



136 North Monroe Street
Waterloo, WI 53594
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www.waterloowi.us

WATERLOO PARKS COMMISSION – AGENDA

Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public and news media, that a public meeting will be held to consider the following:

Date: WEDNESDAY, December 6, 2023
Time: 5:00 P.M.
Location: COUNCIL CHAMBERS, MUNICIPAL BUILDING, 136 N. MONROE ST.

1. ROLL CALL AND CALL TO ORDER
2. MEETING MINUTES APPROVAL: NOVEMBER 1, 2023
3. CITIZEN INPUT
4. REPORTS/UPDATES
 - a. Coordinator's Report
 - b. Parks Financial Report
 - c. 2023/2024 Capital Projects
5. UNFINISHED BUSINESS
 - a. Policy Changes for Field Rentals
 - i. Policy Changes – Start 2024
 - b. NFC Quartz/Wellness Campaign Fitness Court
 - c. Update to Fee Schedule
 - i. Seasonal Use
6. INFORMATION
 - a. Holiday Events – December 9, 2023
7. ANNOUNCEMENTS, FUTURE AGENDA ITEMS AND NEXT MEETING
 - a. February 7, 2023, at 5:00 pm
8. ADJOURNMENT

Gabe Haberkorn

Parks Coordinator

Posted, Emailed & Mailed: 11/30/2023

Committee Members: Weihert, Kegler, Setz, Vieth and Crave

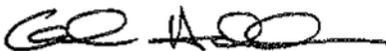
Ex-Officio Advisory Members: Chad Yerges, Public Works Director; Otto Degler, Waterloo Youth Sports Organization Representative; Jessica Pickel, Friends of Firemen's Park President

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may attend the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request such services please contact the clerk's office at the above location.

WATERLOO PARKS COMMISSION – MINUTES

November 1, 2023

1. ROLL CALL AND CALL TO ORDER. Parks Coordinator Haberkorn called the Parks Commission meeting to order at 5:01 pm in the Municipal Building Council Chambers. ROLL CALL: Voting members present: Setz, Weihert, & Kegler. Absent: Vieth & Crave. Ex-officio members present: Parks Coordinator Gabe Haberkorn Absent: DPW Director Chad Yerges, Friends of Firemen's Park President Jessica Pickel & WYSO Representative Otto Degler. Others present: None
2. MEETING MINUTES APPROVAL: SEPTEMBER 6, 2023. MOTION: Moved by Setz, seconded by Kegler. VOICE VOTE: Motion Carried 3-0.
3. CITIZEN INPUT: None.
4. REPORTS/UPDATES:
 - a. Coordinator's Report: Haberkorn spoke on Wiener & Kraut Day and having a successful event. Haberkorn commented that the outdoor areas have been closed for the Winter. Haberkorn spoke on the updates to the softball fields with Field A completed and Field B to be completed in the Spring.
 - b. Parks Financial Report: August 2023 through October 2023. Haberkorn spoke on the Parks Department still waiting to have rectified numbers coming in from the Tax Levy for 2023.
 - c. 2023/2024 Capital Projects: Haberkorn spoke that nothing has changed from the last meeting and reminded commission members on the change from the previous Finance Meeting of the addition of Electrical to the Park Pavilion.
5. UNFINISHED BUSINESS:
 - a. Policy Changes for Field Rentals: Haberkorn spoke on the recommended changes from the Parks Commission and the changes made by the City of Waterloo Attorney, Axley Brynelson LLP. Setz asked on the priority list on field usage. Haberkorn said that the priority is on the schedule system where teams/organization can put their schedules in. Weihert discussed an initial box after the maintenance portion of the policy. Haberkorn said that he did send the policy to Superintendent Henning and that he has asked to have the Parks Commission table it until he can have the School Board look over the policy. Setz said that as the School Board Representative, he didn't understand why the School Board would have any say on the language of the policy. Discussion. MOTION: Moved by Weihert to approve the policy with the approved fee schedule and initial box after "Rules and Regulations", seconded by Setz. VOICE VOTE: Motion Carried 3-0
6. NEW BUSINESS
 - a. Skate Park: Haberkorn spoke on Garrison Miner reaching out to the Parks Department. Discussion. MOTION: Moved by Kegler to table. Seconded by Weihert. VOICE VOTE: Motion Carried 3-0
 - b. NFC Quartz/Wellness Campaign Fitness Court: Haberkorn spoke on behalf of David Chavez from Wellness Fitness Courts. Haberkorn discussed the meeting, slide show, and overall cost of such a project. Setz and Weihert spoke on the community interest level to be low and that we should focus on projects needed in other areas first before we start adding new items not specifically needed. Discussion. No Action Taken.
 - c. Update to Fee Schedule: Haberkorn discussed the changes needed to the fee schedule would be for Seasonal Use and having specific numbers attached to those uses. Weihert spoke on possibly considering percentage of field usage by each group or organization for the length of their season. Setz asked what lime for fields each group uses and pays for and what cost it is to the Parks Department. Weihert asked about what usage of field lights by each group or organization during the seasons. Discussion. MOTION: Moved by Setz to table until the Parks Coordinator can present numbers based on hours used for seasonal sports and have research on what surrounding communities do as well. Seconded by Weihert. VOICE VOTE: Motion Carried 3-0
7. INFORMATION:
 - a. Holiday Events – December 9, 2023
 - b. Bike Trails – Taps Grant for building addition and resurfacing existing trails in Waterloo Parks.
8. ANNOUNCEMENTS, FUTURE AGENDA ITEMS AND NEXT MEETING.
 - a. Next Meeting: December 6, 2023, at 5:00 pm
9. ADJOURNMENT. MOTION: Moved by Setz to adjourn, seconded by Kegler. VOICE VOTE: Motion Carried 3-0
Approximate time: 5:49 pm



Gabe Haberkorn
Park Coordinator



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PARKS COORDINATOR REPORT

November 2023

EVENTS AND HIGHLIGHTS

- NONE

ONGOING PROJECTS

- BATHROOM RENOVATION
 - New Painting in Lower Bathrooms – Fall 2023
- LOWER PAVILION RENOVATION
 - New walls and painting – Fall 2023

FINISHED PROJECTS

- AC/HEAT UPDATES
 - Complete
- BATHROOM RENOVATION
 - Complete
- PAVILION BAR BACK
 - Complete
- GATOR PURCHASE
 - Complete
- CHAIR/TABLE PURCHASE
 - Complete
- DOG PARK
 - Phase 1 Complete
 - Phase 2 – 2024
- SCOREBOARD UPGRADES
 - Complete
- GWCHF – PLAY SPACE
 - TRP play space in Firemen's Park
- ELECTRIC FOR FIELD LIGHTS
 - In Progress with Diverse Electric and Waterloo Utilities
- SOFTBALL/LITTLE LEAGUE FIELD RENOVATION
 - New Fencing on Field A
 - Lip and other Regular Maintenance Items on all fields (Includes Skalitzky Field)
 - Field A – New Clay and top dressing

CAROUSEL

- CAROUSEL WORKS (OHIO)
 - Coming in Spring 2024

PROJECTS FOR 2023

- LOWER PAVILION RENOVATION

DONATION CAMPAIGNS

- DOG PARK RENOVATION/RE-LOCATION

GRANT OPPORTUNITIES

- TRP PLAYSPACE – GWCHF (Full Grant \$75,000)

MONTHLY REVENUE (ALL REVENUE SOURCES)													
	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	TOTAL 2023
Current YR Revenue (all sources) [1]	\$17,085	\$86,808	\$4,210	\$10,552	\$9,311	\$96,103	\$165,270	\$14,670	\$15,730	\$7,742	\$5,775	\$0	\$433,256
GOAL: Monthly Rev.	\$5,910	\$55,000	\$3,000	\$6,000	\$43,100	\$5,000	\$175,000	\$30,000	\$12,000	\$10,000	\$3,000	\$1,000	\$349,010
% of Goal	289%	158%	140%	176%	22%	1922%	94%	49%	131%	77%	193%	0%	124%

Prior Yr Receipts	\$7,540	\$78,182	\$9,509	\$21,546	\$6,276	\$16,144	\$160,935	\$39,314	\$14,796	\$11,935	\$6,607	\$7,115	\$379,899
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SCHEDULED/PLANNED EVENTS (EVENT COUNT)													
	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	TOTAL 2023
WRT		1			2	3	2			1	2		11
FP - Outdoor Event		1		2	1	1	2	1	2			1	11
FP - Full Pavilion													0
FP - Upper Pavilion	2	1	1	5	3	4	5	3	5	3	3	1	36
FP - Lower Pavilion													0
FP - Bingo Hall						3	4	2	2				11
FP - Reunion Hall													0
FP - Roundhouse					2	6	8		1				17
FP - Bandstand Other						1							1
FP - Concession Bldg.													0
Baseball/Softball				6	8	22	17		7	8			68
Other Park													
Current YR Event-Days Count	2	3	1	13	16	40	38	6	17	12	5	2	155
Prior Yr Event Count	5	3	3	26	22	32	26	8	6	3	5	3	142
Yr/Yr Percent Comparison	40%	100%	33%	50%	73%	125%	146%	75%	283%	400%	100%	67%	109%
Canceled Events					1	1			1				

NOTES:

[1] The bulk of budgeted property tax (\$106,010) is recognized in February & August [2] Computer Aid recognized in July - \$150,000

Average Losses for each location Event

WRT													\$ -
Pavilion					\$625	\$625			625				\$ 1,875
Park Event													\$ -
Other													\$ -
												Total	\$ 1,875

CITY OF WATERLOO

BALANCE SHEET
OCTOBER 31, 2023

225-SPECIAL REVENUE PARKS

ASSETS

225-11100	TREASURER'S CASH	(19,860.93)	
225-11400	PARKS ATM CHECKING ACCOUNT		22,633.38	
225-11800	PETTY CASH		4,000.00	
225-11850	PETTY CASH PARKS ATM	(14,573.75)	
225-11900	PETTY CASH CAROUSEL		50.00	
225-15800	DUE FROM AGENCY FUND TAXES		29,393.01	
	TOTAL ASSETS			21,641.71

LIABILITIES AND EQUITY

LIABILITIES

225-26100	DEFERRED REVENUE		29,393.01	
	TOTAL LIABILITIES			29,393.01

FUND EQUITY

225-32600	FUND BALANCE		4,360.20	
225-32625	PARK EQUIPMENT CARRYOVER		45,000.00	
225-39999	FUND BALANCE-CAROUSEL		30,678.98	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	(87,790.48)	
	TOTAL FUND EQUITY			(7,751.30)
	TOTAL LIABILITIES AND EQUITY			21,641.71

CITY OF WATERLOO

DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2023

FUND 225 - SPECIAL REVENUE PARKS

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER(UNDER)	% OF
<u>TAXES</u>						
225-41-4111-000	LOCAL TAX-GENERAL FUND	.00	76,616.99	106,010.00	(29,393.01)	72.3
	TOTAL TAXES	.00	76,616.99	106,010.00	(29,393.01)	72.3
<u>INTERGOVERNMENTAL REVENUE</u>						
225-43-4360-000	STATE COMPUTER AID	.00	150,000.00	150,000.00	.00	100.0
	TOTAL INTERGOVERNMENTAL REVENUE	.00	150,000.00	150,000.00	.00	100.0
<u>LICENSES & PERMITS</u>						
225-44-4421-000	DOG PARK LICENSE	.00	400.00	.00	400.00	.0
	TOTAL LICENSES & PERMITS	.00	400.00	.00	400.00	.0
<u>PUBLIC CHARGES FOR SERVICE</u>						
225-46-4620-000	FACILITY RENTAL TRAILHEAD	275.00	2,400.00	4,000.00	(1,600.00)	60.0
225-46-4622-000	FACILITY RENTAL FIREMEN'S PARK	2,425.00	38,643.54	35,000.00	3,643.54	110.4
225-46-4624-000	FACILITY RENTAL OTHER	250.00	3,485.00	.00	3,485.00	.0
225-46-4630-000	PARKS CONCESSIONS	250.00	8,345.06	7,000.00	1,345.06	119.2
225-46-4632-000	PARKS ALCOHOL	1,930.00	29,213.00	35,000.00	(5,787.00)	83.5
225-46-4636-000	PARKS ADVERTISING FEE	.00	1,150.00	2,000.00	(850.00)	57.5
225-46-4638-000	PARKS BARTENDERS	420.00	3,165.00	2,000.00	1,165.00	158.3
225-46-4674-000	CAROUSEL RENTAL	.00	(100.00)	500.00	(600.00)	(20.0)
	TOTAL PUBLIC CHARGES FOR SERVICE	5,550.00	86,301.60	85,500.00	801.60	100.9
<u>MISCELLANEOUS REVENUES</u>						
225-48-4800-000	MISC REVENUES	1,442.41	13,191.30	.00	13,191.30	.0
225-48-4851-000	GRANTS - PRIVATE	.00	74,443.00	.00	74,443.00	.0
225-48-4852-000	DONATIONS FIREMEN'S PARK	500.00	14,122.32	.00	14,122.32	.0
225-48-4854-000	DONATIONS CAROUSEL	.00	500.00	.00	500.00	.0
225-48-4856-000	DONATIONS DOG PARK	250.00	2,050.00	.00	2,050.00	.0
225-48-4860-000	DONATIONS NOT SPECIFIED	.00	204.19	.00	204.19	.0
225-48-4862-000	DONATIONS JULY 4TH	.00	3,250.00	7,500.00	(4,250.00)	43.3
	TOTAL MISCELLANEOUS REVENUES	2,192.41	107,760.81	7,500.00	100,260.81	1436.8
	TOTAL FUND REVENUE	7,742.41	421,079.40	349,010.00	72,069.40	120.7

CITY OF WATERLOO
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2023

FUND 225 - SPECIAL REVENUE PARKS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>LEGISLATIVE SUPPORT</u>					
225-51-5112-390	1,692.10	4,669.39	4,500.00	(169.39)	103.8
TOTAL LEGISLATIVE SUPPORT	1,692.10	4,669.39	4,500.00	(169.39)	103.8
<u>MACHINERY & EQUIPMENT</u>					
225-53-5324-340	36.99	1,080.60	1,500.00	419.40	72.0
225-53-5324-342	.00	2,924.54	3,000.00	75.46	97.5
225-53-5324-354	(36.36)	795.56	1,500.00	704.44	53.0
TOTAL MACHINERY & EQUIPMENT	.63	4,800.70	6,000.00	1,199.30	80.0
<u>PARKS ADMIN</u>					
225-55-5505-292	1,867.60	12,090.33	6,250.00	(5,840.33)	193.5
225-55-5505-320	.00	50.00	200.00	150.00	25.0
225-55-5505-350	.00	22.95	125.00	102.05	18.4
225-55-5505-380	57.80	447.53	639.00	191.47	70.0
225-55-5505-399	73.50	2,743.59	2,500.00	(243.59)	109.7
TOTAL PARKS ADMIN	1,998.90	15,354.40	9,714.00	(5,640.40)	158.1
<u>PARKS - FIREMEN'S PARK</u>					
225-55-5510-221	1,560.50	12,880.47	14,000.00	1,119.53	92.0
225-55-5510-222	73.88	2,568.88	4,000.00	1,431.12	64.2
225-55-5510-223	1,670.43	10,642.65	8,500.00	(2,142.65)	125.2
225-55-5510-341	235.96	1,274.18	1,750.00	475.82	72.8
225-55-5510-350	177.89	4,621.90	4,000.00	(621.90)	115.6
225-55-5510-351	6,349.01	40,228.75	15,000.00	(25,228.75)	268.2
225-55-5510-354	3,092.20	14,478.12	17,500.00	3,021.88	82.7
225-55-5510-356	1,561.33	8,304.95	4,000.00	(4,304.95)	207.6
225-55-5510-357	.00	.00	500.00	500.00	.0
225-55-5510-358	.00	12,185.00	13,000.00	815.00	93.7
225-55-5510-359	3,286.60	25,311.60	7,500.00	(17,811.60)	337.5
225-55-5510-360	.00	3,735.00	1,000.00	(2,735.00)	373.5
225-55-5510-521	.00	335.00	200.00	(135.00)	167.5
TOTAL PARKS - FIREMEN'S PARK	18,007.80	136,566.50	90,950.00	(45,616.50)	150.2

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2023

FUND 225 - SPECIAL REVENUE PARKS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>PARKS - TRAILHEAD</u>					
225-55-5520-221 TRAILHEAD-WRT ELECTRIC	153.08	1,839.45	2,000.00	160.55	92.0
225-55-5520-222 TRAILHEAD-WRT HEAT	10.56	840.56	1,500.00	659.44	56.0
225-55-5520-223 TRAILHEAD-WRT WATER/SEWER	168.45	1,808.50	1,500.00	(308.50)	120.6
225-55-5520-240 TRAILHEAD- WRT BLDG MAINT	47.94	2,656.88	500.00	(2,156.88)	531.4
225-55-5520-290 TRAILHEAD-WRT CLEAN CONTRACT	130.00	1,287.99	1,560.00	272.01	82.6
225-55-5520-291 TRAILHEAD-WRT SECURITY CONTR	.00	1,215.20	1,175.00	(40.20)	103.4
225-55-5520-341 TRAILHEAD-WRT COMMUNICATION	179.98	974.89	1,000.00	25.11	97.5
225-55-5520-350 TRAILHEAD-WRT CLEANING SUPPLY	.00	.00	250.00	250.00	.0
TOTAL PARKS - TRAILHEAD	690.01	10,623.47	9,485.00	(1,138.47)	112.0
<u>PARKS WAGES</u>					
225-55-5522-110 PARKS SALARY COORDINATOR	3,878.40	39,947.52	50,419.00	10,471.48	79.2
225-55-5522-112 PARKS LONGEVITY	.00	.00	156.00	156.00	.0
225-55-5522-125 PARKS WAGES PART-TIME	555.00	6,611.00	5,100.00	(1,511.00)	129.6
225-55-5522-151 PARKS SOC SEC	400.83	4,249.02	5,014.00	764.98	84.7
225-55-5522-152 PARKS RETIREMENT	263.74	2,769.24	3,429.00	659.76	80.8
225-55-5522-153 PARKS HEALTH INS	791.94	7,856.02	10,295.22	2,439.20	76.3
225-55-5522-154 PARKS INCOME & LIFE INS	19.58	195.80	235.00	39.20	83.3
TOTAL PARKS WAGES	5,909.49	61,628.60	74,648.22	13,019.62	82.6
<u>PARKS - OTHER</u>					
225-55-5530-221 PARKS OTHER ELECTRIC	20.12	143.80	150.00	6.20	95.9
225-55-5530-510 PROPERTY INSURANCE	.00	3,322.64	4,240.00	917.36	78.4
225-55-5530-511 WORKER'S COMPENSATION	.00	1,827.13	1,763.00	(64.13)	103.6
225-55-5530-512 LIABILITY INSURANCE	.00	2,454.20	3,054.00	599.80	80.4
TOTAL PARKS - OTHER	20.12	7,747.77	9,207.00	1,459.23	84.2
<u>CAPITAL PROJECT</u>					
225-57-5701-800 CAPITAL PROJECTS	48,956.00	246,779.05	121,000.00	(125,779.05)	204.0
TOTAL CAPITAL PROJECT	48,956.00	246,779.05	121,000.00	(125,779.05)	204.0
<u>DEBT SERVICE FUND</u>					
225-59-5929-001 TRANSFER TO DEBT SERVICE	265.00	20,700.00	21,010.00	310.00	98.5
TOTAL DEBT SERVICE FUND	265.00	20,700.00	21,010.00	310.00	98.5

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2023

FUND 225 - SPECIAL REVENUE PARKS

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNDER(OVER)</u>	<u>% OF</u>
TOTAL FUND EXPENDITURES	77,540.05	508,869.88	346,514.22	(162,355.66)	146.9
NET REVENUE OVER(UNDER) EXPENDITURES	<u>(69,797.64)</u>	<u>(87,790.48)</u>	<u>2,495.78</u>		

City of Waterloo, Wisconsin

Seasonal Park Facility Rental Agreement

This Seasonal Park Facility Rental Agreement (the “Agreement”) is made between the City of Waterloo, Wisconsin (the “City”) and _____ (the “User”), (collectively, the “Parties”).

WHEREAS, the City owns and operates parks, buildings, fields, and other facilities” that are managed by the Parks Department and are available for reservation and rent to teams, groups, organizations, and individuals on a seasonal or yearly basis;

WHEREAS, the User has submitted a Seasonal Park Facility Rental Application (the “Application”) to the City for reservation, rental, and use of the following Park Facility:

Park Facility: _____; and

WHEREAS, the User’s Application has been approved by the Parks Department; and

WHEREAS, the City has adopted the Seasonal Park Facility Rental Rules and Regulations (the “Rules and Regulations”) which are attached to this Agreement and incorporated herein by reference.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth below, the Parties agree as follows:

1. **Park Facility.** The City rents the above-named Park Facility to the User. Any offices or private areas in the Park Facility are not available for use by the User.
2. **Term.** User shall be entitled to use the Park Facility on _____ (days of week), from _____ a.m. / p.m. (circle one) to _____ a.m. /p.m. (circle one), from _____, 20__ (date commencing rental reservation) to _____, 20__ (date terminating rental reservation).
3. **Rent.** User agrees to pay the City the sum \$_____ to rent the above-named Park Facility for the Term articulated in Section 2 of this Agreement. The rent is due seven (7) days prior to the commencement of the Term. If the User cancels this Agreement or this Agreement is terminated, the rent paid by the User will be returned on a pro rata basis.
4. **Security Deposit.** The User paid a security deposit of \$_____ with the Application. The security deposit will be returned or kept pursuant to the Rules and Regulations.
5. **Food.** The City does / does not (circle one) authorize food to be served at the Park Facility as described in the Application.
6. **Insurance.** The User is required to obtain liability insurance effective for the Term of this Agreement. User agrees to obtain at least the minimum coverage of \$500,000.00 per occurrence, \$1,000,000.00 aggregate. The User agrees to provide a certificate of insurance to the City showing the required coverage at least seven (7) days prior to commencement of the Term and naming the City as an Additional Insured.

7. **Property Damage/Missing Items.** The User agrees to pay the City for any physical damage to the Park Facility or its consents during the Term. The User also agrees to replace or pay the cost of replacement for any missing items.
8. **Indemnification.** The User shall defend, indemnify and hold harmless the City and its officials, employees and agents from any liabilities, judgments, losses, costs or charges (including attorneys' fees) incurred by the City or any of its officials, employees or agents as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated with the use of the Park Facility by the User or by the User's guests or invitees, except to the extent caused by the sole negligence, gross negligence or willful misconduct of the City or its officers, employees or agents.
9. **Waiver and Assumption of Risk.** The User knows, understands, and acknowledges the risks and hazards associated with using the Park Facility and hereby assumes any and all risks and hazards associated therewith. User hereby irrevocably waives any and all claims against the City or any of its officials, employees, or agents for any bodily injury (including death), loss or property damage incurred by the User as a result of using the Park Facility and hereby irrevocably releases and discharges the City and any of its officials, employees, or agents from any and all claims of liability.
10. **Rules and Regulations.** The User certifies that the User has read the attached Rules and Regulations and agrees to be bound by the Rules and Regulations. The User shall be responsible for ensuring compliance with the Rules and Regulations by the User's guests or invitees.
11. **Termination.** The Parties agree that this Agreement terminates upon expiration of the Term articulated in Section 2. Either party may terminate this Agreement upon 60 days' notice to the other and this notice can be provided via U.S. Mail or E-Mail. For the City, notice shall be delivered to the Parks Coordinator. For the User, notice shall be provided to the individual who signed this Agreement for the User. The City may terminate this Agreement and remove any User from a Park Facility if the User is not in compliance with this Agreement or pursuant to the applicable Rules and Regulations.
12. **General Provisions.**
 - A. **Entire Agreement.** This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.
 - B. **Amendments.** Any modification or amendment to this Agreement shall require a written agreement signed by both Parties.
 - C. **Governing Law.** This Agreement shall be governed by and interpreted in accordance with the laws of the State of Wisconsin.
 - D. **Captions.** Section headings contained in this Agreement are included for convenience only and form no part of the Agreement between the Parties.
 - E. **Waiver.** The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other party shall not be construed as, or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.
 - F. **Savings Clause.** If a court finds any portion of this Agreement to be contrary to law or invalid, the remainder of the Agreement will remain in full force and effect.

IN WITNESS WHEREOF, the Parties caused this Agreement to be approved on the dates below.

By signing this agreement, I declare that I have read, understand, and agree to all of the terms and condition of this Agreement.

USER:

Date: _____

By: _____

CITY OF WATERLOO

Date: _____

Parks Coordinator

**CITY OF WATERLOO, WISCONSIN
SEASONAL PARK FACILITY RENTAL RULES AND REGULATIONS**

The following Rules and Regulations govern the reservation, rental, and use of any City of Waterloo (the “City”) park, building, field, and other facilities, which are referred to hereafter as “Park Facility”.

1. User Responsibilities:

- a. The User of a Park Facility must attend an “After Use Maintenance” meeting with the City Parks Coordinator prior to the Users first use of a Park Facility.
- b. The User must prepare the Park Facility for its own individual use.
- c. The User must provide its own equipment for use of the Park Facility.
- d. The User must return the Park Facility to its pre-use condition upon the conclusion of each use of the Park Facility. Failure to restore the Park Facility to its pre-use condition may result in Penalties, up to and including termination of User’s Seasonal Park Facility Rental Agreement.
- e. The User must provide janitorial services for the Park Facility following each use of the facility, which shall include but is not limited to the cleaning of any restroom, toilet, concession stand, and/or kitchen.

2. Penalties:

- a. The City may penalize any User who does not abide by these Rules and Regulations and the terms of its Seasonal Park Facility Rental Agreement as follows:
 - i. 1st Offense – Warning issued by the City Parks Coordinator
 - ii. 2nd Offense – Cancellation of the User’s next scheduled Event at the Park Facility
 1. User will have to meet with Park Coordinator on “After Use Maintenance”.
 - iii. 3rd Offense – Cancellation of the User’s scheduled Events at the Park Facility for one week and removal from the Park Facility.
 - iv. 4th Offense – Termination of the User’s Seasonal Park Facility Rental Agreement.

3. **Maintenance Fee:** If the User fails to comply with its Park Facility maintenance responsibilities articulated in Section 1 of these Rules and Regulations, the City may charge the User for any time City Parks Department staff spends cleaning, repairing, or restoring the Park Facility to its pre-use condition. The User will be charged \$50.00 per hour for each hour City Parks Department staff spends cleaning, repairing, or restoring the Park Facility to its pre-used condition, with a minimum charge of \$100.00.

Initials: _____

WATERLOO FIREMEN'S PARK

FEE SCHEDULE - 2024

BUILDINGS & GROUNDS FEES

<u><i>Firemen's Park Facilities</i></u>	RESIDENT <u>PRIVATE</u>	NON-RESIDENT <u>PRIVATE</u>	RESIDENT <u>PUBLIC</u>	NON-RESIDENT <u>PUBLIC</u>	
ENTIRE PARK		SEE PARKS COORDINATOR FOR SPECIAL EVENTS			
ENTIRE PAVILION	\$2,000	\$2,200	\$1,300	\$1,500	
UPPER PAVILION	\$1,500	\$1,600	\$1,150	\$1,250	
LOWER PAVILION	\$650	\$750	\$300	\$400	
BINGO HALL	\$250	\$350	-----	-----	
HAMBURGER/CONCESSION STAND	\$100	\$100	-----	-----	
BANDSTAND/GAZEBO	\$75	\$75	-----	-----	
KITCHEN RENTAL	\$75	per Month	\$15	per Hour	
		Pavilion Rental includes Kitchen			
 <u><i>Other Park Facilities</i></u>					
	4 hours or less	Over 4 hours	Special Events		
WATERLOO REGIONAL TRAILHEAD	\$150	\$300	\$500		
MAUNESHA BUILDING CENTER	\$150	\$200	-----	-----	
VETERANS PARK BANDSTAND	-----	\$75	\$200		
			Tournament (Includes Concession Stand)		
 <u><i>Field Rentals</i></u>					
	3 hours or less	All Day Rental	1 Day	2 Day	3 Day
SKALITZKY FIELD (BASEBALL)	\$125	\$250	\$300	\$600	\$900
SOFTBALL/LITTLE LEAGUE DIAMOND - Per Diamond	\$75	\$150	\$200	\$400	\$600
BATTING CAGES	\$25	\$50	Add Additional \$150/each Field (Softball/LL)		
COACH PITCH	\$50	\$100			
Seasonal Field Fees will be based on 10% (Resident) and 25% (Non Resident) of field usage up to \$2000 (Resident) and \$5,000 (Non Resident)					
All field rentals include: Dragging of diamond if conditions of fields allow					

OTHER FEES

FIELD LIGHTS (per hour)	\$25
PREP OF DIAMONDS (each time)	\$25
PARK LABORER (per hour)	\$50
FIELD MARKING (Field Lime)	\$10 / bag
DIAMOND DRY	\$25 / bag
FIELD CLAY	\$30 / bag
BARTENDER (per hour/each)	\$15
CEREMONY AREA	\$25

ROAD CLOSURE	\$25
OUTDOOR CHAIRS	\$250
Outdoor chairs included with Pavilion Rental	
OUTDOOR CHAIR SET-UP	\$250
PROJECTOR SCREEN	\$25
PROJECTOR	\$25
OUTDOOR SPEAKERS	\$50
OUTDOOR WIRELESS MIC	\$50
MOVABLE FENCING SET-UP	\$100 / hour

Fields can be closed and game/tournaments called off by the City of Waterloo Parks Department at any time. Waterloo Parks Department will decide on cancellation as soon as possible the day of a game. No fees will be charged if cancellation by the Waterloo Parks Department. Fees will apply if cancellation by renter is less than 2 weeks (14 days) prior to the scheduled game or tournament.

All rentals are required to have a deposit and full payment for key exchange. All deposits are refundable at the conclusion of the event when the facility is cleared by the Waterloo Parks Dept. and keys returned with Cleaning Checklist. Any and all deposits will be forfeited if/when facilities are not returned to normal operation standards or cleaned in accordance to the Waterloo Parks Department expectation or in accordance with the Cleaning Checklist provided.

**Pavilion Rental Deposit Rentals - \$500*

**Firemen's Park Shelters/Fields Rentals - \$100*

**Waterloo Regional Trailhead Rentals - \$100*

Maunasha Business Center Rentals - \$100

****Additional Charges May Be Applied for use of City of Waterloo Property Not Listed****