



VILLAGE OF HARTLAND

210 Cottonwood Avenue | Hartland, WI 53029 | 262-367-2714

PARK BOARD POLICY FOR FACILITY RESERVATIONS

- 1) **USER GROUPS** and **INDIVIDUALS** will have access to reserve athletic facilities, shelters, and the Nixon Park Fine Arts Center as follows:
 - a) **USER GROUPS** can submit reservations in person on the first business day in January. The Clerk's Office at the Village Hall, 210 Cottonwood Avenue, is open Monday-Friday, 7:30-4:30 pm, unless otherwise posted.
 - i) Completed User Group Packets will be accepted and processed in the order they are received.
 - ii) Payments will be processed at the time they are received.
 - iii) User groups will follow the process detailed in the **USER GROUP RESERVATION PROCESS**.
 - iv) Athletic field reservations will be considered a user group priority until the last Friday in February.
 - b) **INDIVIDUALS** can reserve shelters and the Nixon Park Fine Arts Center (FAC) on the first business day in January. Individuals can reserve athletic facilities on the first Monday in March.
 - i) Shelter reservations can be made in person or online.
 - ii) FAC reservations can be made in person only.
 - iii) Individuals will follow the process detailed in the **INDIVIDUAL RESERVATION PROCESS**.
- 2) The Village of Hartland reserves the right to refuse or to cancel an application to any user group or individual if a Village sponsored event conflicts with the requested date/time. Notification of cancellation will be provided at least 10 days in advance.

USER GROUP RESERVATION PROCESS

- 3) User groups must complete a User Group Packet and submit the required documents and fees to request reservations for facilities on specific dates and times. User Group Packets are available at the Clerk's Office, Village Hall, 210 Cottonwood Avenue, Monday-Friday, 7:30 am-4:30 pm, and consists of:
 - a) Checklist Cover Sheet
 - b) Policy for Facility Reservations
 - c) Field Restoration Agreement
 - d) User Group Application Forms
 - e) Athletic Facility Scheduling Application

4) User groups must submit the items listed below with the completed User Group Packet:

a) Certificate of Comprehensive General Liability Insurance for Competition Sports

- i) Comprehensive General Liability Insurance in the amount of \$1,000,000. The policy must include the Village and its agents, officers and employees as “additional insured.”
- ii) Comprehensive Professional Liability Insurance in an amount of at least \$1,000,000 for coverage to insure the activities of the coaches, manager, administrators and officers of the organizations engaging in recreational activities on Village park land is recommended, but not required. The policy should include the Village and its agents, officers and employees as “additional insured.”

b) Tax Exempt Form, Form S211 (as applicable)

c) Schedule

- i) Each reservation must clearly list the date, time, field/facility, team, game/practice.
- ii) Parks open on April 15, weather-permitting, and close on October 15.
- iii) The Village of Hartland reserves the right to delay the start of the season due to field conditions.
- iv) The Village of Hartland will prep a field once per day and will offer up to two reservations on a field per day. The second reservation on any given day will not have a field prep.

d) Canteen Agreement for Bark River and Nixon Park (as applicable)

e) Pre-payment (in the amount equal to or greater than the fees associated with the number of requested reservations in the provided schedule and any deposits)

- i) Credit card payments incur a 4% convenience fee.
- ii) Please note that adjustments to schedules may require additional payments that will be collected at the time of the adjustment.

5) Once the User Group Packet is accepted, the Clerk’s Office will set up accounts for all user group applicants in Civic Rec, Hartland’s recreation registration portal.

a) User group applicants will receive an automated email with a temporary password and further instructions from Civic Rec.

b) User group applicants will receive an email with instructions on how to modify or add reservations.

6) The Clerk’s Office will process the submitted payment and apply the funds to the user group’s account in Civic Rec.

a) Additional funds can be added to the user group’s Civic Rec account online or in person.

b) Credit card payments incur a 4% convenience fee.

7) The Clerk’s Office will process the submitted schedule.

a) Any schedule conflicts will be communicated to the user group.

b) Conflict resolutions will be processed internally or will be managed by user groups in Civic Rec beginning the first Monday in March.

8) Beginning the first Monday in March, schedule changes will be handled as follows:

- a) **SCHEDULE ADDITIONS:** If adding to their schedules, user groups can reserve dates in Civic Rec, utilizing funding on account or paying at the completion of the reservation.
- b) **CHANGING PRACTICE TO GAME (SAME TEAM):** If replacing one internal reservation for another on the same date (at least four (4) days prior to the reservation), user groups can cancel the existing reservation and reserve the new one in Civic Rec, refunding to account, utilizing funding on account, or paying at the completion of the reservation.
- c) **CHANGING PRACTICE TO GAME (ALTERNATE TEAM):** If requesting a game on a date that has a practice schedule via an alternate user group, user groups must email the Clerk's Office, info@villageofhartland.wi.gov, with specific details of the request.
- d) **LAST MINUTE MODIFICATIONS:** If requesting a modification within four (4) days of the scheduled game or practice, user groups must email the Clerk's Office, info@villageofhartland.wi.gov, with specific details of the request. Requests cannot be guaranteed.
- e) **CANCELLATIONS/REFUNDS:** If a practice or game is cancelled due to inclement weather, user groups must email the Clerk's Office, info@villageofhartland.wi.gov, within 24 hours of the cancellation to receive a refund.
- i) Fields that are prepped for games are non-refundable.

9) User groups who cancel 20% or more of their field reservations can be subject to cancellation fees up to 100% of their cancelled fees to be invoiced at the end of the season. Future field reservations will only be considered once the invoice is paid in full.

10) If there is a balance on the Civic Rec account at the conclusion of the season, user groups may request a refund check or keep the balance on account for the following season.

INDIVIDUAL RESERVATION PROCESS

11) Individuals must set up an account in the recreation registration portal on the Village website.

12) **FACILITY RESERVATIONS** can be made on the first business day in January. Shelters can be reserved in person or online.

- a) The Nixon Park Fine Arts Center can be reserved in person only.
- b) Facility reservations must be cancelled two (2) weeks in advance to receive a refund.
- c) A \$10 processing fee will be retained.

13) **FIELD RESERVATIONS** can be made on the first Monday of March in person at the Village Hall or online.

- a) Reservations must be made at least four (4) days in advance of the requested date.
- b) Field reservations must be cancelled no later than four (4) days prior to receive a full refund.
- c) Cancellations within four (4) days of the reservation will not receive a refund.

OTHER GENERAL POLICIES

- 14) Beginning on the first business day in January, applications for shelters and the Nixon Park Fine Arts Center will be available on a first-come, first-serve basis.
- 15) Applicants are responsible for general cleanup of facilities reserved/used. If clean up is not done, the Village Department of Public Works will clean the area, and the charges will be deducted from the required deposit.
- 16) Any organized group desiring to reserve park open space green area, parking lots, picnic areas without shelter reservation shall pay fees equivalent to the shelter reservation fee.
- 17) Applicants reserving fields, shelters, general open space and the Nixon Park Fine Arts Center are required to adhere to the Village ordinances and park regulations. Regulations are provided on the back of application forms and are posted in some parks.
- 18) Applicants engaging in the sale of alcoholic beverages on Village park land will be required to maintain, throughout the period of sale of alcoholic beverages, the appropriate alcohol licensing and insurance with coverage as provided below:
 - a) Comprehensive Liability Insurance in an amount of at least \$1,000,000. The policy must include the Village and its agents, officers, and employees as "additional insured." A certificate of insurance evidencing the issuance of a policy covering this insurance requirement must be provided to the Village prior to this activity.
- 19) Park users shall furnish to the Village certificates of insurance, evidencing the issuance of policies cover the above insurance requirements. No organized recreational activities including practices and games on Village park land may begin until a proper certificate of insurance is received. A minimum of 20 days' notice of cancellation shall be provided.
- 20) Separate reservations must be made for athletic fields and park shelters/general open space with the exception of Bark River Park.
- 21) Shelters and general open space cannot be reserved prior to the first business day in January of each year.
- 22) User groups have priority of Hartland's athletic facilities up until the last Friday in February. After the first Monday in March, facility reservations will be open to the public.
- 23) In the event of the cancellation of an EVENT, the permit fee can be refunded ONLY IF at least TWO WEEKS prior request is received by the Village in writing along with the original permit. A \$10 processing fee will be retained.
- 24) A \$10 processing fee will be charged for changing dates or times for an EVENT.

FEES ARE LISTED ON THE CORRESPONDING RESERVATION FORM.