during Lessee's rental times. The Lake Geneva YMCA staff will also be making site inspections to the rented facility to check on any renter agreement violations.

## SECTION 13: ABANDONED EQUIPMENT OR ARTICLES

The City of Lake Geneva or the Lake Geneva YMCA shall not be held responsible for property left on the premises. Said articles shall remain on the Veterans Park premises for seven (7) days and then shall be deemed abandoned by Lessee and may be disposed of by the City of Lake Geneva. The City assumes no responsibility for losses when such losses are caused by theft or

disappearance. Property left on the premises that must be stored may result in the loss of deposit.

#### SECTION 14: SOLICITATIONS

No Lessee shall solicit or collect donations at Veterans Park without the approval of the City of Lake Geneva.

#### SECTION 15: FOOD AND BEVERAGE SERVICE

A. No alcoholic beverage will be allowed in Veterans Park. Police fines may be imposed for non-compliance, as well as possible discontinuation of the event.

B. The City of Lake Geneva will not allow food and beverage to be sold at Veterans Park. The City of Lake Geneva has a vendor contracted to run the Veterans Park concession stand.

#### SECTION 16: SALE OF TOURNAMENT SOUVENIRS AND NOVELTIES

A. Lessee may NOT solicit or sell t-shirts, ball caps and other souvenirs to its participants and spectators, unless the lessee is a qualified group and obtains a permit to do so from the City of Lake Geneva.

**ABSOLUTELY NO SMOKING IS PERMITTED IN VETERANS PARK.**

**PLEASE NOTIFY GUESTS OF THIS REGULATION.**



**City of Lake Geneva  
Veterans Park Field Rental Agreement**

**Rental Date:** \_\_\_\_\_ **Time In:** \_\_\_\_\_ **am/pm Time**

**Out:** \_\_\_\_\_ **am/pm**

**Number attending:** \_\_\_\_\_

**Type of Activity:** \_\_\_\_\_

**Lessee:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Cell phone:** \_\_\_\_\_

**Baseball Field Use Fees (please check all that apply):**

**PRACTICES ONLY:**

Field 1B  8:00 a.m.- Noon- \$25  Noon- 4:00 p.m.- \$25  4:00 p.m.- 8:00 p.m.- \$25

Field 2B  8:00 a.m.- Noon- \$25  Noon- 4:00 p.m.- \$25  4:00 p.m.- 8:00 p.m.- \$25

Field 3B  8:00 a.m.- Noon- \$50  Noon- 4:00 p.m.- \$50  4:00 p.m.- 8:00 p.m.- \$50

Field 4B  8:00 a.m.- Noon- \$50  Noon- 4:00 p.m.- \$50  4:00 p.m.- 8:00 p.m.- \$50

Molitor  8:00 a.m.- Noon- \$100  Noon- 4:00 p.m.- \$100  4:00 p.m.- 8:00 p.m.- \$100

**TOURNAMENTS:**

Field 1B  \$300 per day

Field 2B  \$300 per day

Field 3B  \$400 per day \*includes field lighting\*

Field 4B  \$400 per day \*includes field lighting\*

Molitor  \$500 per day \*includes field lighting\*

15% discount for booking of all five fields

City of Lake Geneva Resident? Yes  No  \*must provide current utility bill\*

**Soccer Field/Open Field Use Fees (please check all that apply):**

**PRACTICES ONLY:**

Field 1A  8:00 a.m.- Noon- \$25  Noon- 4:00 p.m.- \$25  4:00 p.m.- 8:00 p.m.- \$25

Field 2A  8:00 a.m.- Noon- \$25  Noon- 4:00 p.m.- \$25  4:00 p.m.- 8:00 p.m.- \$25

Field 3A  8:00 a.m.- Noon- \$25  Noon- 4:00 p.m.- \$25  4:00 p.m.- 8:00 p.m.- \$25

Field 4A  8:00 a.m.- Noon- \$25  Noon- 4:00 p.m.- \$25  4:00 p.m.- 8:00 p.m.- \$25

**TOURNAMENTS:**

**Expected**

Field 1A  \$300 per day

Field 2A  \$300 per day

Field 3A  \$300 per day

15% discount for booking of all three fields

City of Lake Geneva Resident? Yes  No  \*must provide current utility bill\*

**Tournament Additional Fees:**

4-yard dumpster for tournament of 300 or more players/spectators  \$200

Tournaments with expected attendance of player/spectators over 300 people shall be required to obtain 1 portable restroom at the third party rate cost to be identified by the City; For every additional 100 participants a portable restroom is required

Name on Card: \_\_\_\_\_

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ CVV#: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\$ \_\_\_\_\_ total due    Receipt# \_\_\_\_\_    Date \_\_\_\_\_

In order for the Lake Geneva YMCA to hold your reservation, payment and this form must be received at least fourteen (14) calendar days prior to the event. Failure to do so will result in loss of reservation. Rental fees must be paid in full fourteen (14) calendar days prior to the event.

I agree to abide by the policies and rules of the City of Lake Geneva. I understand that I am responsible for any damage to City property that may occur during my usage. I understand I should report any problems to the City of Lake Geneva.

**WARNING: RELEASE OF CLAIMS AND WAIVER OF RIGHTS, READ CAREFULLY BEFORE SIGNING**

**A. Covenant Not to Sue.** Lessee shall never institute any action or suit at law or in equity against the Lake Geneva YMCA or the City of Lake Geneva, individually or in its capacity as Recreation Programmer, its officers, directors, insurers, employees, agents, or assigns, and shall not prosecute or in any way aid in the institution or prosecution of any claim, demand, action, or cause of action for damages, costs, loss of services, property damage, expenses or compensation, attorney fees, or litigation costs for or on account of any damage, loss, or injury, either to person or property, or both, resulting or to result, known or unknown, past, present, or future, arising out of Lessee's use of Veterans Park in the City of Lake Geneva, Walworth County, Wisconsin.

**B. Indemnification and Hold Harmless Agreement.** Lessee shall indemnify and hold the Lake Geneva YMCA and City of Lake Geneva, individually and in its capacity as Recreation Programmer, its officers, directors, insurers, employees, agents, or assigns, harmless and defend them, and each of them, from and against any and all claims, actions, damages, liability, losses, expenses, attorney fees, litigation costs, or liens, arising out of any negligent act or omission by or on behalf of the Lake Geneva YMCA or City of Lake Geneva, and further arising out of any occurrence causing injury or damage to any persons or property, or resulting from or caused by any negligent acts or omissions of the Lake Geneva YMCA or City of Lake Geneva or out of any negligent acts or omissions of Lessee, its agents and assigns, while exercising any of the rights and privileges granted by this Field Rental Agreement. Lessee agrees to pay all litigation costs and all actual attorney fees incurred by the Lake Geneva YMCA or City of Lake Geneva in connection therewith, and to pay any final judgment entered in an action to which this indemnification agreement applies.

Lessee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_

SUN 28	MON 29	TUE 30	WED Jul 1	THU 2	FRI 3	SAT 4	
	<ul style="list-style-type: none"> <li>9am Field Pre</li> <li>4pm YMCA P</li> </ul>	<ul style="list-style-type: none"> <li>9am Field Pre</li> <li>2pm Junior B</li> <li>4pm YMCA P</li> </ul>	<ul style="list-style-type: none"> <li>9am Field Pre</li> <li>4pm YMCA P</li> </ul>	<ul style="list-style-type: none"> <li>9am Field Pre</li> <li>2pm Junior B</li> <li>4pm YMCA P</li> </ul>	<ul style="list-style-type: none"> <li>9am Field Pre</li> <li>6pm Men's Sc</li> </ul>		
5	<ul style="list-style-type: none"> <li>9am Field Pre</li> <li>4pm YMCA P</li> </ul>	<ul style="list-style-type: none"> <li>9am Field Pre</li> <li>4pm YMCA P</li> <li>5:30pm T-Bal</li> </ul>	<ul style="list-style-type: none"> <li>9am Field Pre</li> <li>4pm YMCA P</li> </ul>	<ul style="list-style-type: none"> <li>9am Field Pre</li> <li>4pm YMCA P</li> <li>5:30pm T-Bal</li> </ul>	<ul style="list-style-type: none"> <li>9am Field Pre</li> <li>6pm Men's Sc</li> </ul>	CXL'D KOYS/RL	
12	<ul style="list-style-type: none"> <li>9am Field Pre</li> <li>4pm YMCA P</li> </ul>	<ul style="list-style-type: none"> <li>9am Field Pre</li> <li>4pm YMCA P</li> <li>5:30pm T-Bal</li> </ul>	<ul style="list-style-type: none"> <li>9am Field Pre</li> <li>4pm YMCA P</li> </ul>	<ul style="list-style-type: none"> <li>9am Field Pre</li> <li>4pm YMCA P</li> <li>5:30pm T-Bal</li> </ul>	<ul style="list-style-type: none"> <li>9am Field Pre</li> <li>6pm Men's Sc</li> </ul>	CXL'D Rauh/Ra	
19	<ul style="list-style-type: none"> <li>9am Field Pre</li> <li>9am YMCA S</li> <li>4pm YMCA P</li> </ul>	<ul style="list-style-type: none"> <li>9am Field Pre</li> <li>9am YMCA S</li> <li>4pm YMCA P</li> <li>5:30pm T-Bal</li> </ul>	<ul style="list-style-type: none"> <li>9am Field Pre</li> <li>9am YMCA S</li> <li>4pm YMCA P</li> </ul>	<ul style="list-style-type: none"> <li>9am Field Pre</li> <li>9am YMCA S</li> <li>4pm YMCA P</li> <li>5:30pm T-Bal</li> </ul>	<ul style="list-style-type: none"> <li>9am Field Pre</li> <li>6pm Men's Sc</li> </ul>	CXL'D O'Leary/	
26	<ul style="list-style-type: none"> <li>Jay:4pm-7pm</li> <li>4pm Set-up</li> </ul>	<ul style="list-style-type: none"> <li>Jay:3:30pm-12</li> <li>Lauff/Monroe'</li> <li>Mary:1pm-12a</li> <li>9am Field Pre</li> <li>4pm YMCA P</li> </ul>	<ul style="list-style-type: none"> <li>9am Field Pre</li> <li>4pm YMCA P</li> <li>5:30pm T-Bal</li> </ul>	<ul style="list-style-type: none"> <li>9am Field Pre</li> <li>4pm YMCA P</li> <li>10pm YMCA</li> </ul>	<ul style="list-style-type: none"> <li>9am Field Pre</li> <li>4pm YMCA P</li> <li>5:30pm T-Bal</li> </ul>	<ul style="list-style-type: none"> <li>9am Field Pre</li> <li>6pm Men's Sc</li> </ul>	CXL'D Kelly Sw

SUN 26	MON 27	TUE 28	WED 29	THU 30	FRI 31	SAT Aug 1
Jay:4pm-7pm 4pm Set-up	Jay:3:30pm-12 Lauff/Monroe Mary:1pm-12a 2 more	9am Field Pre 4pm YMCA P 5:30pm T-Bal	9am Field Pre 4pm YMCA P 10pm YMCA	9am Field Pre 4pm YMCA P 5:30pm T-Bal	9am Field Pre 6pm Men's Sc	CXL'D Kelly Sw
2	3 9am Field Pre 4pm YMCA P	4 9am Field Pre 4pm YMCA P	5 9am Field Pre 4pm YMCA P	6 CXL'd Skates/L 9am Field Pre 4pm YMCA P	7 Bang/Burress Jay:5pm-12am Mary:10am-12 3 more	8 Cathy:3:30pm- Duda/Traske W Kevin:10am-12
9	10 9am Field Pre 9am YMCA S 10am Kidz Yc 4pm YMCA P	11 9am Field Pre 9am YMCA S 9am YMCA S 4pm YMCA P	12 9am Field Pre 9am YMCA S 10am YMCA: 4pm YMCA P	13 9am Field Pre 9am YMCA S 4pm YMCA P	14 9am Field Pre 6pm Men's Sc	15 CXL Donahoe/ 10am YMCA
16	17 9am Field Pre 4pm YMCA P	18 9am Field Pre 4pm YMCA P	19 9am Field Pre 4pm YMCA P	20 Cathy:3:30pm- Cole/Oberg We Mary:10am-12 2 more	21 CXL'd Maggie & Jay:6-8PM 9am Field Pre 2 more	22 Jay:5PM-12AM Kevin:10AM-12 Reed/Hoff We 10am YMCA
23	24	25	26	27	28 CXL'D Correa W 6pm Men's Sc	29 CXL'd Macinski 10am YMCA
30	31	Sep 1	2	3	4 Hardek/Sladky Jay:5p-12a Mary:10am-2p 2 more	5 CXL'dBauer/Wk 10am YMCA

SUN 30	MON 31	TUE Sep 1	WED 2	THU 3	FRI 4	SAT 5
					Hardek/Sladky Jay:5p-12a Mary:10am-2p Mary:5pm-12a Sadie:2pm-5pr	CXLdBauer/W: ● 10am YMCA
6 CXL'd Mayline's	7	8	9	10	11 WI Lightning- F 1, 2, 3 & 4 Jay:5pm-12am Mary:5pm-12a Mary:9am-2pr 2 more	12 Cathy:10a-12a CXL'd Brittany i Jay:5p-12a 2 more
13 WI Lightning- F	14	15 ● 4:30pm YMC	16	17 ● 4:30pm YMC	18 CXL'd Hancock	19 CXL'D Campbe ● 10am YMCA
20	21	22 ● 4:30pm YMC	23	24 Cathy:1pm-12a Chinos/Montej Jay:5pm-12am ● 4:30pm YMC	25 CXL'd Kallestac	26 Cathy:1:30p-11 Headley/Richa Kevin:10am-11 ● 10am YMCA
27 Cathy:9am-5pt Danitz/Bates V Jay:7am-5pm	28	29 ● 4:30pm YMC	30	Oct 1 ● 4:30pm YMC	2 Farmer/Schwa Jay:5pm-12am Mary:5pm-12a Steph:10am-5p	3 Cathy:3pm-12a Christensen/H Mary:10am-12

# August 2020

August 2020							September 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 26	27	28	29	30	31	Aug 1 SB: Art in the Park-4 Poles
2	3	4	5	6	7	8
SB: Art in the Park-4 Poles (4 Poles-Street Banners) - Nancy Elder						
			4:30pm Adult Arraignments via Zoom	CANCELED FP: Concerts 8:00am Farmer's Market 8:00am LG Farmers		FP: Art in the Park ((see at 9:00am CANCELED LP: Library Book Sale
9 SB: Art in the Park-4 Pole FP: Art in the Park ((see a 9:00am CANCELED LP: Library Book Sale	10	11	12	13 8:00am Farmer's Market Holy Communion 8:00am LG Farmers Market (Horticultural	14	15
16	17 6:00am	18	19	20 8:00am Farmer's Market Holy Communion 8:00am LG Farmers	21	22
CANCELED: Venetian Fest Jaycees (FP: SP: LP: ) - Nancy Elder						
23 CANCELED: Venetian Fest Jaycees (FP: SP: LP:12:00pm	24	25	26 4:00pm Pre-trials by phone	27 8:00am Farmer's Market Holy Communion 8:00am LG Farmers Market (Horticultural	28 9:00am	29 Maxwell Street (BID) -
30 Maxwell Street (BID) -	31	Sep 1	2	3	4	5

# September 2020

September 2020						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 30	31	Sep 1	2	3 8:00am Farmer's Market Holy Communion (See attached for 8:00am LG Farmers Market (Horticultural	4	5
6	7	8	9	10 8:00am Farmer's Market Holy Communion (See attached for 8:00am LG Farmers Market (Horticultural	11	12
13	14	15	16	17 8:00am Farmer's Market Holy Communion 8:00am LG Farmers Market (Horticultural 4:30pm Juvenile Court	18	19 7:00am LP: Alzheimer's Walk (Library Park (see attached Event Permit for Details)) - Nancy Elder
20	21	22	23	24 8:00am Farmer's Market Holy Communion (See attached for 8:00am LG Farmers Market (Horticultural	25	26
27	28	29	30	Oct 1	2	3

