

Attachment A
Field for Kids Soccer Complex
201__ Field Schedule and Use Form

Organization Name: _____

Please indicate preferred days and times below, and attach a 2nd choice schedule to improve our ability to coordinate with all groups. For multiple dates attach schedule.

Preferred	Month & Dates	Time of Day		Day of Week						
		From	To	M	T	W	TH	F	SA	SU
	_____ to _____, 201__									
Alternate 1	Month & Dates	Time of Day		Day of Week						
		From	To	M	T	W	TH	F	SA	SU
	_____ to _____, 201__									
Alternate 2	Month & Dates	Time of Day		Day of Week						
		From	To	M	T	W	TH	F	SA	SU
	_____ to _____, 201__									

Indicate size and number of fields needed during above dates, and intended use of fields.
 (Field for Kids Map Attachment)

Do you intend to sell merchandise, food or beverages?	Yes		No	
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If yes, please explain.

Will you erect any tents?	Yes		No	
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If yes, please provide site map of location.

Do you need electricity or water?	Yes		No	
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If yes, please explain.

Are there any special field preparations you need?	Yes		No	
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Examples of special preparations: field lining, special fields for La Crosse, Ultimate Frisbee, Cricket, etc. If yes, please explain.

User/Organization: _____ Date: _____

City Representative: _____ Date: _____

CRUSA Representative: _____ Date: _____

Board of Public Works:	Approved	Not Approved	Initial: _____	Date: _____
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Attachment B
Field for Kids Soccer Complex
Procedure

1. User shall sign and submit to the Board of Public Works a Field for Kids Use Agreement, and acknowledges the following procedures.
 - a. Fees for use will be determined and approved by the Board of Public Works.
2. User must provide a current certificate of insurance as noted below.
 - a. Comprehensive (Commercial) General Liability Insurance. Shall not be less than \$1,000,000 combined single limit per occurrence bodily injury or property damage, or as required by the Board of Public Works.
 - b. The City of La Crosse shall be named as an additional insured party.
3. User will agree to the following conditions:
 - a. User has the option to reimburse the city, reimburse CRUSA, or pay directly for any services not identified in this section essential to support their event.
 - b. Daily cleaning of the soccer fields and daily trash pickup on the soccer fields and the parking lot. Trash is to be bagged and placed in a dumpster. Or, reimburse CRUSA to provide cleaning at a rate approved by the Board of Public Works.
 - c. Reimburse CRUSA for pro-rated use of portable toilets as needed per number of players based on a daily rate as approved by the Board of Public Works.
 - d. The CRUSA field scheduler is responsible for coordination all users of the Field for Kids Soccer Complex, to include availability of fields, closing of fields, re-scheduling rain-outs and special event use of the complex. CRUSA field scheduler must sign the Use Form (Attachment A) prior to Board of Public Works review.
 - e. User agrees to be responsible for any damage to CRUSA fields. Damages to be assessed by the CRUSA groundskeeper and approved by the La Crosse Board of Public Works.
 - f. User agrees to reimburse CRUSA for use of lights at \$30.00 per hour, per field. The City of La Crosse Parks and Recreation Department will pay for local high school use and city use of lights- and portable toilets on an actual cost basis related to local high school and city events.
 - g. All users other than local High Schools, City programs, as approved by the Board of Public Works will pay CRUSA for site coordination's fee of \$30.00 per half day (4 hours). The site

coordinator will be responsible to make all arrangements and coordination's while using the fields. Fields are designated by numbers on each goal, users agree to only use the field(s) approved and assigned by CRUSA, any changes must be approved by the on-site coordinator.

- h. Parking is allowed only in designated parking lots or as approved by the Board of Public Works.
4. The City of La Crosse Parks and Recreation Department will reimburse CRUSA for utility cost associated with city events, and local high school events. Reimbursement to be based on actual cost for utility used. Utilities defined as water, portable toilets, and electricity. CRUSA agrees to allow the city to use electricity and water on this reimbursable basis. The Board of Public Works will approve the utility rate and review annually.

Attachment C
Field for Kids Soccer Complex
Use Agreement

This agreement is entered into this _____ day of _____, 201____ by and between the City of La Crosse, CRUSA and _____. Permission to use the soccer field(s), located in the City of La Crosse is granted subject to acceptance of the following conditions:

1. This agreement covers the use of the soccer fields only.
2. Admission fees may NOT be charged unless authorized by the City of La Crosse.
3. FEES = \$30.00 per game per field. Payable to the City of La Crosse. (Exempt is city programs and local school events.)
 - a. Lights are \$30.00 per hour, per field, payable to CRUSA. ~~(Exempt is city programs and local school events.)~~
 - b. Site Coordinator fee of \$30 per half day payable to CRUSA (Exempt is city programs and local schools).
4. Payment to the City of La Crosse must be made in full prior to the scheduled event.
5. Specific prior permission is required for decorations or alterations to fields or posting of signs for the purpose of advertising or decorating the facility or for any other purpose without first having obtained the written permission from the Board of Public Works. A reasonable charge may be assessed to remove any such items (if not promptly removed by the applicant). Applicant shall be required to repair any damaged caused by such advertising or decorations.
6. Parking is allowed only in designated parking lots or as approved by the Board of Public Works. Overnight parking must be approved by the Board of Public Works.
7. NO person shall engage in any sale of merchandise, services, or operate any concessions without prior approval from Board of Public Works. (Exempt is CRUSA related sales and concessions.)
8. NO glass bottles nor any containers nor any alcoholic beverages of any kind are permitted on property, without prior approval from the Board of Public Works.
9. It is prohibited for any person to engage in boisterous, threatening, abusive, insulting, indecent or profane language or to engage in any disorderly conduct or behavior leading to a breach of the public peace and enjoyment of the facility. The city reserves the right to remove, or have removed, any person(s) due to abusive conduct or a non-cooperative attitude.
10. Illegal substances are prohibited on city property. Appropriate law enforcement agencies will be notified when violations occur and appropriate action against all involved parties will apply.
11. The Board of Public Works Department reserves the right to stop activities in the event such activities are detrimental to the overall use of the city property. Failure of the user to observe any of these terms and conditions is cause for ejection from the premises at the discretion of the public works director, or his designated representative, and in such case fines may be imposed depending upon circumstances.
12. No person or group shall store, leave or otherwise allow remaining at the facility, any materials, supplies, equipment or other physical accessories without written permission of the Board of Public Works.
13. For all large gatherings/events, the user is responsible for all necessary City of La Crosse and County of La Crosse permits and requirements.
14. Lighted areas close at 11:00 p.m., unlighted areas are closed at dusk unless prior approval from the Board of Public Works.

15. No grills or cookers allowed on playing surfaces or land adjoining the playing surfaces, without prior approval of the Board of Public Works.
16. No amplifiers or devices that produce loud noises shall be permitted.
17. No golf carts (excepting soccer complex vehicles) or other similar motorized vehicles shall be permitted on any portion of the complex without the written approval of the Board of Public Works.
18. No firearms, air rifles, BB guns, spring guns, bow and arrows, slings or any other form of weapon, dangerous to human safety, are allowed on the facility grounds at any time.
19. No Smoking shall be permitted within the soccer complex.
20. The City of La Crosse, its employees and agents or representatives, will not be responsible for injury, loss or damages that may occur. The User, on signing this agreement, expressly releases the aforementioned from any and all claims, such as loss, damage or injury.
21. The City reserves the right to remove, or have removed, any person(s) due to a violation of any of these rules.

The undersigned acknowledges the receipt of the Field for Kids Soccer Complex Agreement and agrees that all activities undertaken as permit agreement holder and by all others in my party will be in accordance with the above agreement.

Signature

Date

In case of Emergency Call: Police 911 or Police Non-Emergency 785-5926

Public Works Department: (608) 789-7599

Parks and Recreation Department: (608) 789-7533

City of La Crosse – 400 La Crosse St. – La Crosse, WI 54601